

**FORMAL REQUEST FOR QUALIFICATIONS
SERVICES**

GENERAL INFORMATION AND INSTRUCTIONS TO PROPOSER

**CITY OF MERIDIAN
Meridian, Idaho 83642**

DEFINITIONS, TERMS & CONDITIONS AND SPECIFICATIONS

Additional Terms & Conditions – See Services Contract “*Master Agreement*”.

COMMUNICATIONS

The city will use the Euna/BonfireHub website (<https://meridiancity.bonfirehub.com>) for the following activities:

- To post the RFQ
- To receive any questions or inquires
- To issue any associated addenda
- To post award notice (including value of award)

To contact the organization or ask questions in relation to this RFQ, respondents must register through the City’s public procurement portal at **meridiancity.bonfirehub.com** (the “Portal”) and initiate the communication electronically through the Opportunity Q&A. The city will not accept any respondent’s communications by any other means, except as specifically stated in this RFQ.

ADDENDA

All new information to respondents by way of addenda through the City’s procurement portal, Bonfire.

This RFQ may be amended only by addendum in accordance with this section. If the City of Meridian, for any reason, determines that it is necessary to provide additional information relating to this RFQ, such information will be communicated to all respondents by addendum posted on the City’s public purchasing portal at meridiancity.bonfirehub.com. Each addendum forms an integral part of this RFQ and may contain important information, including significant changes to this RFQ. Respondents are responsible for obtaining all addenda issued by the City.

ADMINISTRATIVE INFORMATION

Intent of the City: The objective of this Request for Qualifications is to provide sufficient information to enable qualified respondents to submit written Qualifications. This Request for Qualifications is not a contractual offer or commitment to purchase services. Contents of this Request for Qualifications and respondent’s Qualifications will be used for establishment of an on-call roster of consultants and final contractual obligation. It is to be understood that this Request

for Qualifications and the respondent's Qualifications may be attached or included by reference in an agreement between the City and successful respondent.

Utilization of Selected Firms: The City does not guarantee utilization of agreements resulting from this RFQ. Actual utilization will be based upon demand for services or other factors deemed important to the City. Any work under a master agreement will be by a task order to that master agreement.

Funding Availability: By responding to this RFQ, your firm acknowledges that for any agreement signed as a result of this RFQ, the authority to proceed with the work is contingent upon the availability of funding.

Agreement and Insurance Requirements: Within sixty days of submittal, an agreement may be awarded by the City to the three (3) highest ranked firms in each category. The time for awarding an agreement may be extended at the sole discretion of the City. Firms may review the City of Meridian's standard master agreement and insurance language that will form the basis for any task order by visiting the City of Meridian website: <https://meridiancity.org/finance/procurement/>.

If selected for award, respondent agrees to execute and deliver to the City, a standard City Master Agreement and a copy of the applicable insurance certificates. The City reserves the right to request insurance certificates, naming the City as an additional insured on subsequent task orders.

PROPOSER'S COST

The Proposer will be responsible for all costs 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 are not returned.

RIGHTS TO PERTINENT MATERIALS

All responses, inquiries, and correspondence relating to the Request for Qualifications and all reports, charts, coverage maps, displays, schedules, exhibits, and other documentation produced by the proposer that are submitted as part of the proposal shall become the property of the City after the submission deadline.

PUBLIC RECORDS

The City of Meridian is a public agency. All documents in its possession are public records. Submissions are public records and, except as noted below, will be available for inspection and copying by any person. If any Proposer claims any material to be exempt from disclosure under the Idaho Public Records Law, the Proposer will expressly agree to defend, indemnify and hold harmless the City from any claim or suit arising from the City's refusal to disclose any such material. No such claim of exemption will be valid or effective without such express agreement. The City will take reasonable efforts to protect any information marked "confidential" by the Proposer, to the extent permitted by the Idaho Public Records Law. Confidential information must be submitted in a separate envelope, sealed and marked "Confidential Information" and will be returned to the Proposer upon request after the award of the contract. It is understood, however, that the City will have no liability for disclosure of such information. Any proprietary or otherwise sensitive information contained in or with any submission is subject to potential disclosure.

EVALUATION

Before a contract is awarded, the City may conduct reference investigations as is necessary to evaluate and determine the performance record and ability of the top-ranked firms to perform the size and type of work to be contracted, and to determine the quality of the service being offered. By submitting a proposal, you authorize the City to conduct reference investigations as needed. The Request for Qualifications will be reviewed and evaluated by a selection committee. The committee will select three firms for each category to be included on the Master Roster.

FINANCIAL STATEMENT

Proposers may be requested to provide a current financial statement or the latest annual report. Proposers shall make a definitive statement regarding their financial ability to perform the requirements hereunder.

SUBMITTAL REQUIREMENTS

All submissions must be done through the City's Euna/Bonfire portal (<https://meridiancity.bonfirehub.com>) prior to the due date and time stated on the website. No late submissions are accepted. Submissions must be valid for a period of ninety (90) calendar days from the due date and time.

The City of Meridian does not discriminate on the basis of race, religion, sex, national origin, marital status, age, physical handicap, ownership by women or minorities or sexual orientation.

BONFIRE SUPPORT

The City uses Euna/Bonfire portal for accepting and evaluating proposals digitally. Please contact Bonfire at Support@GoBonfire.com for technical questions related to your submission. You can also visit their help forum at <https://bonfirehub.zendesk.com/hc>