



# CITY OF JOHN DAY

## REQUEST FOR PROPOSAL CITY ENGINEER OF RECORD

### I. GENERAL INFORMATION

#### A. INTRODUCTION

The City of John Day (City) is soliciting for an Engineer of Record (City Engineers) to provide engineering services as independent contractors to the City. Services typically conducted by the City Engineers include but are not necessarily limited to the items listed in Article I.D of this RFP. Services may include supervising work produced by City which is subject to ORS 672. Work shall be provided to City on an as-needed basis, and authorized by City task orders, which will be assigned based upon awardees' availability, qualifications, specializations, and where appropriate, price.

As a rough estimate, contract Engineers are anticipated to average 15-25 hours per month in service to the City of John Day. City Engineers would be expected to provide "on-demand" engineering services at direction of City. Proposers shall be licensed to practice engineering in the State of Oregon and be members in good standing with the Oregon State Board of Examiners for Engineering and Land Surveying (OSBEELS). The City will consider proposals from engineering firms as well as individual engineers.

#### B. BACKGROUND

John Day, Oregon, population 1704, is located at the intersection of US Routes 26 and 395. John Day is a charming town in a beautiful location. The City is interested in professionals with experience serving small governmental entities and comparable.

The City Council consists of the Mayor and six council members. The Planning Commission is comprised of seven members. The selected consultant will work under the direction of the City Manager or their designee and City Council.

Through the Public Works Department, the City owns and operates utility systems and infrastructure that serve the residents including the water and wastewater system. The Public Works Department also provides operation and maintenance for City Parks, Streets, Stormwater and general City-owned building maintenance.

The City owns and operates the following public facilities:  
REQUEST FOR PROPOSAL (City Engineers)

- A. 4 Water wells, 6 storage reservoirs, and distribution system (over 20 miles of pipe)
- B. Wastewater collection system (over 17 miles of gravity/ 2 miles pressure pipe), 3 lift stations. 375 manholes and multiple cleanouts.
- C. Wastewater treatment plant. (New plant in progress)
- D. Storm water collection and disposal system (most routed to John Day river and Canyon Creek.
- E. Transportation system (14 centerline miles).
- F. Parks system (3 parks)

**C. ANTICIPATED SELECTION SCHEDULE**

The City anticipates the following general timeline for its selection process. The City reserves the right to change this schedule.

- |                                   |   |
|-----------------------------------|---|
| • RFP Advertised                  | Week of December 23, 2024               |
| • Proposal Due Date               | January 31, 2025                        |
| • Staff recommendation to Council | February 11, 2025                       |
| • Commencement of Contract        | Upon approval and execution of contract |

**D. SCOPE OF SERVICES**

The following statement of work describes the on-going services that the proposers may be asked to provide to the City of John Day. These services will be assigned on an as-needed basis, via individual task orders in the form attached as Exhibit B to the Contract (attached as Addendum A). The City will compensate Engineers of Record for general engineering services based on standard hourly rates and a fee schedule. During the course of any task order, an Engineer of Record is expected to be available on a daily basis for consultation.

Proposers need not be able to provide all listed services, but should identify particular areas of expertise in responsive proposals. The scope of services for the Engineers of Record may include, but is not limited, to the following.

- Assist with budgeting, planning, and rate analysis.
- Review and comment on land use and building applications.
- Review preliminary engineering design drawings and design calculations for general conformance with state, county, and city requirements and sound engineering practices.
- Present technical information to City Council and Planning Commission, any other City Council board or committee, as needed.
- Suggest and comment on engineering related issues, ordinance modifications and public works design standards and construction specification modifications.
- Assist with GPS/GIS data gathering and information compilation relating to existing infrastructure.

- Work with City staff to review or complete federal, state or county permits, applications, or agency notification.
- Work with City staff, organizations and funding agencies to help develop competitive and complete grant applications or funding proposals.
- Act as the City's representative with other state, federal or local governmental agencies.
- Serve as the City's representative during the review, plan approval, construction management, and project closeout phases of any development or planning project prepared by other engineers and submitted to the City for approval. This includes land development projects such as subdivisions or site-specific developments.
- Review final submitted construction plans prepared by other professionals and, after acceptance, stamp and sign the drawings as "Approved for Construction" by the CITY ENGINEER.
- Attend pre-application, construction, Planning Commission, City Council or other meetings as requested by the City.
- Provide detailed design and construction specifications for successful bidding and construction coordination of city infrastructure improvement and maintenance projects.
- Provide procurement documents, conduct solicitations, assist with offer evaluations, and oversee award procedures in conformance with federal, state and local public contracting laws and procedures, as applicable.
- Provide project construction observations of public improvements installed as part of private development projects. Verify general conformance with city approved construction plans and specifications.
- Provide project management, engineering design, and construction observation for City public works construction projects.
- Perform final construction observations and punch lists for completion of private developments and for City of John Day project sites, including review of as-built drawings, testing results, as-built certification, project closeout and initiation of the required construction warranty period.
- Perform engineering work pertaining to public records, property acquisitions, condemnations, forfeiture activities, public improvements and improvement districts, public rights of ways, easements, code enforcement, and matters relating to special assessments and public utilities.
- Prepare utility master plans and feasibility studies as requested.
- Perform additional basic engineering and special services which cannot be fully described at this time, as requested by the City, in a timely and accurate manner.
- Perform special projects, as requested by the City.
- For special projects, the Engineers of Record shall provide a work order upon written

request from the City. The work order shall include a detailed proposal and scope of work, schedule and cost proposal. Special projects may include, but are not limited to: design of City owned public works facilities including streets, water, sewer, stormwater and City owned parks and buildings.

## II. PROPOSAL INSTRUCTIONS

### A. PROPOSAL SUBMITTAL AND DUE DATE

Proposers shall provide four hard copies plus one electronic version (.pdf format) of proposer's proposal in a sealed envelope clearly marked: "Confidential: City of John Day Engineer of Record Proposal".

Proposals shall be submitted by 5:00 p.m. on January 31, 2025 to:

Melissa Bethel  
City of John Day  
450 E Main Street  
John Day, Oregon 97845

Proposals shall be organized as specified in Article II.E, Proposal Contents. The City of John Day assumes no responsibility for delayed or undelivered mail or express packages.

Proposals which are not delivered by the above specified time and date will not be considered.

### B. INQUIRIES

Questions concerning this RFP should be submitted to:

Name: Melissa Bethel  
Title: City Manager  
City of John Day  
450 E. Main Street  
John Day, Oregon 97845  
Telephone: (541) 575-0028 ex  
4224  
Email: [bethelm@grantcounty-or.gov](mailto:bethelm@grantcounty-or.gov)

### C. RESERVATION OF RIGHTS

The City reserves the right to:

- 1) seek clarifications of each proposal;
- 2) negotiate a final contract that is in the best interest of the City and the public;

- 3) reject any or all proposals;
- 4) cancel this RFP at any time if doing so would be in the public interest, as determined by City in its sole discretion;
- 5) award the contract to any proposer based on the evaluation criteria set forth in this RFP;
- 6) waive minor informalities contained in any proposal, when, in the City's sole judgment, it is in the City's best interest to do so; and
- 7) request any additional information City deems reasonably necessary to allow City to evaluate, rank and select the most qualified proposer to perform the services described in this RFP.

#### **D. PROTESTS**

Proposers are directed to the protest procedures contained in City Public Contracting Rule 137-048-0240.

#### **E. PROPOSAL CONTENTS**

##### **A. Proposal Contents.**

Proposals shall be limited to no more than 15 single sided pages, not including covers, divider pages, or resumes. Proposals should be prepared in generally the following format and shall include, at a minimum, the following items:

- The name of the person(s) authorized to represent the proposer in negotiating and signing any agreement which may result from the proposal.
- Qualifications:
  - Name and qualifications of the individual(s) who will serve as the City Engineer.
  - The names of professional persons who will assist the City Engineer in performing the work and a current résumé for each, including a description of qualifications, skills, and responsibilities. The City is interested in professionals with experience serving small governmental entities and comparable.
  - Specifically address proposer's familiarity with laws and regulations governing public water, wastewater, stormwater, and transportation systems, including operations, construction and maintenance of the City's current systems.
- Description of proposer's expertise in the following areas:
  - Civil, Structural, Electrical, Mechanical and Transportation Engineering;
  - Surveying, includes writing legal descriptions, making exhibits, knowledge of ORS, performing peer reviews on fellow surveyor's plats, and ability to complete LOMA applications;
  - Wetland, Hillside Development, and Floodplain Permitting;
  - Water distribution system, including pump stations, wells and water storage;
  - Municipal ground/surface water rights acquisition and maintenance;
  - Wastewater Pump stations and gravity collection systems;
  - WPCF and NPDES permit regulations and compliance;
  - Road maintenance techniques and applications;

- Oregon land use law/planning and development related infrastructure issues;
- Public improvement contracting and administration;
- Contract law and intergovernmental agreements;
- Public Utility billing operations and maintenance;
- Public finance and infrastructure financing;
- Knowledge of System Development Charges, methodology including reimbursement;
- Sequencing batch-reactor / activated sludge treatment plant.
- Explanation of proposer’s workload capacity, availability, and level of experience commensurate with the level of service required by the City.
- Explanation of proposer’s facilities and availability of support staff.
- Proof of Insurance of \$2 million professional liability insurance and \$2 million per occurrence comprehensive general liability insurance.
- Proof of Insurance of \$1 million combined single limit auto liability insurance.
- Proof of Insurance of \$1 million Workers Compensation Insurance or exemption.
- A list of at least three references from government clients of similar size for whom similar services have recently been provided. References from government clients of larger size can be accepted if similar size is not available. (For all references, please include names, phone numbers, and description of work performed.)
- A list of the tasks, responsibilities, and qualifications of any subconsultants proposed to be used on a routine basis and proof of adequate professional liability insurance for any subconsultants.
- Written affirmation that the firm has a policy of nondiscrimination in employment because of race, age, color, sex, religion, national origin, mental or physical handicap, political affiliation, marital status or other protected class, and has a drug-free workplace policy.
- Confirmation that the proposer is a civil engineer licensed to work in the State of Oregon.

B. Pricing Information:

A Proposer shall provide pricing policies, rates and other cost information (collectively, Price Information) for all personnel who will be doing work for the City. Price Information shall be submitted as part of a proposal. Proposers should refer to Section III.B for information on Price Information and associated evaluation procedures.

**F. PUBLIC RECORDS**

All proposals submitted are the property of the City of John Day, thus subject to disclosure pursuant to the public records law, as qualified by ORS 279C.107. Accordingly, proposals received and opened shall not be available for public inspection until after City has awarded and executed an Engineer of Record Contract. Thereafter, except for information marked “Proprietary”, all documents received by City shall be available for public disclosure. The City will attempt to maintain the confidentiality of materials marked “Proprietary” to the extent permitted under the Oregon Public Records law.

## G. COSTS

Proposers responding to this RFP do so solely at their own expense.

### III. PROPOSAL EVALUATION

#### A. MINIMUM QUALIFICATIONS

The City will review proposals received to determine whether or not each proposer meets the following minimum qualifications:

- A Civil Engineer licensed to work in the State of Oregon.
- Ability to provide the engineering work needed by the City to the standards required by the City, County and State.
- Has the financial resources for the performance of the desired engineer services, or the ability to obtain such resources.
- An Equal Opportunity Employer and otherwise qualified by law to enter into the attached Engineering Service Contract.
- Familiarity with the City of John Day or similar sized Cities in the region.

#### B. EVALUATION CRITERIA

Proposals meeting the above minimum qualifications will be evaluated by the City using the following criteria:

	<u>Maximum Points</u>
1) Specialized experience in the type of work to be performed, specifically including work in a city of similar size.	<b>(50)</b>
2) Qualifications and experience of the staff assigned by proposer to perform these services.	<b>(40)</b>
3) Past experience of proposer and project team members with relevant county, state, and federal regulatory and funding agencies.	<b>(30)</b>
4) Quality of proposed scope of work, including the proposed management techniques and practices for City service needs.	<b>(40)</b>
5) Familiarity with the City and City locale.	<b>(25)</b>
6) Availability and capability to perform the engineering services described in this RFP on an ongoing basis.	<b>(45)</b>
7) References.	<b>(25)</b>

8) Pricing Information. (45)

**Maximum Total Points** **300**

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**C. CONTRACT**

The City desires to enter into a professional services agreement with chosen awardee, whether or not the services are specifically outlined in this RFP.

It is anticipated that the City of John Day will enter into a three (3) year agreement, which thereafter may be extended upon written consent of both parties for up to two (2) additional three (3) year terms. This contract shall have a maximum amount payable to the Consultant for Engineering Services required under the Contract of \$500,000. Any request for payment over \$500,000 in the lifetime of this contract shall require written approval of extension of the contract in accordance with OAR 137-048-0300.

The agreement requires that awardee will comply with all applicable federal and state laws, rules and regulations.

**The City of John Day is an Equal Opportunity/Affirmative  
Action Employer  
Women, Minorities and Disabled Persons  
are encouraged to apply**

THIS SOLICITATION IS NOT AN IMPLIED CONTRACT AND MAY BE MODIFIED OR  
REVOKED WITHOUT NOTICE.