

RFQ2026-061
Miscellaneous Geotechnical Engineering and
Construction Material Testing and Inspection (PWE 505)

PROJECT INFORMATION

1 GENERAL DESCRIPTION

The City is issuing this Request for Qualifications (RFQ) to establish Master Service Agreements with qualified engineering firms to perform professional geotechnical engineering, construction materials testing, special inspection services, and laboratory testing and analysis. Services will be executed on an as-needed, task-order basis for a wide range of municipal projects.

This contract will be administered by the Public Works Engineering Department and will be available for utilization by all City departments.

2 SCOPE OF WORK

The scope of services described below is provided for illustrative purposes only, as this request is not based on any specific projects; rather, the City seeks to enter into professional services contracts with multiple qualified firms to perform work on a negotiated, project-by-project Task Order basis in the future.

These services are anticipated to relate primarily to any combination of geotechnical engineering, construction materials testing, laboratory analysis, and International Building Code (IBC) Chapter 17 special inspections. Specific field and laboratory tasks may involve soil compaction testing, hillside and slope stability analysis, geohazards evaluation, settlement analysis, site investigations, exploratory borings, groundwater monitoring well drilling, pavement design and evaluation, pavement restoration, rebar inspection, concrete sampling and strength testing, building foundation design, and comprehensive construction monitoring. Services may also encompass initial project planning, construction document and specification preparation, on-call emergency response, cost estimating, permit acquisition, and technical drafting (including CAD and conventional layouts). Because these assignments must support active municipal construction schedules, services may frequently be requested on short notice and under tight deadlines. For each individual assignment, the Consultant and the City will mutually agree to a specific scope of work, schedule, and fee structure in writing prior to the issuance of a formal Notice to Proceed (NTP), and the Consultant shall remain fully and solely responsible for the safety and well-being of its employees and agents. The City estimates awarding contracts to multiple selected consultants for an initial term of one (1) year, with the possibility of up to four (4) subsequent one-year renewals; however, because services are authorized strictly on an as-needed basis, the City does not guarantee a specific minimum or maximum contract expenditure over the life of the agreement.

2.1 Sub consultants

Sub-consultants may be included as part the "Consultant team", to assure adequate coverage of the various areas of technical expertise required under this Contract.

The City also recognizes there may be occasions that an element of work is necessary to complete an assignment by job classifications other than those indicated herein. Specialized services that cannot be reasonably categorized into the job classifications herein, may be authorized by using a sub-consultant(s) or sub-contractors. In cases where sub-contractor(s) are used, the City reserves the right to approve the sub-contractor prior to issuing a NTP for the respective assignment. The City will allow an overhead adjustment of the sub-contracted work not to exceed five (5%) percent of the value of the sub-contracted work. Overhead mark-up shall not be allowed for sub-consultants who have been identified as part of the original Consultant team assembled to meet the minimum scope of services defined in the RFQ.

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2.2 Project Assignment Sequence

Due to the varying type of projects anticipated under this Contract, the actual project sequence will vary. For the purpose of preparing a response to this request for qualification, the following is presented as a typical project assignment sequence.

When the City determines a need for consultant services on a project, the City will generally meet with the Consultant to discuss the scope of services needed.

Regardless of the value of the professional fee, unless designated otherwise in the scope of work request, the City will require the consultant to submit a proposal generally within two (2) weeks of issuing the request. The proposal shall be on the Task Order form included as Contract Attachment "A" and shall define the scope of fees and schedule for the Consultant services. In order to remain on the list, Consultant must respond to the request for qualifications by either submitting a proposal or a letter indicating no interest or lack of available manpower for the respective assignment. Failure to provide a response by the designated deadline may be just cause for the city to remove the consultant from the stand-by list.

2.3 Compensation

The Consultant may be compensated on an hourly basis with an established not-to-exceed cost for each individual assignment, a lump sum fee or the agreed upon fee arrangement. The proposed staff, estimated hours, and any additional costs shall be established through mutual agreement between the Consultant and the City prior to issuing a Notice to Proceed (NTP) for each assignment.

Once the NTP is issued, the Consultant shall proceed with the project, invoicing the City on a monthly basis based on the actual man-hours charged to the project. Submitted along with the invoice shall be a cover letter specifying breakdown for each sub-project, percent spent, breakdown of all man-hours charged, and a description of project progress. Failure to include this information with the invoice will result in rejection of the invoice.

Employee classification and associated hourly rates for all work performed will be in accordance with the contract. All hourly rates shall be considered as straight time and no overtime rates will be permitted.

Hourly fees will include office space, hardware, software, support, field equipment, supervision, travel, printing and copying expenses necessary to complete required tasks. Exceptions include resident employees as noted below and specific direct reimbursable expenses to be established based upon mutual agreement at the time of assignment.

2.4 Insurance Requirement

The successful Consultant(s) must show, prior to the execution of the Agreement, evidence of appropriate insurance as outlined in the Agreement.

3 REQUIRED CONTENT, EVALUATION AND SELECTION PROCESS

Due to the variety of anticipated projects it is anticipated that City will contract with a variety of firms based on identified expertise in geotechnical engineering, construction material testing and inspection services.

The individual members of an evaluation committee will use the evaluation factors listed below for ranking of proposers. The selection of firms will be based on a consensus

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evaluation by the committee. Once the firms have been selected, Boise City will enter into negotiations with the selected firms to finalize a contract. If contract terms cannot be agreed upon with the selected proposer(s), the City will terminate negotiations with that proposer, and may enter into negotiations with the next selected proposer(s) or reject all proposals as is in the best interest of the City. The Consultant fee information will not be used for determining which firms are selected. The Consultant fees will be used as a basis for beginning contract negotiations with the firms selected as most qualified.

3.1 Proposal Format

Proposals are to be limited to Sixteen (16) page total, including the signed cover letter, in the format specified. The Bid Signature page, resumes, brochures and letter(s) of recommendation do not count towards the 16-page total. Proposals received not following the format specifications may be disqualified and considered non-responsive at the City's discretion. Any additional forms provided by the City are not to be counted.

All proposals submitted in response to this request should include the following headings to assist evaluation. The proposals should be clear and to the point. Emphasis should be placed on specific qualifications of the people who will actually provide the service and the firm's ability to manage the service.

3.1.1 Cover Letter & Signature Sheet (Pass/Fail)

Provide a cover letter that contains an introduction of your firm, a summary of its approach, commitment, interest, and experience in this type of work and your firm's ability to respond and perform the anticipated services in a timely basis. Complete the Signature Sheet included. Proposals must be signed. Proposals not signed will be rejected.

3.1.2 Firm Qualifications– 100 Points

Provide baseline data relative to the firm's size, history, personnel, technical capabilities, areas of specialized expertise, and general credentials. Bidders may include notable project awards, professional associations, and corporate achievements.

As a mandatory minimum qualification, the proposing firm's testing laboratory must fully meet the requirements of ASTM E329. The firm must maintain active laboratory accreditation issued by AASHTO re:source (formerly AMRL), CCRL, A2LA, or the International Accreditation Service (IAS) explicitly covering the testing methods for soils, aggregates, concrete, and asphalt. Proof of current accreditation and the specific approved scope of testing methods must be submitted with the proposal.

The City reserves the right to investigate and confirm the Proposer's financial responsibility. This may include financial statements, bank references and interviews with past clients, employees, and creditors, as well as the quality of design services. Unfavorable responses to these investigations are grounds for rejection of proposal.

3.1.3 General Approach– 150 Points

The Consultant shall provide a comprehensive statement of approach demonstrating their understanding of, and willingness to perform under, an on-call Master Services Agreement framework. Because there is no single, specific project tied to this solicitation and all future work will be authorized on an as-needed, project-by-project Task Order basis, the proposal must explicitly outline the firm's day-to-day management strategy for this delivery model. Recognizing this framework, please detail your proposed approach to day-to-day coordination with the City, specifically addressing your protocols for task

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order scope and fee negotiation, project management communication, budget tracking, cost control, and meeting unexpected scheduling demands. The response must describe how your operational approach will ensure successful service delivery across all participating City departments, explicitly detailing how your team will navigate the distinct pacing of municipal work by balancing the complex, iterative nature of geotechnical design engineering with the fast-paced, time-sensitive inspection demands of active construction sites.

3.1.4 Staff Qualifications– 300 Total Points

This section should outline the Project Manager and Key Staff members' qualifications, experience, expertise and ability to respond in a timely fashion relating to the type of projects anticipated for this proposal.

Specific emphasis should be placed on past projects performed for Boise City and/or other similar government agencies and/or entities. A list of references for past relevant projects managed by the Project Manager and Key Staff members is desirable. An organization chart should be included in this section. Identify all professional licensed staff with their State and discipline indicated. Indicate local staff and/or office location(s).

Preference may be given to firms demonstrating at least two inspectors with ICC special inspector certifications in reinforced masonry (category 84), reinforced concrete (category 49), Prestressed Concrete (category 92), Structural Steel and Bolting (S1), Structural Welding (S2), and/or Soils (EC). Firms should clearly identify certified personnel and provide documentation of current certifications with their proposal (these should be included in the appendix and will not count toward the proposal page limit).

Resumes, if desired to be included, should be enclosed in the proposal appendix.

3.1.5 Support Staff, Equipment, Field/Specialized Equipment (100 Points):

This section should summarize the technical support staff and equipment resources available to back up your firm's key personnel. Please provide a clear overview of your firm's infrastructure, including current Computer-Aided Design (CAD) software and hardware, engineering analysis applications, and corporate resources that will enhance your ability to efficiently deliver tasks. If your firm anticipates utilizing subconsultants for specialized technical tasks, please explicitly identify those firms, summarize their direct capabilities, and define their role within your team framework. Complete resumes for all key personnel and support staff should be included exclusively in the appendix of the proposal.

Additionally, provide a comprehensive summary of the specialized field and laboratory equipment immediately available to support this contract. This must include a description of the field assets used to determine soil characteristics, stratigraphy, and depth to bedrock (such as drilling rigs, sampling systems, or geophysical gear), as well as the equipment utilized for on-site materials testing and special inspections of soils, concrete, grout, masonry, and reinforcing steel. Finally, clearly identify which specialized testing procedures, laboratory apparatuses, or field exploration equipment are owned and operated in-house by your firm, and which specific capabilities will be fulfilled via subcontracted services.

3.1.6 Specific Relevant Project Experience– 350 Total Points

Provide representative project examples that demonstrate the firm's direct experience in geotechnical engineering, field testing, and construction phase monitoring. Project examples should primarily highlight public sector and municipal infrastructure

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developments, with specific emphasis placed on past projects successfully executed for the City of Boise. Examples must demonstrate your firm's technical expertise in navigating local geological conditions, Boise City Code requirements, and executing site investigations, exploratory borings, and in-situ soil testing. Projects must also highlight experience performing complex engineering evaluations such as hillside and slope stability analysis for local terrain, geohazard risk assessments, settlement analysis, and seepage and dewatering modeling. The statement should showcase successful history related to structural building foundation design, municipal pavement evaluation and restoration, soil management and erosion control oversight, and comprehensive construction-phase support, including field inspection of concrete placement, structural masonry, and reinforcing steel.

Additionally, provide specific project examples that showcase your firm's laboratory testing and materials analysis capabilities within a municipal framework. Examples should demonstrate your team's proficiency in performing accredited laboratory testing for a wide range of public works construction materials, including soils, aggregates, cast-in-place concrete, structural masonry, asphalt mixtures, and structural steel elements. For all project examples provided across both statements, clearly indicate the public agency involved, the project scope, the specific testing or engineering services performed by your firm, and how those services helped successfully deliver the project on time and within budget.

3.1.7 References (Pass/Fail)

Provide a minimum of five **(5)** references, including contact name, email address, and telephone number. References shall include firms or agencies that have worked with the Project Manager and/or staff on projects listed in the relevant project experience sections.

3.2 Service Rates Table - DO NOT INCLUDE WITH YOUR PROPOSAL.

Testing Services: Complete rates for all the items listed in the Service Rates Table, located in the Supplier Attachment section of Jaggaer. These will be collected from awarded vendors during contracting.

The fee schedule will not be used in determining which firm is selected as the most qualified. The City is subject to the provisions of Idaho statute 67-2320.

Hourly Rates /Reimbursable Costs/Multiplier - Boise City requests submittal of Consultant fees in a billable hour rate format for all personnel proposed for use under this contract. Please itemize any items not included in the hourly rate, such as reimbursable items, other than ones listed below.

The billable hourly rates include direct labor, general and administrative overhead, profit margin, ordinary and CAD computer time, ordinary software costs, office supplies, and equipment, routine reproduction costs, local communication charges, facsimile charges and travel costs within Ada County.

The hourly rates shall not include project-related reimbursable expenses, including but not limited to: extensive reproduction costs associated with final bidding documents (plans and specifications), studies, travel outside of Ada County, or specialized equipment or software.

Unless otherwise agreed to as part of an individual Task Order negotiation, reimbursable expenses shall be billed to the City at cost. Sub-consultant costs may include a markup not to exceed five percent (5%).

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3.3 Appendix (Optional)

The appendix portion of your proposal may include resumes, company brochures, letters of recommendation, certification documentation, and any other relevant information. There is no page limit, but relevance and brevity are highly appreciated. The City of Boise may request letters of recommendation at a later date.

Failure to comply with providing the required information for the Committee's review may result in disqualification.

3.4 Additional Information

The City reserves the right to request clarification of information submitted or to request additional information about any proposal as it may reasonably require. The City reserves the right to require interviews. The City reserves the right to reject any or all proposals, to waive technicalities and to take whatever action is in the best interest of the City. The City reserves the right not to hold discussion after award of the contract.

Nothing in this RFQ or the contract between the City and the successfully awarded Consultant(s) shall prohibit the City from retaining the services of other Consultants for engineering project assignments that the City deems is not covered under this contract.