



**SARATOGA  
SPRINGS**  
*Life's just better here*

## REQUEST FOR QUALIFICATIONS

The City of Saratoga Springs is soliciting Statements of Qualifications (SOQs) from qualified engineering firms for design and contract administration services related to municipal capital projects. These projects may include sanitary sewer, storm drain, parks and recreation, roads/transportation, drinking water, irrigation water, materials testing, and construction management. Consultants will be selected for pre-qualification in each discipline. Selected firms will be prequalified for upcoming projects and may also be considered for on-call general engineering services. Inclusion on the prequalification list does not guarantee assignment of work.

This RFQ is ELECTRONIC SUBMITTAL ONLY. Each responding consultant must submit an ELECTRONIC SOQ through the Utah Public Procurement Place (U3P) Bonfire website for each discipline in which the Consultant desires to qualify. Electronic files containing an SOQ must be named “*Company Name - 2025 SARATOGA SPRINGS ENGINEERING SOQ - Discipline*”. The SOQs must be uploaded through the U3P Bonfire website at:

<https://utah.bonfirehub.com/projects>

**Question Deadline:** September 11, 2025, at 5:00 p.m.

**Due Date (SOQ Closing Date):** September 22, 2025, at 5:00 p.m.

**Results or Bid Tab Posted Date:** October 22, 2025, at 5:00 p.m.

**Owner:** City of Saratoga Springs

**By:** Jeremy Lapin, Public Works Director

**CITY OF SARATOGA SPRINGS ENGINEERING 2025**  
**Request for Qualifications**

**1. NOTICE TO PROFESSIONALS**

Through this **Request for Qualifications** (RFQ), the City of Saratoga Springs (hereinafter the 'City') is soliciting Statements of Qualifications (SOQs) from qualified engineering firms (Consultant) that wish to provide design and contract administration services for various municipal capital projects including, but not limited to sanitary sewer, storm drain, parks and recreation, roads/transportation, drinking water, irrigation water, materials testing, and construction management. This is a RFQ only and should not be interpreted as a solicitation for services or as a contract for services.

***Proposal Summary:***

The City of Saratoga Springs is soliciting Statements of Qualifications (SOQs) from qualified engineering firms for design and contract administration services related to municipal capital projects. These projects may include sanitary sewer, storm drain, parks and recreation, roads/transportation, drinking water, irrigation water, materials testing, and construction management. Consultants will be selected for pre-qualification in each discipline. Selected firms will be prequalified for upcoming projects and may also be considered for on-call general engineering services. Inclusion on the prequalification list does not guarantee assignment of work.

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**2. BACKGROUND**

The City is updating its list of pre-qualified consultants eligible to submit proposals for various upcoming capital projects. Consultants included on this list may also be considered for contracts involving general engineering services with the City. Being included on the pre-qualification list does not guarantee assignment of work, and assignment rotation may be adjusted based on consultant performance related to meeting the City's needs.

Consultants will be selected for pre-qualification of consultants for each discipline.

Pre-qualifications will be valid for a minimum of one year and may be extended annually, for up to five years, at the City's discretion. The City also has the right to solicit specific design or engineering services from firms outside of this pre-qualification, regardless of the estimated cost of construction or services.

Future RFPs are expected to be issued to the short-listed pre-qualified Consultants for projects that typically involve construction costs over \$250,000 or engineering services valued at more than \$25,000. Additionally, pre-qualified Consultants may

be invited to provide on-call general engineering design and/or contract administration services for smaller projects, each with a defined scope of work valued at less than \$25,000. Once a Consultant is under contract, the City may request services for specific task orders to be provided on an hourly rate, lump sum, or not-to-exceed basis, at its discretion. A scope of work submission will be required for each specific task, and the City must approve the costs for services in writing before services are rendered. On-call contracts for general engineering services are expected to last for at least one year, but may be extended at the City's discretion.

### **3. INSTRUCTIONS TO CONSULTANTS**

#### ***Schedule and Submission***

The following timetable has been established for this project. LATE SOQS WILL NOT BE ACCEPTED.

**The deadline for the questions is September 11, 2025, at 5:00 p.m.**

**The closing date for receipt of SOQs is September 22, 2025, at 5:00 p.m.**

**The selection result is scheduled to be posted on October 22, 2025, at 5:00 p.m.**

This RFQ is ELECTRONIC SUBMITTAL ONLY. Each responding consultant must submit an *ELECTRONIC* SOQ through the Utah Public Procurement Place (U3P) Bonfire website for each discipline in which the Consultant desires to qualify. Electronic files containing an SOQ must be named "Company Name - 2025 SARATOGA SPRINGS ENGINEERING SOQ - Discipline". The SOQs must be uploaded through the U3P Bonfire website at:

[Procurement link provided here](#)

- The City reserves the right to reject any or all SOQs for any reason and to waive minor irregularities if doing so would be in the best interests of the City. Minor irregularities are those that do not significantly impact overall competition or performance levels.
- Responding Consultants understand that the City may terminate this process at any time, and the City shall have no liability or responsibility to the responding Consultants for any costs or expenses incurred in connection with this RFQ, or such party's response.
- The City requires all questions regarding this RFQ to be submitted via the U3P Bonfire website only.

#### ***Teaming and Sub-Consultants***

Teaming between Consultants and the use of Sub-Consultants is acceptable with the following provisions:

- Consultants may not be listed on multiple teams or as sub-consultants for multiple proposers.
- SOQs must meet format requirements regardless of the number of consultants included in the SOQ.
- The substitution of team members or sub-consultants after pre-qualification will not be allowed unless otherwise approved by the City.

#### **4. SOQ ORGANIZATION AND CONTENT**

SOQs must comply with the following formatting requirements:

- One (1) SOQ submission per discipline. Consultants submitting for multiple disciplines must submit each separately.
- Each SOQ is limited to 10 pages maximum, including cover letter.
- A page is defined as a single-sided 8-1/2" x 11" or 11"x17" sheet that contains text, pictures, tables, graphs, charts, plan sheets, or any other graphic. Up to two (2) 11"x17" pages will be accepted.
- 10-point or greater standard Arial or Times New Roman font.
- SOQ may include a cover sheet, which is not included in the page limit.

All requested documentation must be included to be considered. The SOQ must include (in the following order):

A. (One page) Cover letter stating the Consultant's interest in participating in future engineering projects. The letter of transmittal shall be on official business letterhead and shall include the following:

1. A statement indicating whether the Consultant is a corporation or other legal entity.
2. A statement of affirmative action that the Consultant does not discriminate in its employment practices with regard to race, color, religion, age (except as provided by law), sex, marital status, political affiliation, national origin, or handicap.
3. A certification statement to the effect that the person signing the SOQ is authorized to do so, on behalf of the Consultant.
4. Name(s) of the key contact person with their title, telephone number, and email. Also, indicate first and second backup contact individuals if the person signing the SOQ is not available to take a call from the City.
5. Name and complete mailing address of the Consultant along with telephone number and fax number.

6. Indication for which discipline is being submitted.

B. (Up to 9 pages) Comprehensive response including all requested information and documentation for one discipline. SOQs shall be clear, concise, and in the required format and include at a minimum the following sections:

1. Executive summary clearly identifies the discipline for consideration and the Consultant/Sub-Consultant.
2. Organizational chart presenting the team including key personnel and any sub-consultants, along with their specific role and their expected percentage of services to be performed. Indicate other offices/locations that might provide services, along with a percentage of services to be performed at those locations. DO NOT INCLUDE DISCUSSION OF COSTS OR BILLING RATES (other than cost control measures).
3. Consultant's Qualifications: This section should describe the Consultant's and, specifically, the key personnel's qualifications, including relevant background, experience, and capabilities for the discipline. It should specifically address the range of services that can be provided to the City within the discipline. Relevant work experience should be briefly summarized. Biographies of key personnel should be included (counted toward the page total).
4. Project and Client Experience: This category deals with the Consultant's performance on similar prior service contracts. Provide 3-5 examples of previous work accomplished by the key personnel for the discipline. Also, address the Consultant's willingness and demonstrate ability to work effectively with their clients and the City.
5. Consultant's Cost Control Measures and Quality Assurance. This section should describe how the Consultant controls costs for services to avoid excessive charges for unrequested services or out-of-scope items. This section should also address internal processes and steps used to ensure the quality of work product.
6. References: Provide a minimum of five references for work completed by key personnel on related projects, including the name, address, telephone number, and email of individuals who can attest to performance on relevant projects.

## **5. DISQUALIFICATION OF SOQ**

The City reserves the right to reject any or all SOQs received in response to this RFQ and may choose to negotiate separately with any source as deemed necessary to serve the City's best interests. The information obtained through this

process will be used to determine which SOQs best meet the City's needs and offers the most advantages. No oral, telegraphic, or telephonic SOQs or modifications will be considered. The occurrence of any of the following may result in the disqualification of a SOQ:

1. Failure to respond by the established submission deadline.
2. Failure to completely answer all questions posed in the RFQ.
3. Use of any other type of form or format other than those indicated in the RFQ.
4. Failure to comply with the format requirements for the SOQ.
5. Failure to provide requested documentation at the time of SOQ submission.
6. Illegible responses.
7. If the Consultant adds any provisions reserving the right to accept or reject an award or to enter into a contract pursuant to an award, or any other unauthorized conditions, limitations or provisions.
8. If the Consultant is unable to evidence a satisfactory record of integrity.
9. If the Consultant is not legally qualified to contract.
10. Any contact with any city staff not authorized by the City Engineer. Once this RFQ is advertised, no meetings will be granted to Contractors intending to respond. Questions or requests for clarification must be submitted via U3P Bonfire as outlined in Section 3 of this RFQ. Consultants that engage with any city staff regarding this SOQ may be disqualified.

*THE CITY RESERVES THE RIGHT TO REJECT ANY OR ALL SOQS.*

## **6. EVALUATION CRITERIA**

All SOQs will be evaluated based on the written materials submitted and according to the following factors:

1. Qualifications of the Consultants and sub-consultants with regard to general municipal services and capital construction projects.
2. Experience and expertise of key personnel.
3. Current capacity of the Consultants to complete projects in a timely fashion.
4. Previous project experience specific to those disciplines the proposer has indicated they wish to be considered for.
5. Project Cost Control Measures.
6. Internal Quality Assurance.
7. References from other clients attesting to Consultant's quality of work, responsiveness to clients' needs, and compliance with performance schedules.
8. Location of Consultant. Preference will be given to local Consultants who can attend regular meetings without extensive travel and have one or more offices located along the waterfront.

## **7. ORAL INTERVIEW/PRESENTATION**

As part of the evaluation process, selected Consultants may be invited to interview or provide presentations to the City. These meetings must be attended by the same project team personnel who would be assigned to City projects if the Consultant is short-listed or awarded a contract for general engineering services.

## **8. SUBMITTAL OWNERSHIP**

All SOQs (and the information contained therein) shall become the property of the City. Consultants should carefully consider the items submitted before submitting items that would not be disposable to the Consultant. SOQs submitted may be reviewed and evaluated by any individuals at the discretion of the City. No SOQ shall be returned to the responding Consultant regardless of the outcome of the selection process. Cost for developing SOQs and making presentations is entirely the responsibility of the Consultant and should not be chargeable in any manner to the City.

## **9. SUBMITTAL STATEMENTS AND ASSERTIONS**

All statements, commitments, assertions, and concepts included in the SOQ will be evaluated by the City and used in the qualification process and will become required provisions of all future contracts between the Consultant and the City arising out of this RFQ. This includes, but is not limited to, proposed personnel, highlighted design practices, project cost control practices, internal quality assurance efforts, and scheduling and response times.

## **10. OMISSIONS**

Should the RFQ not contain sufficient information for the Consultants to obtain a clear understanding of the services required by the City, or should it appear that the instructions outlined in the RFQ are not clear or contradictory, Consultants may obtain clarification or an addendum from the City by submitting a request before the required time and date for questions as defined in Section 3 above. Consultants shall acknowledge receipt of any and all addenda with their submission.

## **11. INSURANCE**

Consultants that enter into a contract with the City will be required to provide Certificates of Insurance meeting the City's current guidelines.