

**REQUEST FOR QUALIFICATIONS
WATER SYSTEM ENGINEERING SERVICES**

TERRACE LAKES WATER COMPANY, GARDEN VALLEY, IDAHO

The Terrace Lakes Water Company (TLWC) in Garden Valley, Idaho is requesting Statements of Qualifications (SOQ) from qualified engineering firm(s) to provide engineering services for the water system. The TLWC is seeking an engineering firm, which can perform all the duties of the Engineer as described throughout this request. The selected consultant(s) will assist the TLWC with services typically required by a community water system including planning, design, construction documents, funding assistance, and other projects as determined by the TLWC board of directors, which may include participation in public meetings, regulatory compliance, funding assistance and meetings with agencies.

TLWC has been selected on the IDEQ FY2024 DWSRF Funding list, and on the FY2024 DW LIF Funding for several future infrastructure improvement projects.

The TLWC will review and rate each SOQ based upon the criteria set out below.

**ENGINEERING STATEMENT OF SERVICES FOR
TERRACE LAKES WATER COMPANY**

The following statement of services describes the on-going services that the selected engineering firm shall provide to the TLWC. These services are contracted on an on-call basis. Specific proposals are customized to include only those services requested. It is expected that the Engineer will be available on a daily basis for consultation. Engineering technical support personnel will complete tasks as directed by the TLWC Board personnel assigned to provide such direction.

Engineering Services may include but are not limited to, the following:

- Attend board meetings;
- Assist with budgeting, planning and rate studies;
- Assist the TLWC in negotiations with regulating agencies;
- Review monthly water reports;
- Provide System mapping;
- Water System Master Planning;
- Water distribution system modeling;
- Water distribution system improvement design;
- Water treatment design;
- Community well and control system design;
- Assistance with federal and state grant/loan programs;
- Assistance with permits;
- Easement evaluation and acquisition assistance;
- Construction oversight

The Engineering firm shall be able to provide Professional Engineering services by an Engineer licensed in the State of Idaho, and provide other services as requested.

INSTRUCTION TO RESPONDENTS

Respondents shall provide five (5) copies of their SOQs, signed by an officer of the firm, to the following:

*Terrace Lakes Water Company, Board of Directors
P.O. Box 141
Garden Valley, ID 83622*

All proposals shall be sealed and mailed to the above address with a postmark of no later than March 15, 2024. The envelope shall be clearly marked "SOQ – Water System Engineering Services." The cost of submittals and any related expenses including travel and presentations shall be entirely the responsibility of the respondent.

The TLWC has the right to reject any or all responses if the TLWC finds good cause, and to cancel the solicitation, if in doing so it is determined at the sole discretion of the TLWC to be in the company's interest.

No formal meeting will be scheduled for this RFQ.

Interested firms are requested to describe the firm's qualifications, resources, and experience in providing municipal engineering services in the sections listed below.

1. Cover Letter (1 page maximum)

Letter shall list the proposed project manager.

2. Firm Qualifications, Understanding and Approach (4 pages maximum)

- Describe your firm's background and history, including the number of years in business and the scope of service currently provided to clients. Include a statement describing why your firm is qualified to perform the work outlined in this RFQ and detailing the proposed approach to performing this work.
- Describe your firm's experience to provide advice and services to TLWC management, staff, and policy-making boards. Include a discussion of how your current and past experience will enable you to effectively and efficiently represent the TLWC.
- Discuss how your firm anticipates providing Engineering services to the TLWC. Include in your discussion your experience interacting with TLWC staff, management of multiple projects, quality control, and scheduling.

3. Qualifications of Engineer and Key Staff (4 pages maximum)

- Name of the principal individual who will represent the firm and be assigned to work with the TLWC.
- The firm's experienced staff available to perform the engineering services required by the TLWC, including specific qualifications and experience relating to water systems of similar size to TLWC.

4. Relevant Experience and References (4 pages maximum)

- Briefly describe projects or services performed by your firm in the on-call engineering role for three (3) specific clients within the last five (5) years. Provide the name, address and phone number of the person for each of the three clients presented that may be contacted regarding your firm's performance in the on-call Engineer role.
- List experience your firm has with federal and state loan and grant programs and other funding sources.

5. Experience and Familiarity with the TLWC (3 pages maximum)

- Describe your firm's experience and familiarity with the TLWC and how your firm will provide effective and efficient service.
- Describe your firm's staff and resource capacity to respond to time-sensitive or short notice requests and/or complicated issues.
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SUBMITTAL

Each SOQ will be evaluated on the completeness and clarity of content. Only those consultants who supply complete information as required by this RFQ will be considered for evaluation.

Interested candidates shall limit their responses to sixteen (16) pages. All typing or printing shall be of a minimum 11-point type. The SOQ may have a cover and back that will not be included in the page count. No attachments and/or appendices including additional marketing material, brochures, etc. are allowed to be included in the submittal.

Firms may use both sides of a single sheet of paper for conservation purposes, and are encouraged to do so. Sheets printed on both sides will be considered two (2) pages.

Firms submitting more than the specified number of pages may be considered non-responsive and their RFQ returned without further consideration.

The selection process will follow a qualification based process. Costs will not be used to evaluate proposals. A proposal which contains rate sheets or any fee related materials will be disqualified and considered nonresponsive.

REVIEW AND EVALUATION

At the close of the submittal period, the TLWC will rank each SOQ based on responses to the evaluation criteria listed in the RFQ. The TLWC will require a minimum of 10 days to evaluate and rank the Statements of Qualifications. Although not required, the TLWC may elect to conduct Interviews with the top ranked firms.

During the evaluation review, the TLWC has the right to require any clarification or change needed to understand the consultants' approach to the work. This review and any changes needed, will be made before executing a contract and will become part of the final contract.

The following criteria will be utilized to evaluate the Statement of Qualifications (SOQs):

- **Firm Qualifications, Understanding and Approach** (25 points)
- **Qualifications of Engineer and Key Staff** (25 points)
- **Relevant Experience and References** (25 points)
- **Experience and Familiarity with the TLWC** (25 points)

Based on the points assigned for the criteria above, each reviewer will rank the candidates in order. Each reviewer's highest scoring candidate will receive a rank of 1, next highest will receive a rank of 2, etc. The candidate's final score will be the sum of the applicable rankings from each reviewer. The candidate with the lowest total score will be the highest ranked candidate.