



City of Joseph, Oregon
Request for Proposals (RFP)
Direct Responsible Charge (DRC) Services – Water & Wastewater Systems

The City of Joseph (City) is requesting proposals from qualified individuals or firms to provide Direct Responsible Charge (DRC) services and associated operational support for its municipal water and wastewater systems.

The City is seeking a qualified professional to ensure ongoing regulatory compliance, provide operational oversight, and support the development of City staff during a period of transition.

Overview

The selected contractor will serve as the City's designated Direct Responsible Charge (DRC) provider for:

- Water Treatment Facility (Level 1)
- Wastewater Treatment Facility (Level 2)

The City is seeking a provider who can deliver not only certified DRC coverage, but also practical operational support, regulatory guidance, and staff mentorship.

Scope of Services

The selected proposer will be expected to provide services including, but not limited to:

- A. Certification & Compliance
 - Provide DRC coverage under all applicable Oregon certifications
 - Ensure systems operate in compliance with Oregon Drinking Water Services (DWS) and Department of Environmental Quality (DEQ) requirements
 - Provide regulatory oversight and compliance guidance
- B. System Oversight
 - Conduct regular onsite visits to inspect water and wastewater systems
 - Review system performance and operational data
 - Identify and communicate operational or compliance concerns
- C. Reporting Support
 - Review and compile operational data
 - Assist with preparation and/or review of required regulatory reports, including but not limited to:
 - Monthly DEQ reporting
 - Discharge Monitoring Reports (DMRs)
 - Other required state or federal submissions
- D. Operational Support
 - Provide troubleshooting assistance for water and wastewater systems
 - Offer guidance on system operations and best practices
 - Assist with planning for maintenance and operational improvements
- E. Staff Support and Development

- Provide mentoring and guidance to City operators
 - Support training and professional development of staff
 - Serve as a resource during staffing transitions
- F. General Support
- Provide ongoing support via phone, email, or virtual communication as needed
 - Provide additional technical guidance related to utility management, compliance, and operations

Minimum Qualifications

Proposers must demonstrate the following qualifications:

- Active Oregon certifications appropriate for DRC coverage, including:
 - Wastewater Treatment certification (minimum Level 2 or higher)
 - Water Treatment certification
- Demonstrated experience in:
 - Municipal water and wastewater system operations
 - Regulatory compliance with DEQ and DWS
 - Utility planning, maintenance, and reporting
- Experience providing services to small or rural communities is preferred

Proposal Requirements

Proposals should include the following:

- A. Firm/Individual Background
 - Description of the proposer's qualifications, experience, and areas of expertise
- B. Personnel Qualifications
 - Relevant licenses and certifications
 - Description of experience performing DRC responsibilities
- C. Relevant Experience
 - Examples of similar work performed for other municipalities or systems
 - Description of familiarity with Oregon regulatory requirements
- D. References
 - At least three (3) professional references from similar engagements
- E. Cost Proposal
 - Monthly or annual cost for DRC services
 - Any additional hourly rates for services outside the base scope
 - Any assumptions included in the pricing

Contract Terms

- The selected proposer will enter into a professional services contract with the City
- The contract will define scope, expectations, and compensation
- Additional services beyond the agreed scope may be authorized as needed
- The City reserves the right to negotiate scope and contract terms with the selected proposer

Insurance Requirements

- Commercial General Liability - \$1,000,000 per occurrence, \$2,000,000 aggregate
- Professional Liability (E&O) - \$1,000,000
- Pollution/Environmental Impairment Liability
- City of Joseph named as additional insured (certificate required before contract execution)

Evaluation Criteria

Proposals will be evaluated based on:

- Demonstrated experience and qualifications
- Relevant certifications and technical expertise
- Understanding of regulatory requirements
- Approach to service delivery and staff support
- Experience working with small or rural systems
- References

Submission Information

Proposal Deadline: July 30th, 2026

Submission Method: lmcquead@josephoregon.org

Reservation of Rights

The City of Joseph reserves the right to:

- Reject any or all proposals
- Request additional information or clarification
- Negotiate with one or more proposers
- Modify or cancel this RFP at any time

Questions

All questions regarding this RFP shall be directed to:

Lacey McQuead

City Administrator

lmcquead@josephoregon.org