

CITY OF GARDEN CITY, IDAHO REQUEST FOR QUALIFICATIONS DOCUMENT PACKAGE FOR SELECTION OF ENGINEERING PROFESSIONAL SERVICES

REQUEST FOR QUALIFICATIONS

REQUEST FOR QUALIFICATIONS FOR ENGINEERING PROFESSIONAL SERVICES

RFQ Title: Boise River Flood Map Revision Professional Engineering Services — Letter of Map Revision Application Within Garden City Limits

Issuing Agency: City of Garden City, Idaho

RFQ No.: RFQFY2026-0001

Date Issued: September 25, 2026

Statements of Qualifications Due: October 2, 2026, at 5:00 P.M. M.T.

Submission Location: City of Garden City

City Contact: Lisa Leiby

Contact Information: 6015 Glenwood Street, Garden City Idaho 83714

Procurement Authority: Idaho Code §§ 67-2320, 67-2328, and 59-1026; City of Garden City Purchasing Policy

Anticipated Maximum Fee: \$49,500, inclusive of expected reimbursable expenses and exclusive of FEMA application and review fees

Article 1 — Invitation and Procurement Authority

- I. **Invitation.** The City of Garden City, Idaho, a municipal corporation organized under the laws of the State of Idaho (“City” or “Garden City”), invites Statements of Qualifications from qualified professional engineering firms or individuals licensed and qualified to provide professional engineering services for preparation and submittal of a Letter of Map Revision (“LOMR”) application to the Federal Emergency Management Agency (“FEMA”) for the Boise River within Garden City limits.
- II. **Qualifications-Based Selection.** The City is conducting this procurement as a qualifications-based selection for professional engineering services under Idaho Code § 67-2320 and the City of Garden City Purchasing Policy. Respondents shall be evaluated on demonstrated competence and qualifications. Fee information shall not be submitted with Statements of Qualifications unless expressly requested by the City after ranking.
- III. **Formal RFQ Process.** The anticipated maximum fee for the professional services described in this RFQ is \$49,500, inclusive of expected reimbursable expenses and exclusive of FEMA application and review fees. The City is using a formal RFQ process to promote transparency, maintain a complete procurement record, support intergovernmental coordination, and preserve compliance with Idaho procurement requirements. If the City determines that the anticipated aggregate

specific professional service fee is \$50,000 or more because of any subsequently authorized work, amendment, associated phase, or other applicable aggregation rule, the City shall treat the procurement as subject to the formal public-notice requirements applicable to that threshold.

- IV. **No Price Competition in Initial Selection.** Respondents shall not include fee proposals, hourly rates, cost estimates, reimbursable expense schedules, or other pricing information in their Statements of Qualifications. After evaluation and ranking, the City may request a refined scope, time-and-materials rate information, and fee proposal from the highest-ranked respondent and may negotiate a fair and reasonable fee in accordance with Idaho Code § 67-2320.
- V. **Intergovernmental Cooperation and Joint Procurement Coordination.** The services solicited by this RFQ relate to a coordinated intergovernmental effort involving Garden City and the City of Boise (“Boise”) pursuant to an Intergovernmental Cooperation and Joint Procurement Agreement authorized by Idaho Code § 67-2328. The anticipated coordination includes joint pursuit of regulatory approvals or applications, sharing of costs and deliverables as agreed between the governmental entities, and designation of technical-coordination, review, lead-agency, or fiscal-agent responsibilities as may be stated in the intergovernmental agreement or related written authorizations.
- VI. **Garden City Procurement Only.** This RFQ is issued by Garden City for Garden City’s own professional engineering services. Boise’s engineering consultant, HDR Engineering, Inc. (“HDR”), is separately contracted with and paid by Boise. Garden City does not assume Boise’s payment obligations, HDR’s fees, Boise’s purchase-order timing, or any Boise fiscal obligation except to the extent expressly approved in a written intergovernmental agreement or other lawful City authorization.
- VII. **No Preselection.** Any reference in project materials to a firm by name, including “HDR” or any other consultant, shall not be construed as selection of that firm by Garden City under this RFQ. The engineering professional selected by Garden City will be the successful respondent after completion of this RFQ process and execution of a written professional services agreement.

Article 2 — Project Background and Purpose

- I. **Project Purpose.** Garden City seeks an engineering professional to work closely with HDR, Boise’s engineering consultant, to submit a LOMR application with supporting documentation to FEMA with the intent of revising the current effective flood maps for the Boise River within Garden City limits to provide a more accurate representation of actual flood risk.
- II. **2016 Draft Maps and 2020 Effective Maps.** FEMA released updated draft Boise River flood-risk maps in 2016 showing significant changes to flood risk throughout Garden City. The updated flood-risk maps went into effect in 2020. Due to the magnitude of flood-insurance-rate impacts that would have been borne by numerous City residents, Garden City was granted a seclusion waiver by FEMA. The waiver has allowed Garden City to continue to enforce an earlier version of the flood maps while pursuing options to better define and/or mitigate flood risk within City limits.

- III. **Corps of Engineers Continuing Authorities Program.** Garden City requested assistance from the United States Army Corps of Engineers under the Continuing Authorities Program to develop alternatives to reduce flood risk in Garden City. Garden City and the Corps entered into a partnership in 2022 to complete a flood-risk investigation, and the culmination of that effort was delivered in late 2025.
- IV. **Late-2025 Corps Work Products.** Two work products were delivered by the Corps in late 2025: a Draft Integrated Feasibility Report with recommendations for structural improvements along the Boise River to reduce flood risk, and a highly detailed two-dimensional hydraulic model of the Boise River that better defined actual flood risk through Garden City as compared to previous modeling efforts.
- V. **City Election Regarding Structural Improvements.** Garden City elected not to pursue implementation of the recommendations provided in the Draft Integrated Feasibility Report. However, the development of the two-dimensional hydraulic model as part of that effort provides a technical basis for the proposed LOMR effort.
- VI. **Technical Basis for LOMR.** The LOMR effort will be based on the results from the updated two-dimensional Boise River hydraulic model developed by the Corps in collaboration with Garden City in an effort completed in late 2025, together with HDR's anticipated refinement and integration work and the selected Garden City consultant's technical review, LOMR documentation, and FEMA submittal preparation.
- VII. **Coordination with HDR.** HDR is expected to combine the 2025 Corps two-dimensional hydraulic model with HDR's previously developed two-dimensional model of the Boise River Whitewater Park. HDR is expected to refine the combined model and provide final hydraulic model files and a Hydraulic Modeling Report. The selected Garden City consultant shall coordinate with HDR to protect Garden City's interests and to align the combined work effort with FEMA review requirements.

Article 3 — Scope of Services

- I. **General Scope.** The selected consultant shall provide professional engineering services necessary to coordinate technical inputs, review hydraulic modeling materials, prepare the LOMR submittal package, obtain or assist with required community acknowledgments, and submit the LOMR application to FEMA after review and concurrence by Garden City and, as applicable, Boise and HDR.
- II. **Task 1 — Hydraulic Model Coordination and Garden City Technical Review.** The selected consultant shall coordinate with HDR as HDR combines the 2025 Corps two-dimensional hydraulic model with HDR's previously developed two-dimensional model of the Boise River Whitewater Park. The combined two-dimensional model is expected to be refined by HDR, with review by the selected Garden City consultant, to meet FEMA's expectations. The selected consultant's Task 1 work shall focus on reviewing the combined model to determine whether it accurately represents existing conditions within Garden City limits and providing comments to HDR for consideration and incorporation.
 - A. **Kick-Off Meeting.** Attend one project kick-off meeting with HDR staff, Boise representatives, and Garden City representatives.

- B. **HDR Information Needs.** Develop a written list of information, model files, assumptions, outputs, supporting materials, and other items needed from HDR as part of HDR's hydraulic modeling effort to support the LOMR application process.
 - C. **Draft Model Review.** Complete a technical review of the draft hydraulic model and supporting documentation developed by HDR and provide written comments identifying concerns, requested clarifications, recommended revisions, and Garden City-specific implications.
 - D. **Coordination Meetings.** Attend up to two coordination meetings with HDR staff, Boise representatives, and Garden City representatives to discuss and refine model results and supporting documentation.
 - E. **Garden City Meetings.** Attend up to two additional meetings with Garden City staff only to discuss outcomes, policy considerations, regulatory implications, technical risks, mapping implications, and matters specific to Garden City interests.
 - F. **Task 1 Completion.** Task 1 shall culminate with HDR's delivery of final hydraulic model files and an associated Hydraulic Modeling Report sufficient for the selected consultant to proceed with Task 2, subject to the selected consultant's documented comments, assumptions, limitations, and unresolved technical issues.
- III. **Task 2 — LOMR Submittal Package and FEMA Submission.** Following delivery of the hydraulic model files and Hydraulic Modeling Report from HDR, the selected consultant shall develop a LOMR submittal package to FEMA based on the results of the HDR work effort, as reviewed by the selected consultant for Garden City.
- A. **Submittal Package Components.** The LOMR submittal package shall include FEMA MT-2 Forms, work maps, community acknowledgement letters, and other required digital documentation necessary for FEMA to initiate review.
 - B. **Supporting Documentation.** The package shall include hydraulic modeling documentation, mapping materials, certifications, narratives, exhibits, data files, and supporting materials reasonably required for a complete FEMA review, to the extent such items are within the defined scope and available from HDR, Boise, Garden City, the Corps model record, or other approved project sources.
 - C. **Review Draft.** The selected consultant shall provide the draft LOMR submittal package to Garden City and to HDR/Boise for review.
 - D. **Concurrence Before Submission.** The selected consultant shall not submit the LOMR application to FEMA until the selected consultant receives written concurrence from Garden City and any HDR/Boise concurrence that Garden City determines is necessary under the intergovernmental coordination process.
 - E. **FEMA Submission.** Upon required concurrence, the selected consultant shall submit the LOMR application to FEMA to initiate FEMA's review process.
 - F. **Submission Confirmation.** The selected consultant shall provide Garden City with written confirmation of FEMA submission, copies of submitted materials, and FEMA receipt or other evidence of submission.

- IV. **Final Deliverable.** The LOMR submittal package to FEMA shall be the final deliverable under the scope of services procured by this RFQ and any resulting professional services agreement, unless the City separately authorizes additional services by written amendment or separate agreement in compliance with Idaho law and City policy.
- V. **Expected FEMA Response.** It is expected that FEMA will provide a formal written response to the LOMR application approximately 60 days after FEMA's receipt of the submittal. This expected response period is an estimate only and does not create a guarantee by the City or the selected consultant regarding FEMA's review schedule.
- VI. **FEMA Comment-Response Process Not Included in Initial Scope.** Due to the complexity of the proposed LOMR effort, it is expected that FEMA review comments related to the application may be extensive. The selected consultant shall review FEMA's written comments when received and shall set up one meeting with Garden City, Boise, and HDR to discuss the expected effort required to address them. Based on the outcome of that comment-review meeting, the selected consultant may provide Garden City with a second proposal and fee amount to address FEMA comments with the intent of finalizing the LOMR to revise the current effective flood maps and support removal of Garden City from FEMA's seclusion process. No work to address FEMA comments beyond the review-and-meeting activity described in this Section VI is authorized unless approved by Garden City in writing through a lawful amendment, separate agreement, or procurement.
- VII. **Excluded Services.** Unless expressly authorized in writing by Garden City, the scope does not include:
- A. Preparing substantive responses to FEMA review comments beyond the review-and-meeting activity stated in Article 3, Section VI.
 - B. Appeals, litigation support, contested administrative proceedings, or expert testimony.
 - C. Physical construction, design of flood-control improvements, or implementation of structural improvements.
 - D. Surveying not specifically authorized.
 - E. Environmental permitting outside the LOMR application.
 - F. Public outreach meetings beyond the meetings expressly stated in this RFQ.
 - G. Revisions caused by substantial changes to HDR's model after Garden City concurrence.
 - H. Services for jurisdictions outside Garden City limits except as necessary for technical coordination of the LOMR package.
- VIII. **Future or Associated Services.** Future, additional, associated, or phased services not defined in this RFQ remain conceptual and are not awarded by this RFQ. If future services become necessary, the City may proceed under Idaho Code § 67-2320(4), issue a new RFQ, or use another lawful procurement method, provided that the City complies with Idaho Code § 59-1026, City policy, and all required approvals.

Article 4 — Anticipated Fee and Payment Structure

- I. **Anticipated Maximum Fee.** The anticipated maximum fee for the services described in this RFQ is \$49,500.
- II. **Time-and-Materials Basis.** The engineer awarded the contract after completion of this RFQ process will complete the work described in this RFQ on a time-and-materials basis, subject to the estimated maximum fee stated in Section I.
- III. **Not-to-Exceed Amount.** The negotiated professional services agreement shall include a not-to-exceed amount of \$49,500 unless a different amount is approved by the City after lawful negotiation and authorization. The not-to-exceed amount shall not be exceeded without prior written authorization from the City based on changes in work scope outside of the selected consultant's control or other City-approved changes.
- IV. **Reimbursable Expenses Included.** The anticipated maximum fee includes expected reimbursable expenses of the selected consultant.
- V. **FEMA Fees Excluded.** FEMA application, review, and processing fees are not included in the selected consultant's fee. The City will pay all FEMA application and review fees directly or through a City-approved process. The typical LOMR application fee is expected to be approximately \$8,000, but FEMA fees are subject to change without notice. FEMA may also charge an hourly rate in addition to the base cost for complicated submittals.
- VI. **No Pricing in SOQ.** Respondents shall not submit pricing information with Statements of Qualifications. The City will request fee and rate information from the highest-ranked respondent after ranking.

Article 5 — Anticipated Schedule

- I. **RFQ Schedule.** The City anticipates the following RFQ schedule, subject to modification by written addendum:
 - A. RFQ Issued: RFQFY 2026-0001.
 - B. Public Notice Published:
 - a. First Publication: September 25, 2026.
 - b. Second Publication: October 2, 2026.
 - C. Deadline for Written Questions: October 6, 2026.
 - D. City Responses or Addendum Issued: After October 6, 2026, but prior to the submission deadline of October 9, 2026.
 - E. Statements of Qualifications Due: October 9, 2026, at 5:00 P.M. M.T..
 - F. Evaluation Period: October 12, 2026, through October 23, 2026.
 - G. Interviews, if conducted: Not Applicable.
 - H. Notice of Intent to Negotiate: Late October 2026.
 - I. Council Approval of Agreement: November 2026.
 - J. Notice to Proceed: November 2026.
- II. **Project Schedule Dependency.** The schedule for delivery of the work products described in this RFQ is heavily dependent upon HDR's schedule and upon Boise/HDR delivery of usable model files, documentation, and the Hydraulic Modeling Report.

- III. **Current Schedule Expectation.** The current schedule expectation is as follows:
- A. Expected HDR Delivery Date for Hydraulic Model and Report: May 2027.
 - B. LOMR Application to FEMA: June 15, 2027.
- VII. **Schedule Adjustments.** The City may adjust the schedule, sequencing, deliverable dates, review periods, and notice-to-proceed timing to account for HDR's schedule, Boise coordination, FEMA requirements, funding authorization, intergovernmental coordination, or City review needs.

Article 6 — Assumptions

- I. **Assumptions Incorporated into Contract Negotiation.** The professional services agreement negotiated with the selected consultant shall identify project assumptions consistent with this Article. If one or more assumptions prove incorrect, the selected consultant may request a written amendment or renegotiation of affected contract amounts, schedule, or scope. No adjustment shall be effective unless approved in writing by the City.
- II. **FEMA Fees.** The City will pay all FEMA application and review fees. FEMA fees are not included in the consultant's fee.
- III. **Meeting Location.** All project meetings are expected to take place in person in either Garden City or Boise, Idaho, unless the City authorizes another format.
- IV. **HDR Deliverables.** HDR is expected to provide all deliverables in general conformance with the schedule described in HDR's proposal, included as Attachment 1.
- V. **FEMA Comments.** Due to the complexity of the proposed LOMR effort, FEMA review comments related to the application are expected to be extensive. The initial scope includes review of FEMA's comments and one coordination meeting with Garden City, Boise, and HDR to discuss the expected level of effort required to address them. Substantive response services shall require a second proposal and separate City authorization.
- VI. **Second Proposal for FEMA Comment Response.** Based on the outcome of the FEMA comment-review meeting, the selected consultant may provide Garden City with a second proposal and fee amount to address FEMA comments with the intent of finalizing the LOMR, revising the current effective flood maps, and supporting removal of Garden City from FEMA's seclusion process. The City has no obligation to accept the second proposal and may procure the work by any lawful method.

Article 7 — Minimum Qualifications

- I. **Professional Licensure.** Respondents must be qualified to provide professional engineering services in Idaho. The responsible professional engineer must hold an active Idaho professional engineer license in good standing or must obtain required Idaho licensure before execution of any agreement.
- II. **Relevant Experience.** Respondents must demonstrate experience with floodplain engineering, hydraulic modeling, FEMA map revision processes, LOMR applications, FEMA MT-2 forms, two-dimensional hydraulic modeling, public-agency coordination, and technical review of model inputs, assumptions, outputs, and mapping deliverables.

- III. **Capacity.** Respondents must demonstrate sufficient staffing, technical resources, quality-control procedures, and availability to perform the defined services within the anticipated schedule and dependencies stated in this RFQ.
- IV. **Public-Sector Coordination.** Respondents must demonstrate experience coordinating with municipalities, federal agencies, consulting teams, and multi-jurisdictional project participants.
- V. **Conflicts.** Respondents must disclose any actual, potential, or perceived conflict of interest, including any relationship with Boise, HDR, FEMA, affected property owners, developers, or other stakeholders that may affect the respondent's ability to provide independent professional advice to Garden City.

Article 8 — Statement of Qualifications Requirements

- I. **Required Contents.** Each Statement of Qualifications shall be organized in the order stated below and shall include:
 - A. **Cover Letter.** A signed cover letter identifying the respondent, confirming interest in the project, designating the respondent's authorized representative, and acknowledging that no fee proposal is included.
 - B. **Firm Profile.** A description of the respondent's organization, office location, legal structure, Idaho licensure status, years in business, and relevant practice areas.
 - C. **Project Understanding.** A concise statement of the respondent's understanding of the LOMR process, the 2025 Corps model, HDR's anticipated model work, Garden City's seclusion-waiver context, and Garden City's interests.
 - D. **Technical Approach.** The respondent's proposed approach to Task 1 and Task 2, including model review, coordination, quality control, FEMA submittal preparation, and management of assumptions or unresolved technical issues.
 - E. **Key Personnel.** Identification of key personnel, including the project manager, responsible professional engineer, hydraulic modeling reviewer, FEMA documentation lead, and other material team members.
 - F. **Relevant Projects.** Descriptions of at least 3 relevant projects involving FEMA LOMR, CLOMR, floodplain mapping, hydraulic modeling, two-dimensional modeling, or comparable public-agency flood-risk work.
 - G. **Availability and Schedule Management.** A statement of current workload, staff availability, and ability to coordinate with Garden City, Boise, HDR, and FEMA within the anticipated schedule.
 - H. **Quality Assurance and Quality Control.** A description of technical review, document-control, model-review, and submittal-quality procedures.
 - I. **Intergovernmental Coordination Experience.** Examples of experience working under intergovernmental, joint-agency, or multi-consultant project structures.
 - J. **Conflicts Disclosure.** A complete conflicts disclosure.
 - K. **References.** References for at least 3 comparable public-agency clients.
 - L. **Exceptions.** Any requested exceptions to the City's anticipated professional services agreement terms, insurance requirements, or scope assumptions.
 - M. **Certification.** The certification required by Attachment A.

- II. **Page Limit.** Statements of Qualifications shall not exceed 100 pages, excluding front and back covers, table of contents, divider tabs, required forms, and resumes, unless modified by addendum.
- III. **Submission Format.** Submittals shall be provided in PDF or HARD COPY format. If hard copies are required, respondents shall submit 5 bound copies and 1 electronic copy. If electronic submission is required, respondents shall submit in the manner stated in this RFQ and are responsible for confirming receipt before the submission deadline.
- IV. **No Pricing.** Statements of Qualifications shall not include pricing, fee schedules, hourly rates, reimbursable expense rates, cost proposals, or other cost information. Inclusion of pricing information may result in disqualification.

Article 9 — Evaluation and Selection Process

- I. **Evaluation Committee.** The City shall appoint an evaluation committee consisting of TECHNICAL ADVISORS DESIGNATED BY THE CITY. The City may include non-voting technical, legal, or intergovernmental coordination advisors, provided that Garden City retains responsibility for its procurement decision.
- II. **Responsiveness Review.** The City may review submittals for responsiveness to mandatory RFQ requirements, including timely receipt, required contents, absence of price information, required certifications, conflicts disclosures, and minimum qualifications.
- III. **Evaluation Criteria.** Responsive Statements of Qualifications shall be evaluated on demonstrated competence and qualifications using the following criteria:
 - A. **Project Understanding and Technical Approach:** [15 POINTS].
 - B. **Experience with FEMA LOMR and Floodplain Mapping Processes:** [15 POINTS].
 - C. **Experience with Two-Dimensional Hydraulic Modeling Review and Documentation:** [15 POINTS].
 - D. **Qualifications and Availability of Key Personnel:** [15].
 - E. **Experience Coordinating with Public Agencies, FEMA, and Multi-Consultant Teams:** [10 POINTS].
 - F. **Ability to Protect Garden City Interests and Address Garden City-Specific Impacts:** [10 POINTS].
 - G. **Quality Assurance and Quality Control Procedures:** [5 POINTS].
 - H. **Past Performance and References:** [10 POINTS].
 - I. **Conflict-Free Independence and Responsiveness to RFQ Requirements:** [5 POINTS].
- IV. **Interviews.** The City may, but is not required to, conduct interviews with one or more highest-ranked respondents. If interviews are conducted, the City may consider interview performance, technical responses, project-team participation, and ability to address City questions as part of final ranking.
- V. **Ranking and Negotiation.** The City shall rank respondents in order of demonstrated competence and qualifications. After ranking, the City may request a refined scope, schedule, time-and-materials rates, reimbursable-expense information, and fee proposal from the highest-ranked respondent and may negotiate a fair and reasonable fee and contract terms.

- VI. **Unsuccessful Negotiation.** If the City is unable to negotiate a satisfactory agreement with the highest-ranked respondent, the City may terminate negotiations and proceed to negotiate with the next highest-ranked respondent, continuing in order of ranking until an agreement is reached or the City elects to cancel the procurement.
- VII. **Approval Required.** Any professional services agreement resulting from this RFQ shall be subject to City approval, appropriation and availability of funds, and execution by authorized representatives.
- VIII. **No Obligation.** This RFQ does not obligate the City to award a contract, pay any respondent's costs, proceed with the project, submit a FEMA application, accept any second proposal, authorize FEMA comment-response work, or procure future services.

Article 10 — Public Records, Procurement Integrity, and Anti-Splitting Controls

- I. **Public Records.** Records submitted to the City may be subject to disclosure under the Idaho Public Records Act. Respondents shall identify any material claimed to be exempt from disclosure and shall state the legal basis for the claimed exemption. The City shall determine disclosure obligations in accordance with applicable law.
- II. **Administrative Record.** The City shall maintain an administrative procurement record documenting the RFQ, public notice, addenda, submittals, evaluation materials, rankings, negotiation record, City approvals, contract documents, intergovernmental coordination materials, and procurement findings.
- III. **No Project Splitting.** The City does not intend to split, separate, phase, characterize, or allocate services for the purpose of avoiding procurement requirements. The initial scope is limited to the defined Task 1 and Task 2 services and the limited FEMA-comment review meeting described in Article 3, Section VI. Substantive FEMA comment-response work, if any, is not awarded by this RFQ and shall be separately reviewed for procurement compliance before authorization.
- IV. **Boise-Funded Work Distinguished.** Boise-funded work to be performed by HDR under Boise's separate contract is not included as a Garden City payment obligation except to the extent any amount is expressly assumed by Garden City in a written agreement approved by the City.
- V. **Future Work Controls.** Any future or undefined work shall be separately reviewed for procurement compliance before authorization. No consultant shall perform work outside the executed agreement's defined scope unless authorized by written amendment or separate agreement approved in accordance with Idaho law and City policy.

Article 11 — City Rights Reserved

- I. **Reserved Rights.** The City reserves the right to:
- A. Reject any or all submittals.
 - B. Waive informalities or irregularities to the extent permitted by law.
 - C. Modify or cancel this RFQ.
 - D. Issue addenda.

- E. Request clarifications or supplemental information.
- F. Conduct interviews or decline to conduct interviews.
- G. Investigate references and past performance.
- H. Determine responsiveness and responsibility.
- I. Negotiate scope and fee with the highest-ranked respondent.
- J. Terminate negotiations and proceed to the next-ranked respondent.
- K. Decline to award a contract.
- L. Proceed with all, part, or none of the services described in this RFQ.
- M. Require separate authorization for FEMA comment-response work.
- N. Take any action determined by the City to be in the public interest and consistent with applicable law.
- II. **Costs of Submittal.** Respondents shall bear all costs of preparing and submitting Statements of Qualifications, participating in interviews, and negotiating with the City.
- III. **Addenda.** Respondents are responsible for confirming that they have received and reviewed all addenda. The City may require acknowledgment of addenda in the Statement of Qualifications.

Article 12 — RFQ Attachments

- I. **Attachment A.** Statement of Qualifications Certification Form.
- II. **Attachment B.** Conflict of Interest Disclosure Form.
- III. **Attachment C.** Evaluation Criteria and Scoring Form.
- IV. **Attachment D.** Intergovernmental Coordination Summary.

Attachment A — Statement of Qualifications Certification Form

RFQ No.: RFQFY2026-0001

Respondent: _____

Authorized Representative: _____

- I. **Certification.** The undersigned certifies on behalf of the respondent that:
- A. The respondent has reviewed the RFQ and all addenda issued by the City.
 - B. The respondent's Statement of Qualifications is true, accurate, and complete to the best of the undersigned's knowledge after reasonable inquiry.
 - C. The respondent has not submitted pricing, fee schedules, hourly rates, reimbursable expense rates, or cost proposals with its Statement of Qualifications.
 - D. The respondent is qualified to provide the professional engineering services described in the RFQ.
 - E. The respondent has disclosed all actual, potential, or perceived conflicts of interest known after reasonable inquiry.
 - F. The respondent has not engaged in collusion, fraud, or unlawful conduct in connection with this procurement.
 - G. The respondent understands that the City will select professional engineering services on the basis of demonstrated competence and qualifications and will thereafter negotiate a fair and reasonable fee in accordance with Idaho Code § 67-2320.
 - H. The respondent understands that no contract exists unless and until a written agreement is approved and executed by the City.

Respondent: [RESPONDENT NAME]

By: _____

Name: _____

Title: _____

Date: _____

Attachment B — Conflict of Interest Disclosure Form

Respondent: [RESPONDENT NAME]

I. Disclosure Questions.

- A. Does the respondent currently have any contract, subcontract, teaming arrangement, or financial relationship with Boise, HDR, FEMA, or any other participant materially involved in the project? [YES/NO]
- B. Has the respondent performed work relating to the Boise River hydraulic models, Boise River Whitewater Park model, Corps model, FEMA mapping, FEMA seclusion process, or floodplain matters that may affect this project? [YES/NO]
- C. Does the respondent represent any property owner, developer, governmental entity, or private party whose interests may be materially affected by the LOMR application? [YES/NO]
- D. Does any key personnel member have a personal, financial, employment, or organizational relationship that may create an actual, potential, or perceived conflict of interest? [YES/NO]
- E. If the answer to any question is “Yes,” provide a complete explanation and proposed mitigation measures: [EXPLANATION].

- II. Certification.** The undersigned certifies that the foregoing disclosures are true and complete to the best of the undersigned’s knowledge after reasonable inquiry.

By: _____

Name: _____

Title: _____

Date: _____

Attachment C — Evaluation Criteria and Scoring Form

RFQ No.: RFQFY2026-0001

Respondent: _____

Evaluator: _____

Date: _____

- I. Scoring Instruction. Evaluators shall score each respondent based on demonstrated competence and qualifications. Pricing shall not be considered in the evaluation of Statements of Qualifications.

Criterion	Maximum Points	Score
Project understanding and technical approach	15 Points	
FEMA LOMR and floodplain mapping experience	15 Points	
Two-dimensional hydraulic modeling review experience	15 Points	
Qualifications and availability of key personnel	15 Points	
Public-agency, FEMA, and multi-consultant coordination experience	10 Points	
Ability to protect Garden City interests and address Garden City-specific impacts	10 Points	
QA/QC and document-control procedures	5 Points	
Past performance and references	10 Points	
Conflict-free independence and responsiveness	5 Points	
Total	100 Points	

II. Evaluator Comments.

Strengths: _____

Weaknesses: _____

Clarifications Needed: _____

Recommended for Interview: [YES/NO]

Recommended Ranking: [_____]

Evaluator Signature: _____

Date: _____

Attachment D — Intergovernmental Coordination Summary

- I. Purpose. This summary describes the anticipated coordination between Garden City, Boise, and HDR for the LOMR effort. It is intended to inform respondents of the coordination setting and does not amend or replace any intergovernmental agreement.
- II. Garden City Role. Garden City is issuing this RFQ for Garden City's own professional engineering consultant to protect Garden City's interests, review model materials affecting Garden City, prepare the LOMR submittal package, and coordinate with Boise and HDR.
- III. Boise/HDR Role. Boise is expected to contract with and pay HDR for Boise's portion of the work. HDR is expected to combine the 2025 Corps two-dimensional Boise River hydraulic model with HDR's previously developed two-dimensional model of the Boise River Whitewater Park and refine the combined model for FEMA review purposes.
- IV. Schedule Dependency. HDR's delivery of final hydraulic model files and a Hydraulic Modeling Report is currently expected in May 2027, subject to the HDR schedule described in Attachment 1. The LOMR application to FEMA is currently expected by June 15, 2027, subject to receipt of adequate HDR deliverables, City review, and required concurrence.
- V. No Garden City Assumption of Boise Costs. Garden City does not assume responsibility for Boise's consultant costs, HDR fees, or Boise fiscal obligations except to the extent expressly approved in a written intergovernmental agreement or other lawful City authorization.
- VI. Deliverable Sharing. The selected consultant shall coordinate with Garden City regarding sharing of technical materials, draft comments, model review materials, LOMR package components, and submitted materials with Boise, HDR, FEMA, and other entities consistent with the intergovernmental agreement, public records law, professional obligations, and City direction.