REQUEST FOR QUALIFICATIONS
CITY ENGINEERING SERVICES

CITY OF SUMPTER, OREGON

The City of Sumpter, Oregon is requesting Statement of Qualifications (SOQ) from qualified engineering firm(s) to provide city engineering services for the City of Sumpter. The City is seeking an engineering firm, which can perform all the duties of the City Engineer as described throughout this request. The selected consultant(s) will assist the City of Sumpter with services typically performed by a City Engineer including infrastructure planning, park planning and design, design and analysis for sanitary sewer projects, municipal water projects, transportation improvement projects, other projects as determined by the City of Sumpter, participation in public meetings, regulatory compliance, funding assistance and meetings with agencies.

The City will review and rate each SOQ based upon the criteria set out below.

ENGINEERING STATEMENT OF WORK FOR
CITY OF SUMPTER

The following statement of work describes the on-going services that the selected engineering firm shall provide to the City of Sumpter. These services are contracted on an on-call basis. Specific proposals are customized to include only those services requested. It is expected that the City Engineer will be available on a daily basis for consultation. Engineering technical support personnel will complete tasks as directed by the City of Sumpter personnel assigned to provide such direction.

Engineering Services may include but are not limited to, the following:

▪ Attend appropriate City Council meetings;
▪ Assist with budgeting, planning and rate studies;
▪ Assist the City in negotiations with regulating agencies;
▪ Provide comments on Comprehensive Plan revisions and updates;
▪ Provide comments on ordinance revisions and updates;
▪ Commercial and Residential Subdivision Development review;
▪ Assist with annexations, Urban Growth Boundary negotiations;
▪ Flood plain development review;
▪ Assist with Local Improvement Districts, Advanced Finance Districts, and bond issues;
▪ Provide city Zoning and Utility mapping;
▪ Assist with Water System Master Planning and rate studies;
▪ Water distribution system modeling;
▪ Water distribution system improvement design;
▪ Water treatment improvement design;
▪ Municipal well and control system design;
▪ Wastewater System Master Planning and rate studies;
▪ Wastewater treatment improvement design;
▪ Wastewater collection system design;
▪ Park planning and design;
▪ Assistance with federal and state grant/loan programs;
▪ Assistance with permits;
▪ Geotechnical evaluations/studies;
▪ Drainage design/studies;
▪ Traffic evaluation, street planning and design;
▪ Right-of-way and easement evaluation and acquisition assistance;
▪ Pavement design;
▪ Construction oversight
▪ Bridge/structural inspection and design.

The Engineering firm shall be able to provide Professional Engineering services by an Engineer licensed in the State of Oregon, and provide other services as requested.

**INSTRUCTION TO RESPONDENTS**

Respondents shall provide six (6) copies of their proposals, signed by an officer of the firm, to the following:

Greg Lucas, City Mayor  
City of Sumpter  
240 N Mill St  
PO Box 68  
Sumpter, OR 97877

All proposals shall be sealed and delivered at the above address no later than __________ pm on __________ __________ __________. The envelope shall be clearly marked “PROPOSAL – CITY ENGINEERING SERVICES.” The cost of submittals and any related expenses including travel and presentations shall be entirely the responsibility of the respondent.

The City of Sumpter has the right to reject any or all responses if the City finds good cause, and to cancel the solicitation, if in doing so it is determined at the sole discretion of the City to be in the public interest.

No formal meeting will be scheduled for this RFQ.

Interested firms are requested to describe the firm’s qualifications, resources, and experience in providing municipal engineering services in the sections listed below.

1. **Cover Letter** (1 page maximum)
   Letter shall list the proposed project manager.

2. **Firm Qualifications, Understanding and Approach** (4 pages maximum)
   - Describe your firm’s background and history, including the number of years in business and the scope of service currently provided to clients. Include a statement describing why your firm is qualified to perform the work outlined in this RFQ and detailing the proposed approach to performing this work.
   - Describe your firm’s experience to provide advice and services to City management, staff, and policy-making boards. Include a discussion of how your current and past experience will enable you to effectively and efficiently represent the City of Sumpter as City Engineer.
   - Discuss how your firm anticipates providing City Engineering services to the City of Sumpter. Include in your discussion your experience interacting with city staff, management of multiple projects, quality control, and scheduling.
3. **Qualifications of City Engineer Manager and Key Staff** (4 pages maximum)
   - Name of the principal individual who will represent the firm and be assigned to work with the City.
   - The firm’s experienced staff available to perform the engineering services required by the City, including specific qualifications and experience relating to City Engineer for government entities of similar size to the City of Sumpter.

4. **Relevant Experience and References** (4 pages maximum)
   - Briefly describe projects or services performed by your firm in the on-call City Engineer role for three (3) specific clients within the last five (5) years. Provide the name, address and phone number of the person for each of the three clients presented that may be contacted regarding your firm’s performance in the on-call City Engineer role.
   - List experience your firm has with federal and state loan and grant programs and other funding sources.

5. **Experience and Familiarity with the City of Sumpter** (3 pages maximum)
   - Describe your firm’s experience and familiarity with the City of Sumpter and how your firm will provide effective and efficient service.
   - Describe your firm’s staff and resource capacity to respond to time-sensitive or short notice requests and/or complicated issues.

**SUBMITTAL**

Each SOQ will be evaluated on the completeness and clarity of content. Only those consultants who supply complete information as required by this RFQ will be considered for evaluation.

Interested candidates shall limit their responses to sixteen (16) pages. All typing or printing shall be of a minimum 11-point type. The SOQ may have a cover and back that will not be included in the page count. No attachments and/or appendices including additional marketing material, brochures, etc. are allowed to be included in the submittal.

Firms may use both sides of a single sheet of paper for conservation purposes, and are encouraged to do so. Sheets printed on both sides will be considered two (2) pages.

Firms submitting more than the specified number of pages may be considered non-responsive and their RFQ returned without further consideration.

The selection process will follow a qualification-based process. Costs will not be used to evaluate proposals. A proposal which contains rate sheets or any fee related materials will be disqualified and considered nonresponsive.
REVIEW AND EVALUATION

At the close of the submittal period, the City will rank each SOQ based on responses to the evaluation criteria listed in the RFQ. The City will require a minimum of 10 working days to evaluate and rank the Statements of Qualifications. Although not required, the City may elect to conduct Interviews with the top ranked firms.

During the evaluation review, the City has the right to require any clarification or change needed to understand the consultants’ approach to the work. This review and any changes needed, will be made before executing a contract and will become part of the final contract.

The following criteria will be utilized to evaluate the Statement of Qualifications (SOQs):

- Firm Qualifications, Understanding and Approach (25 points)
- Qualifications of City Engineer Manager and Key Staff (25 points)
- Relevant Experience and References (25 points)
- Experience and Familiarity with the City of Sumpter (25 points)

Based on the points assigned for the criteria above, each reviewer will rank the candidates in order. Each reviewer’s highest scoring candidate will receive a rank of 1, next highest will receive a rank of 2, etc. The candidate’s final score will be the sum of the applicable rankings from each reviewer. The candidate with the lowest total score will be the highest ranked candidate.