



CITY OF KUNA

P.O. BOX 13

KUNA, ID 83634

www.kunacity.id.gov

REQUEST FOR PROFESSIONAL QUALIFICATIONS

Date: June 22, 2022

From: Paul A. Stevens, Public Works Director

To: Consultants

RE: Request for Professional Qualifications

Due Date: July 22, 2022

REQUEST: Proposal to provide professional services for survey, design, drafting, preparation of contract documents, construction inspection, expert witness, geological studies, water rights examination, contract management services, building inspection services, pressurized irrigation, sewer, transportation engineering, water design, and similar municipal engineering work.

As provided in Idaho Code Title 67, Chapter 23, Paragraph 67-2320(2h), the City of Kuna requests responses from qualified firms to provide professional engineering, professional geologist, and professional land surveyor services and building inspection services for city municipal projects. Qualifying firms will be placed on a roster from which consultants will be selected to perform professional services for City Projects. Please provide the following information to establish your qualifications:

Form of Agreement

1. Please review the attached City of Kuna professional services agreement.
2. Provide at least three examples of work you have completed in the last five years for disciplines you would like to provide professional services for. The minimum information for each project includes:
 - A. Name of project
 - B. Client
 - C. Person for reference with a functioning phone number
 - D. Description of work performed
 - E. List specific challenges that were overcome
 - F. Total Cost of Project
 - G. Year completed

Evaluation Considerations

Please keep the following in mind:

1. The City of Kuna recognizes that considerable effort and expense can be expended during the submittal process. Please minimize your costs by providing a stapled document containing the following information.
 - A. Cover letter with general project approach. No more than two single sided 8.5” x 11” pages
 - B. Documentation of relevant experience on no more than five single sided 8.5” x 11” pages for each discipline you are applying for
 - C. Proof of liability insurance
 - D. Proof of errors and omission insurance
 - E. Proof of workman’s compensation insurance
 - F. One page or less resumes of employees (no more than five) for each discipline

2. Experience in all project types is not necessary. Respondents will be evaluated based on relevant work experience, and customer satisfaction for the discipline requested.

General Proposal Considerations

Use of the roster will be limited to projects where the consultant services are expected to cost \$350,000 or less. Pre-qualified consultants will be maintained in the registry for up to 60 months from the date of City Council approval. Removal from registry is subject to any consultant performing below standard.

When a project qualifying for consultant selection from the roster is started, a pre-qualified consultant will be selected at the discretion of the City from the roster. If needed, the city shall request supplementary information when negotiating specific project terms.

A services agreement will be negotiated as provided in Idaho Code Title 67, Chapter 23, Paragraph 67-2320(2h). The fairness and reasonableness of fees and prices is a consideration during negotiation of a services agreement but is not a consideration for inclusion in the pre-approved roster. If the City concludes in their discretion during negotiations that a consultant's fees and prices or terms of a services agreement are not fair or reasonable, negotiations will be terminated and a different consultant will be invited to negotiate a services agreement.

All submittals must be received by July 22, 2022. Any submittals received after will not be accepted.

Paul A. Stevens, P.E.

City Engineer/Public Works Director

Published 06.29.2022 and 07.06.2022