

Request for Qualifications

Railroad Extension/Relocation Project

**Mountain Home Municipal Airport**

---

**Proposal Due: June 27, 2025, by 3 P.M. local time**

---

May 28, 2025

Dear Respondent:

The City of Mountain Home is seeking qualified firms to submit Statements of Qualifications (SOQs) to provide professional engineering, planning, design, and construction-related services for the Railroad Extension and Relocation Project, which involves the extension and realignment of an existing railroad corridor in proximity to the Mountain Home Municipal Airport located at 2610 W 6<sup>th</sup> South Mountain Home, ID 83647.

This RFQ provides basic guidelines for the respondent; however, those interested should feel free to use creative approaches and suggest ways of making this venture successful for the City of Mountain Home, the public, and the operator.

Statements of Qualifications (SOQ) must be submitted electronically prior to 3 p.m. local time on June 27, 2025, at this email address: [bids@mountain-home.us](mailto:bids@mountain-home.us). Submittals will be evaluated based on qualifications as specified in this Request for Qualifications (RFQ). A selection committee will evaluate each of the submittals and may choose to conduct interviews with one or more of the candidates.

The City of Mountain Home reserves the right to reject any and all submittals, to waive any irregularities in the submittals received, and to accept the submittal that is in the best interest of the agency and the public. The issuance of this RFQ and the receipt and evaluation of submittals does not obligate The City of Mountain Home to award a contract. The City of Mountain Home will pay no costs incurred by Respondents in responding to this RFQ. The City of Mountain Home, in its discretion, may cancel this process at any time prior to the execution of a contract without liability.

The City of Mountain Home appreciates your interest in meeting the needs of the agency and the citizens of Mountain Home.

Tiffany Belt  
City Clerk

## **INSTRUCTIONS TO RESPONDENTS**

### **1.1 Submittal Information**

Please follow these instructions for submitting an SOQ.

**SUBMITTAL DEADLINE is 3:00 p.m. local time, June 27, 2025**

SOQ must be submitted electronically by email to: [bids@mountain-home.us](mailto:bids@mountain-home.us)

Please include this subject line in the email:

“RFQ SUBMITTAL: Railroad Extension/Relocation Project– Mountain Home Municipal Airport ”

All required submittal documents must be signed and dated and must be submitted by email, either in one PDF or a separate PDF of each required document. Late or incomplete submittals will not be accepted; The City of Mountain Home takes no responsibility for submittals received after the submittal deadline or incomplete in any way. Respondent assumes full responsibility for the timely submission of all documents via email.

### **1.2 Minimum Requirements**

Certain minimum requirements have been established to qualify business enterprises for consideration for the contract described in this Request for Proposal (RFP):

Business enterprises must be professionally and legally organized to operate in the State of Idaho and hold all pertinent licenses and certificates required in Idaho.

After the operator is selected, the City reserves the right, in its sole discretion, to negotiate a contract with the vendor.

## **PROJECT INFORMATION**

### **2.0 Background**

The City of Mountain Home is initiating a strategic planning effort to explore the expansion and relocation of its existing railroad infrastructure in support of long-term economic development goals. This initiative is driven by the City’s recent acquisition of approximately 363 acres of land intended for future industrial and commercial growth.

To assess the feasibility of this undertaking, the City is seeking qualifications from experienced firms to prepare a Preliminary Engineering Report (PER). The findings of this study will serve as a critical foundation for decision-making, budgeting, and the pursuit of future funding opportunities. The report will evaluate technical, environmental, financial, and economic considerations to guide project planning and implementation.

The scope of the preliminary study will address the following key elements:

### 1. Railroad Expansion and Relocation Feasibility

The PER will assess the current railroad infrastructure and identify the requirements for its expansion and relocation to serve the newly acquired property. This includes a review of alignment alternatives, engineering constraints, potential environmental impacts, and logistical issues. The analysis will define the project's scope and establish cost estimates that will inform the City's capital planning.

### 2. State and Federal Grant Eligibility

A primary objective of this study is to satisfy the prerequisite documentation required for eligibility under various transportation infrastructure funding programs. These include competitive grant opportunities through the U.S. Department of Transportation, state departments of transportation, and other applicable agencies. The report will provide the data and analysis necessary to strengthen funding applications and demonstrate project readiness.

### 3. Infrastructure Investment and Economic Impact

The project has the potential to significantly enhance Mountain Home's transportation and industrial infrastructure. The report will evaluate the broader economic impact, including anticipated benefits such as job creation, increased property values, expanded business opportunities, and contributions to regional economic resilience. This analysis will support the City's case for public and private investment in the project.

By undertaking this study, the City of Mountain Home aims to establish a clear and actionable framework for advancing a transformative infrastructure initiative that aligns with its economic development objectives and community vision.

## **2.1 Project Overview**

The purpose of this project is to:

- Relocate a segment of the existing rail line to accommodate future expansion of the Mountain Home Municipal Airport.
- Extend rail access to serve future industrial and economic development initiatives on municipally owned property.
- Improve rail safety and efficiency through updated alignment and crossings.
- Ensure compliance with applicable FAA, FRA, and environmental regulations.

The City is seeking preliminary services for the following scope of work:

- Alignment studies and route selection.
- Environmental and regulatory permitting.
- Coordination with stakeholders, including rail operators, the FAA, local businesses, and the public.
- Final design and construction support.

## **2.2 Scope**

The scope of services may include, but is not limited to:

- Feasibility and preliminary engineering studies
- Environmental documentation (NEPA/SEPA compliance)
- Surveying and mapping
- Utility coordination and relocation planning
- Railroad alignment and track design
- Coordination with FAA and Airport Master Planning
- Right-of-way and property acquisition assistance
- Cost estimating and construction phasing
- Public engagement and stakeholder communication
- Bidding and construction support services

## **3.0 Submittal Requirements**

Firms shall submit a Statement of Qualifications that includes the following:

1. Cover Letter
2. Firm Profile: Overview of the firm, office location(s), and relevant experience.

3. Project Team: Resumes and roles of key personnel proposed for this project.
4. Relevant Project Experience: Examples of up to five similar projects completed in the last 10 years.
5. Understanding and Approach: Summary of the firm's understanding of the project and proposed approach to delivering the work.
6. References: Contact information for three public-sector clients.

#### **4.0 Evaluation Criteria**

Submissions will be evaluated based on the following:

- Relevant experience with railroad, airport-adjacent, and public infrastructure projects
- Qualifications of key personnel
- Demonstrated understanding of project requirements
- Past performance and references

#### **5.0 Anticipated Schedule**

<b>Milestone</b>	<b>Date</b>
RFQ Issued	May 27, 2025
Deadline for Questions	June 19, 2025
SOQs Due	June 27, 2025
RFP Issued	December 2025
Final Selection	Summer 2026

#### **6.0 Modification or Withdrawal of Submittal**

A proposal may be modified or withdrawn by the Respondent prior to the submission deadline set forth in this RFQ. After the submission deadline, the submittal shall remain in effect for a minimum of 90 days for evaluation and contracting purposes.

## QUESTIONS

Direct questions to Tiffany Belt, City Clerk

(208) 587-2104 or [tbelt@mountain-home.us](mailto:tbelt@mountain-home.us)

---

## EXHIBITS TO THIS RFQ:

A: RFQ Submittal Cover Sheet – *Required for Submission*

B: RFQ Waiver and Release - *Required for Submission*

C: Supplemental Questionnaire for Respondents - *Required for Submission*

**EXHIBIT A**  
**RFQ: RAILROAD EXTENSION/RELOCATION PROJECT-**  
**Mountain Home Municipal Airport**  
**SUBMITTAL COVER SHEET**  
**(REQUIRED FOR SUBMISSION)**

TO: City of Mountain Home  
Attn: Tiffany Belt, | City Clerk  
P.O. Box 10  
Mountain Home, ID 83647

FROM:  
Company Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

Physical Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

**Company officer responsible to the City of Mountain Home for the Railroad Extension/Relocation Project contemplated by this RFQ:**

**SIGNATURE: X** \_\_\_\_\_

Print Name and Title: \_\_\_\_\_

**License Information:** State of Idaho EIN # \_\_\_\_\_



**EXHIBIT B**  
**REQUIRED WAIVER & RELEASE**  
**(REQUIRED FOR SUBMISSION)**

The undersigned has read this waiver and release and fully accepts the City of Mountain Home's discretion and non-liability as stipulated herein, and expressly for, but not limited to, the City of Mountain Home's decision to proceed with a qualification-based selection process in response to the Request for Qualifications (RFQ) for the Railroad Extension/Relocation Project.

- A. Discretion of the City of Mountain Home: The Proposer submitting a response to this RFQ agrees that the City of Mountain Home has the right to, unless contrary to applicable state law:
- a. Modify or suspend any and all aspects of the process seeking proposals and making any decisions concerning the Railroad Extension/Relocation Project RFQ;
  - b. Obtain further information from any person, entity, or group regarding the Proposer, and to ascertain the depth of the Proposer's capability and experience for supplying services and in any and all other respects to meet with and consult with any Proposer or any other person, entity, or group;
  - c. Waive any formalities or defects as to form, procedure, or content with respect to the City of Mountain Home's RFQ for the Railroad Extension/Relocation Project and any response by any Proposer thereto;
  - d. Accept or reject any sealed proposal received in response to the RFQ, including any sealed proposal submitted by the undersigned; or select any one proposal over another in accordance with the selection criteria; and
  - e. Accept or reject all or any part of any materials or statements, including, but not limited to, the nature and type of proposal.
- B. Non-Liability of the City of Mountain Home:
- a. The undersigned agrees that the City of Mountain Home shall have no liability whatsoever of any kind or character, directly or indirectly, by reason of all or any decision made at the discretion of the City of Mountain Home as identified above.
  - b. The undersigned, including all team members, have carefully and thoroughly reviewed the RFQ and have found it to be complete and free from ambiguities and sufficient for their intended purpose.

Proposer's Signature: **X** \_\_\_\_\_

Print Name: \_\_\_\_\_

Print Title: \_\_\_\_\_

Name of Business: \_\_\_\_\_

Date: \_\_\_\_\_

## EXHIBIT C

### Supplemental Questionnaire for Respondents

(REQUIRED FOR SUBMISSION)

Please complete the following questionnaire and return with the other required information and related materials.

#### **Organizational Identification:**

1. Legal name: \_\_\_\_\_
2. Operating name(s) (dba): \_\_\_\_\_
3. Address: \_\_\_\_\_
4. Telephone: \_\_\_\_\_ Mobile: \_\_\_\_\_
5. Fax: \_\_\_\_\_ 6. Federal ID: \_\_\_\_\_
6. Ownership (check one) ☐ Corporation ☐ Partnership ☐ Sole Proprietor ☐ Other
  - a. List parent company if applicable: \_\_\_\_\_
  - b. Year the business was established: \_\_\_\_\_
7. If a corporation, please answer the following: \_\_\_\_\_
  - a. List of principal shareholders and percentage of stock held: \_\_\_\_\_
8. List all officers and directors of the corporation: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
9. If a partnership, list the general and limited partners and, if applicable, officers: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
10. Current number of employees: Full time \_\_\_\_\_ Part time \_\_\_\_\_ Total \_\_\_\_\_

11. Name and contact info for current liability insurer: \_\_\_\_\_

12. Are you or your business currently meeting all state, federal, local, sales and payroll taxes?

\_\_\_Yes \_\_\_No If no, please explain:\_\_\_\_\_

13. Are you or your business currently involved in any lawsuits?

\_\_\_Yes \_\_\_No If yes, please explain:\_\_\_\_\_