



# Request for Proposal

## Engineer of Record

Due Date: 3/25/2024 at 4:00 p.m.

Contact: Dan Larman, Administrator

Phone Number: (541)-432-3832

Address: 201 North Main Street, Joseph, Oregon 97846

Email: [cityofjosephoregon@gmail.com](mailto:cityofjosephoregon@gmail.com)

# General Background Information

The City of Joseph (City) is requesting statement of qualifications (SOQs) from qualified engineering consultants and firms interested in performing certain services, including, without limitation, serving as the Engineer of Record for City (the "City Engineer"). This Request for Proposal (RFP) describes the requested services and information to be included in each statement.

The purpose of this RFP is to identify a consultant to provide engineering and related services for the City of Joseph. The selected consultant will serve as the City Engineer and will be an independent contractor. Services will be performed for City on an on-call, as-needed basis. The City Engineer will report directly to the city recorder and/or his or her designee.

## Scope of Services

The services typically performed by the City Engineer include, without limitation, the following:

1. General engineering work including, without limitation, tasks associated with planning, designing, bidding, and construction management for water, sewer, roads, parks, storm water, capital projects, and other municipal systems. Additional services may include, without limitation, work associated with the following: capital and system planning, system improvements, studies, project identification, cost estimation, project status, startup, site inspections, and shutdown work, preventative repair and corrective maintenance analysis and recommendations and/or project scheduling.
2. Provide infrastructure impact analysis, as needed.
3. Provide detailed design and construction specifications for successful bidding and construction coordination of infrastructure improvements and maintenance projects.
4. Consult with federal, state, and local agencies having jurisdiction over City projects, as needed. Provide technical assistance for compliance with applicable federal, state, and local laws, rules, regulations, requirements, and ordinances. Work with City staff to review and complete applications, permits, and/or agency notifications.
5. Perform engineering services related to property acquisitions, condemnations, forfeiture activities, public improvements, improvement districts, rights of way, easements, code enforcement, annexation, and matters related to special assessments and public utilities.
6. Assist with (a) budgeting, planning, and rate studies, as requested by City, and (b) recommendations for modifications to engineer-related ordinances, construction standards, and specifications.

7. Provide technical assistance for finding, securing, and administering grant funding.
8. Serve as City's project manager for public improvement projects (including projects prepared by other engineers).
9. Review preliminary design drawings and design calculations for compliance with (a) applicable federal, state, and local laws, rules, regulations, and/or ordinances, and (b) sound engineering practices. Review final drawings and, after acceptances, stamp and sign drawings.
10. Attend pre-application, pre-construction, planning commission, and/or city council meetings, as requested by City.
11. Periodically visit and review project construction sites in order to ensure compliance with applicable federal, state, and local laws, rules, regulations, and/or ordinances and plans and specifications.
12. Review and formulate updates to City master plans and feasibility studies, as needed. Sub-consultants may be used, subject to written approval by City, on design projects and/or when supplemental expertise is necessary and/or appropriate.
13. Provide technical assistance concerning dams, storage reservoirs, canals, ditches, dikes, levees, lagoons, and all other structures, facilities, improvements, and property necessary and convenient for draining land, controlling flood or surface waters, and/or supplying water for irrigation, municipal supply, and other purposes.
14. Any additional services the City may request from time to time.

## Format for SOQ

The SOQ should be organized in accordance to the list of scored criteria. The SOQ should not exceed twenty (20) pages, excluding the cover sheet and any tabs or indexes.

One page is defined as: one side of a single 8-1/2"x11" page, with 11-point minimum font size for substantive text.

## Scored Criteria

A total of 100 points is available for the scored criteria.

- 1) **Firm Background and Capabilities.** Brief information concerning firm (e.g., background, size, types of services provided, experience, and types of similar engagements). Describe the firm's capabilities and experience to perform city engineering services. **(20 points)**

- 2) **Key Personnel (20 points).** Provide information for the project manager and other key team members who will be assigned to City, their roles and responsibilities, and their qualifications and experience. Discuss who will interact with City and the organizational structure that will be proposed to provide on-call city engineering services. Discuss subcontractors that will be available to City, if any, and why their services are important.
- 3) **Services Understanding (20 points).** Demonstrate a clear and concise understanding of the City's need for the services and for the role of a City Engineer in a small community. Specific examples and insights are encouraged. Include a description of the firm's approach to communicating with different departments, and what policies the firm will follow when interacting with the City on projects and on a day-to-day basis.
- 4) **Location and Familiarity with the City (20 points).** Provide a description of the firm's knowledge and experience performing work for the City, including your team's past performance history with the City and familiarity with City's infrastructure. Describe your staff's ability to attend meetings with the City and to work efficiently in the project vicinity.
- 5) **References (20 points).** Include at least five references from clients of similar size for whom similar services have recently been provided. Include client contact, phone number, and email address.

## Submission Requirements

8 copies of the SOQ must be received by March 25<sup>th</sup>, 2024. SOQs shall be submitted/ addressed to the following:

Dan Larman. City of Joseph Administrator  
541-432-3832  
201 North Main Street, Joseph, Oregon 97846  
CityAdmin@josephoregon.org

Please mark clearly on the outside of the statement "City of Joseph On-Call City Engineering Services SOQ." Statements must be received by City on or before 4:00 p.m. on March 25<sup>th</sup>, 2024. Statements received after the deadline date/time may not be considered. If you have any questions regarding this solicitation, please contact Dan Larman at 541-432-3832.

Mis-deliveries, late, emailed, or faxed submittals will be considered non-responsive.

## Additional Information

No cost or fee schedules will be submitted as a part of an SOQ. Pursuant to Oregon public contracting law, cost and fee information will be presented during contract negotiations after the selection of the

most qualified consultant with which to negotiate. It is understood that all submittals will become part of the public file on this matter, without obligation to City.

Notwithstanding anything contained in this RFP to the contrary, if in City's best interest, City reserves the right to amend and/or revise this RFP in whole or in part, cancel this RFP, extend the submittal deadline for responses to this RFP, and/or reject any or all SOQs for any reason and/or without indicating reasons for rejection. Further, City reserves the right to (a) seek clarification(s) from each proposer and/or require supplemental statement or information for any proposer, (b) waive and/or correct any irregularities in SOQs after prior notice to the proposer, and/or (c) negotiate with alternate proposers, if initial contract negotiations are unsuccessful.

This RFP does not obligate the City to award a contract, to pay the costs incurred in preparing any proposal, or to procure the services described herein. All proposals are submitted at the sole cost and expense of the Proposer. The City shall incur no liability or obligation to any Proposer except pursuant to a written contract of services, duly executed by the Proposer and an authorized signatory for the City.