



**REQUEST FOR QUALIFICATIONS
FOR
PROFFESIONAL SERVICES ROSTER
2025**

Publication Dates: December 9, 16 of 2025

The City of Twin Falls and the Urban Renewal Agency of the City of Twin Falls

203 Main Avenue East
Twin Falls, Idaho 83301
Telephone: (208) 735-7248

**ADVERTISEMENT
REQUEST FOR QUALIFICATIONS
PROFESSIONAL SERVICES ROSTER**

The City of Twin Falls (City) and the Urban Renewal Agency of the City of Twin Falls (URA) are seeking Professional Services Qualification Statements from design professionals, construction managers, professional land surveyors, and other persons licensed pursuant to chapters 3, 12, 30, and 45, title 54, of Idaho Statute. Professionals meeting requested criteria will be placed on an updated hiring roster for consideration on future projects.

Qualification Statements will be received in the City of Twin Falls Engineering office at 203 Main Avenue East., 2nd Floor, Twin Falls, Idaho 83301 until 4:30 p.m. MST on January 15th, 2026.

The criteria and procedures for placement on the Professional Services Roster may be obtained at the City of Twin Falls Engineering Office at 203 Main Avenue East, 2nd Floor, Twin Falls, Idaho 83301, or may be downloaded at no charge by accessing www.tfid.org (<https://id-twinfalls3.civicplus.com/bids.aspx>). The documents may also be requested by emailing rfq@tfid.org. The City and URA reserves the right to accept or reject any or all qualification statements.

This Notice is being published in compliance with Idaho Code Section 67-2320(2)(g).

Dated this 9th day of December 2025.

AC Stowe, E.I.T.

Open till: January 15th, 2026

Publish: December 9, 16 of 2025

CITY OF TWIN FALLS REQUEST FOR QUALIFICATIONS

PURPOSE

The City of Twin Falls (City) and the Urban Renewal Agency of the City of Twin Falls (URA) are seeking Professional Services Qualification Statements from design professionals, construction managers, professional land surveyors, and other persons licensed pursuant to chapters 3, 12, 30, and 45, title 54, of Idaho Statute. Professionals meeting requested criteria will be placed on a selection roster for consideration on future projects. Projects may include design work funded by the State or Federal programs.

Respondents placed on the updated selection roster will not be ranked. Selection from the roster will be based on project-specific requirements of future projects. If necessary, additional project-specific information will be requested to better determine the best-qualified candidate to provide the required services. Placement on the roster is not a guarantee of selection for future projects.

GENERAL INFORMATION

SUBMITTAL

Qualification Statements must be received no later than January 15th, 2026 in a sealed envelope or package and clearly marked REQUEST FOR QUALIFICATIONS, with the firm's name and address indicated on the package. The City and URA will accept hand delivered SoQ's to Twin Falls City Hall second floor. FedEx and UPS deliveries are also accepted at City Hall. Additionally, by using the address provided below, firms can mail in their SoQ to the Twin Falls City P.O. box. Please plan for delivery time accordingly. The City and URA will not accept copies sent by fax. Include one (1) bound copy of the Qualification Statements and one (1) electronic copy in .pdf format on USB flash drive Submit Proposals to:

City of Twin Falls
Engineering Department
203 Main Avenue East
PO Box 1907
Twin Falls, Id 83303

QUESTIONS AND CLARIFICATIONS

Questions and clarifications pertaining to this RFQ must be provided in writing. If necessary, replies will be made in the form of an addendum and forwarded to prospective respondents who have provided their contact information. In order to receive addenda to the RFQ, the prospective respondent must email contact information to rfg@tfid.org and receive a confirming email that the request has been received. All questions must be emailed to rfg@tfid.org and received no later than January 9th, 2025, at 2:00 p.m. MST.

APPLICANT'S COST

The applicant will be responsible for all costs (including site visits) incurred in preparing or responding to this RFQ. All materials and documents submitted in response to the RFQ become the property of the City and URA and will not be returned.

PUBLIC RECORDS/CONFIDENTIAL INFORMATION

The City and URA are Public Agencies. All submittals, including bids, proposals, and any other information provided by a consultant may be considered a public record and, except as noted below, will be available for inspection and copying. Any information submitted to the City and URA are subject to release as provided for by Idaho Public Records Law, Idaho Code, Title 9, Chapter 338 through 350.

The City and URA will take reasonable efforts to protect any information marked "confidential", to the extent allowed by Idaho Public Records Law. Confidential information should be clearly identified in a cover letter, submitted with your response. It is requested that the confidential information be placed in a separate envelope within the proposal to minimize accidental copying and release. Confidential information will be returned to the applicant upon request, after the award of the Agreement. It is understood, however, that the City and URA will have no liability for disclosure of such information. Any proprietary or otherwise sensitive information contained in or with any proposal is subject to potential disclosure.

Should the Agency be challenged in court by a third party for a decision to withhold or redact information identified as proprietary by the engineering professional, by submitting a Qualification Statement in response to this request, agrees to indemnify, defend, and hold harmless the Agency for any judgments, attorney fees, and/or court costs associated with asserting the documents contain proprietary information. The engineering professional agrees and acknowledges that the Qualification Statement is a disclosable public record. The Agency reserves the right to make an independent discretionary decision whether the documents marked as proprietary contain trade secrets and to disclose the contents thereof pursuant to the Public Records Act. All documents not marked as proprietary are subject to release in compliance with the Public Records Act.

RESERVATION OF RIGHTS BY CITY AND URA OF TWIN FALLS

The issuance of this RFQ does not constitute an assurance by the City and URA that any contract will be entered into by either The City or URA, with any certainty. The City and URA expressly reserves the right to:

- Reject any and all proposals
- Request additional information and data from any or all respondents
- Supplement, amend, or otherwise modify the RFQ or cancel this request with or without the substitution of another RFQ
- Disqualify any respondent who fails to provide information or data requested herein or who provides inaccurate or misleading information or data
- Disqualify any respondent on the basis of any real or perceived conflict of interest
- Disqualify any respondent on the basis of past performance on City and/or URA projects

EVALUATION COMMITTEE

A Committee will evaluate and determine if a respondent meets qualification criteria to be placed in an appropriate hiring roster category. It is the responsibility of the respondent to ensure that the proposal complies with this RFQ, conforms to the format, demonstrates qualifications, and provides the information requested. If the consultant fails to provide information as requested in this RFQ, such failure may result in either non-qualification in a particular Service Category or rejection of their proposal.

UPCOMING CITY AND URA PROJECTS

As future City and/or URA projects arise, project specific criteria will be determined. Then, ranking may be performed from the hiring roster and the respondent's submitted materials. If necessary, additional project-specific information will be requested to better determine the best-qualified candidate to provide the required services.

Upon selection of the best-qualified candidate, negotiations will proceed in accordance with Idaho Statute 67-2320.**PROPOSAL INSTRUCTIONS**

SUBMITTAL REQUIREMENTS

Content and completeness are most important. Any proposal not following the requested submittal format may be rejected. The proposal shall be for the firm's expertise only. Any use of sub-consultant services will NOT be considered.

- The submittal shall be on 8 1/2 x 11-inch paper, single sided
- Type style shall not be smaller than 12 point font
- Complete the **INDEX** page (pg. 8) at the end of this document and submit as part of the introductory section

The proposal shall be submitted according to the following outline:

SECTION I: INTRODUCTORY LETTER (2 pages maximum)

An introductory letter shall accompany the proposal. The letter should provide the address of the home office and the location of the office that will be primarily responsible for the services, an introduction of the firm's key personnel and a general overview of the firm. Identify your firm's contact person for this RFQ. Firms may also include geographic considerations demonstrating familiarity with locale and local governmental regulatory agencies.

SECTION II: INDEX (1-page maximum)

Provide an index that outlines each of the service categories submitted. Please tab service category sections for quick reference.

SECTION III: SERVICE CATEGORIES (5 pages maximum for each service category)

The following format shall be required for each service category submitted.

1. Qualification of the Project Manager

Identify project management personnel and provide relevant qualifications, experience and office location.

2. Qualification of the Firm and Staff

Identify key personnel and their relevant qualifications and experience.

3. Relevant Project Experience and References

Provide project examples completed by current staff, including scope, schedule, year of project, firm's role in the project, key personnel, and project manager. Please provide contact information for references.

QUALIFICATION CATEGORIES

- 1. Architectural:** Building architecture; project funding, bidding, and construction engineering and inspection in Idaho.
- 2. Landscape Architecture:** Experience in designing public plazas, skate/all-wheel parks, dog parks, exercise facilities, irrigation systems, water features, playgrounds, gardens and naturalized recreational areas.
- 3. Civil Engineering, Transportation and Traffic:** Evaluation, planning and design of roadways, streets, curb and gutter, sidewalks, bicycle and pedestrian facilities, traffic signals, culverts, and drainage systems; transportation system evaluation and planning; public transit and transportation systems; MPO's; project funding, bidding, and construction engineering and inspection in Idaho, road safety audit.
- 4. Geotechnical Engineering:** Geotechnical analysis; foundation evaluation and design; slope stability analysis; pavement design; retaining systems; field exploration services.
- 5. Professional Land Surveying:** Topographic; ALTA/ACSM; boundary surveys; legal descriptions; platting; monuments; easements; construction staking; aerial mapping; LIDAR, bathymetric surveying.
- 6. Civil Engineering, Stormwater:** Stormwater (MS4) program development; NPDES permitting; development of stormwater standards; Best Management Practices (BMP) design and implementation; Storm Water Pollution Prevention Plans (SWPPP); stormwater facility planning and design; project funding, bidding, and construction engineering and inspection in Idaho.
- 7. Civil Engineering, Structural:** Bridge inspection and design; evaluation, planning and design of buildings, hydraulic structures, and foundations; project funding, bidding, and construction engineering and inspection in Idaho.

- 8. Civil Engineering, Wastewater Collection and Gravity Irrigation:** Evaluation, planning and design of sewer lift stations, gravity and pressure sewer collection systems, sewer odor mitigation systems and gravity irrigation systems; gravity and pressure sewer collection system hydraulic modeling; sewer odor evaluations; in-situ trenchless sewer main replacement (i.e., CIPP, pipe bursting, slip lining, etc.); sewer manhole rehabilitation; asset condition assessment and management program development; project funding, bidding , and construction engineering and inspection in Idaho.
- 9. Civil Engineering, Drinking Water Distribution and Supply:** Evaluation, planning and design of water distribution and transmission systems, drinking water wells and springs, booster pump stations, water storage reservoirs and disinfection systems; water distribution system hydraulic modeling; evaluation, planning and design of pressurized irrigation pump stations, storage facilities and distribution systems; water quality evaluation; water rights; groundwater hydraulic and quality evaluations; project funding, bidding, and construction engineering and inspection in Idaho.
- 10. Civil Engineering, Wastewater Treatment and Reuse:** Evaluation, planning and design of wastewater treatment, biosolids, disposal and reuse facilities; pre-treatment system evaluation, design and monitoring; NPDES and Reuse permitting; water quality and TMDL development and implementation; project funding, bidding, and construction engineering and inspection in Idaho.
- 11. Electrical Engineering:** Evaluation, planning and design of municipal, commercial, industrial, building and street lighting, controls and instrumentation, emergency power, remote power and transmission systems; project funding, bidding, and construction engineering and inspection in Idaho.
- 12. Environmental:** hydrologic studies; Army Corps of Engineers 404 permitting; phase 1 assessments; wetland delineations; biological studies and assessments; archeological and cultural studies; Environmental Assessments (EA); Environmental Impact Statements (EIS); asbestos removal.
- 13. Mechanical Engineering:** Evaluation, planning and design of heating, ventilating and air conditioning, instrumentation, and control systems; project funding, bidding, and construction engineering and inspection in Idaho.
- 14. Materials Testing:** Field and laboratory materials testing; compaction / density testing of soils, aggregates, and pavement; gradations; testing of asphalt, concrete, masonry, structural steel and welding; rebar inspections; IBC special inspections.
- 15. Grant Administration:** Firm should be able to provide evidence of some experience working with Government grants, Federal and State. This category should show the unique skills and processes required when using or applying for project funding from grants.
- 16. Right-of-Way Acquisition:** Knowledge of the process of acquisition of Right-of-Way including application, obtaining title information, determination of compensation, relocation advisory assistance and meeting facilitation. This is typically a combined

INDEX for STATEMENT OF QUALIFICATIONS CATEGORIES

Qualification Category		Submittal page #-#
1. Architecture	
2. Landscape Architecture	
3. Civil, Transportation and Traffic	
4. Geotechnical Engineering	
5. Professional land Surveying	
6. Civil, Stormwater	
7. Civil, Structural	
8. Civil, Wastewater Collection and Gravity Irrigation	
9. Civil, Drinking Water Distribution and Supply	
10. Civil, Wastewater Treatment and Reuse	
11. Electrical Engineering	
12. Environmental	
13. Mechanical Engineering	
14. Materials Testing	
15. Grant Administration	
16. Right-of-Way Acquisition	
	
	
	

Note: If the qualification category is not listed above you may write in additional categories.