



CITY OF JOSEPH

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REQUEST FOR PROPOSAL – Public Works Review

Submission Deadline: November 30th, 2025

The City of Joseph is requesting proposals from qualified individuals to conduct a comprehensive review of the Public Works Department.

For the purpose of this process, the RFP Contact will be Lacey McQuead, Interim City Administrator, 541-432-3832 or email: lmcquead@josephoregon.org.

The term of the agreement will be established under the awarded contract, to encompass the duration of the work. The City of Joseph estimates a three-to-six-month contract.

Proposals must be emailed before the submission deadline.

The City of Joseph is located in Wallowa County Oregon, with a population of 1,182 (PSU – Certified Estimate 2024). Joseph Public Works includes Parks, Water Distribution, Water Treatment, Wastewater, and Joint Treatment, and consists of four staff members.

The operational review would involve the following:

- Assessing the use of third-party service providers vs. in-house resources
- Reviewing organizational structure
- Reviewing operational procedures (to identify gaps and areas of efficiency)
- Reviewing current operations and maintenance practices, including inspections and condition assessments of infrastructure
- Reviewing annual budget and expenditures
- Reviewing job duties relative to job descriptions and competencies in order to identify potential changes that could support operational efficiencies

The city has an established Public Works Council Committee to oversee the review, which includes the Mayor Pro Tem and a City Councilor. The individual will be working with the committee on the general direction of the report findings, and shall be obligated to attend council meetings and furnish a report on the findings at the contract's conclusion.

All proposals are due by 4:00 p.m. on Sunday, November 30th, 2025. Submissions can be made via email, mail, or delivered to the Joseph City Hall (a drop box is available for after-hours delivery).