

**REQUEST FOR QUALIFICATIONS  
For Professional Services  
On-Call Consultant Services**

The Mountain Home Urban Renewal Agency (Agency) is requesting Statements of Qualifications from architects, engineers, and land surveyors for general nonexclusive on-call land professional services. Pursuant to Section 67-2320(2)(h) of the Idaho Statutes, Agency intends to establish a preapproved list of up to three (3) separate persons or firms from which it may select for consultant services as needed. The term of this agreement is expected to be three (3) years. Agency reserves the right to award work to firms on the preapproved list solely according to its needs; a signed agreement is not a guarantee that any work or compensation will be offered. Agency may terminate the agreement(s) at any time.

**SCOPE OF WORK**

Agency has a need for a wide array of on-call services. The work could range from general advisory consulting to preparing stamped plans and drawings. Agency seeks professionals in the following disciplines:

1. Engineering
2. Architecture
3. Landscape Architecture
4. Land Surveying

**GENERAL**

The selected consultants will be required to provide proof of several insurance coverages:

- Professional liability insurance with minimum coverage of \$1 million.
- General liability coverage of \$1 million per occurrence/\$2 million aggregate minimum.
- Workers compensation and employer's liability at state law levels; and auto at \$500,000.
- Proof of coverage will be required within ten (10) calendar days after notification of selection.

Contract term is expected to extend for three (3) years. The selection process is qualifications-based, and rates and other compensation will be negotiated with the top ranked firms.

Typical services would range from specific work tasks to small projects where the total cost of the work or task would not exceed \$10,000. Agency seeks statements of qualifications from persons or firms who could provide small scale and/or large scale services.

**SUBMISSION REQUIREMENTS**

RFQ response submissions must be received at the address below by 4:00 p.m. MDT, February 2, 2018. Only one (1) original submission is required.

Mountain Home Urban Renewal Agency  
Attn: Alan Bermensolo  
P.O. Box 1150  
Mountain Home, ID 83647

The submission shall not exceed ten (10) single-sided 8.5"x11" pages. Photographs and graphics shall be incorporated into the submission, within the ten (10) page limit. No other material will be considered.

To be considered each RFQ response must include the following minimum information:

1. Cover letter; including name, address, telephone, and e-mail contact of project manager.
2. Resume of the project manager, including any state(s) of licensure.
3. List of firm's relevant experience.
4. List of firm's relevant references from at least three clients, with a preference for governmental agencies. Include names and phone numbers for contact by Agency staff.
5. Strategy for identifying and solving any potential conflicts of interest.

Agency may, at its own discretion, accept such submissions as it deems to be in the best public interest and in furtherance of the purposes of Idaho Law, or it may proceed with further selection processes, or it may reject any and all submissions. Agency reserves the right to, in its discretion, waive any immaterial defects in any submissions, reissue the request for statements of qualifications, and invite additional respondents to submit proposals. Agency reserves the right to reject any submissions based on real or apparent conflict of interest, to reject any submission containing inaccurate or misleading information, and to request additional data and information from any and all respondents. All submissions will be considered public documents under applicable state law except to the extent portions of the submissions are otherwise protected under state law. Respondents should segregate any proprietary or confidential material and provide an explanation as to why such information should not be deemed a public record, citing the applicable portion of the Idaho Public Records Act.

## **SELECTION CRITERIA**

Selection will be based on qualifications. Final selection is made by the Agency's Board of Commissioners, which has the right to waive or alter submission requirements or to reject any or all submissions.

The issuance of the RFQ and the receipt and evaluation of submissions do not obligate Agency to award a contract. Agency will not pay costs incurred in responding to this RFQ. Agency may in its discretion cancel this process at any time prior to the execution of a contract without liability.

## **QUESTIONS**

Direct any questions to: Alan Bermensolo at [abermensolo@b-transfer.com](mailto:abermensolo@b-transfer.com)

## LEGAL NOTICE

### REQUEST FOR QUALIFICATIONS

#### On-Call Professional Services

The Mountain Home Urban Renewal Agency, a public body corporate and politic (“Agency”) invites professional architects, landscape architects, engineers, and land surveyors to submit a Statement of Qualifications for general nonexclusive on-call consultant services.

The successful firms would negotiate with Agency for an on-call professional services agreement.

Interested individuals and firms are invited to obtain submission instructions. Submission instructions are available on the Agency’s website: [www.uramountainhome.com](http://www.uramountainhome.com) and are also available at the Mountain Home Urban Renewal Agency offices located at 440 N 6th E., Mountain Home, ID, 83647. Submissions will be accepted until 4:00 p.m. MDT, February 2, 2018. Late or incomplete submissions will not be accepted.

The services contract or contracts will be awarded to the firm or firms who, in the sole opinion of Agency, are best qualified to perform the work. The right is reserved to reject any or all submissions not conforming to the intent and purpose of the “Request for Qualifications” whenever such action appears to be in the best interests of Agency.

Publish January 17 & 24, 2018.

4823-7205-7392, v. 1