Request for Statement of Qualifications
ENGINEERING SERVICES

Pursuant to Idaho Code 67-2320, Coeur d'Alene Urban Renewal Agency d/b/a ignite cda (the "Agency") is soliciting proposals from qualified architects or engineers ("A/E") and their firms to create a list of up to three (3) persons or firms selected and preapproved for consideration by the Agency for assistance in site development and grading, remediation, water, sewer, roadway and trail construction and beautification, park design, bank stabilization, site improvements and associated appurtenances within its districts and in areas of proposed districts or district expansions to support the applicable urban renewal plans or proposed plans.

Professional services required are likely to include, but not limited to participation in public meetings, surveying, schematic design and cost estimation for grant applications, final design with costs, construction documents and project oversight.

The successful firm will be required to comply with requirements such as insurance or bonding, environmental regulations, public participation responsibilities, grantee's affirmative action policies, etc.

The agreement may be on a lump sum, fixed price basis or cost-reimbursement "not to exceed" basis or an hourly basis, with payment terms to be negotiated with the selected offeror on a per project basis. As may be determined by Agency, other project-specific RFQs may be issued for A/E services and the Agency reserves the right to choose other A/E firms to provide those services outside of the list created through this RFQ.

The proposal must be organized in sections containing the following information:

1. **Description of Firm.** Describe your firm's legal structure, areas of expertise, length of time in business, number of employees, and other information that would help to characterize the firm. Provide the address of the main office (for legal purposes) and the address of the office that will manage the projects. Provide the same detailed describe of any and all firms your firm may partner with on this work.

2. **Experience.** Briefly describe other projects executed by your firm that demonstrate relevant experience. However, extensive descriptions of vaguely related projects are discouraged. Also list all public sector clients for whom you have performed similar work in the past five years. For each project mentioned, include the name, address and phone number of a person who can be contacted regarding your performance on the project. When submitting projects for which your firm worked in an auxiliary capacity or in a joint venture or partnership, include the name of the lead firm.

3. **Personnel.** Provide a professional resume for the key people proposed to be assigned to the projects (including any important sub-consultants), and describe relevant related experience. Describe key personnel's proposed roles and responsibilities on this work. Submittals must identify a proposed project manager who would be responsible for the day-to-day management of tasks and would be the primary point of contact with your firm. Include an organization chart of the project team.

4. **Project Approach.** Provide a narrative description of how the firm proposes to manage this work and execute necessary tasks. Discuss any unique aspects of the work, alternative approaches the Agency might wish to consider or special considerations related to programmatic/funding requirements. Your firm should rely on its expertise and experience with similar projects to demonstrate how it will effectively complete the work.

References, brochures or other material that may be helpful in evaluating your firm may be included in an appendix of the proposal.

Five copies of the proposal must be received by 5:00 pm PST on July 20, 2026, at the ignite cda's Executive Director's office, 105 N. 1st Street, Suite 100, Coeur d'Alene, Idaho 83814. Please state "Engineering Services Statement of Qualifications" on the outside of the response package. Proposals received after the deadline will not be considered.

Proposals will be ranked on qualifications and the Agency may choose to interview several of the top ranked firms. However, at its discretion, the Agency may dispense with interviews and select a firm to perform the work. Firms will be evaluated according to the following factors:

Firm History and Capability to Perform the Project — 20%
Relevant Project Experience — 20%
Qualifications of Project Team — 30%
Familiarity with the Area and Work Scope — 10%
Project Approach— 20%

Selected references will be contacted.

The Agency will create a list of up to three (3) of the most qualified persons or firms and may utilize those persons or firms to negotiate a contract, a detailed scope of work, fee, schedule, etc., with the preferred person or firm on a per project basis. If unable to reach an agreement, the Agency will terminate negotiations and commence negotiations with the second-ranked person or firm, and so forth.

The Agency expects to evaluate proposals and provide written notification of the short-listed firms within 30 days of receipt of proposals. If interviews are held, they will be scheduled within two weeks of short-list notification.

This solicitation is being offered in accordance with the Idaho Statutes governing procurement of professional services. Accordingly, the Agency of reserves the right to negotiate an agreement based on fair and reasonable compensation for the scope of work and services proposed as well as the right to reject any and all responses deemed unqualified, unsatisfactory or inappropriate.

Qualification does not guarantee work will be commissioned.