

PROFESSIONAL SERVICES REQUEST FOR PROPOSALS FOR CITY ENGINEERING SERVICES

City of Donald
10710 Main Street, NE
PO Box 388
Donald, OR 97020-0388

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SUBMISSIONS DUE: NOVEMBER 20, 2026 AT 1:00 PM

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SCHEDULE

QUESTIONS DUE	**November 13, 2026, by 1:00 pm**
RFP SUBMITTALS DUE	**November 20, 2026, by 1:00 pm**
COMMITTEE REVIEW MEETINGS	**November 23 & 24, 2026**
TOP CANDIDATE RECOMMENDATION	**November 30, 2026**
COUNCIL MEETING FIRM SELECTION	**December 8, 2026 at 6:45 pm**

The City reserves the right to make adjustments to the above noted schedule as necessary

GENERAL INFORMATION

INTRODUCTION

The City of Donald is requesting proposals (RFP) for professional engineering services (City Engineer) to serve the City as an independent contractor. These services shall be provided on an as needed basis and shall be authorized by the City Manager or their designee. Typically, these services include but are not necessarily limited to supervising all work produced by the City which is subject to the terms of ORS Chapter 672, planning, designing and construction management for the City infrastructure; surveying; engineering; and development review services for City review of new commercial, industrial and residential developments.

The City invites qualified individuals or agencies to submit proposals based upon the scope of the work contained in this RFP. The initial contract term shall be two (2) years, with the option to renew annually at the City's sole discretion for up to three (3) additional years, for a maximum contract term of five (5) years.

Any renewal shall be subject to written approval by the City and shall be based on satisfactory performance, the City's continuing need for services, and the availability of funding.

The City reserves the right to terminate the contract in accordance with the termination provisions established in the executed agreement.

ABOUT THE CITY OF DONALD

Donald is in Marion County, uniquely sandwiched between the Portland and Salem metro areas; its neighbors are the cities of St. Paul, Aurora, Woodburn and Hubbard. It was incorporated on December 6, 1912 and named after one of the engineers responsible for the railroad system that runs through Donald. Some of our oldest buildings still stand and were originally built to serve the railroad. The town remains a small rural community with current population of 1158, but it is projected to nearly double in population in the next five (5) years. The City Council consists of a Mayor and six councilmembers. The Mayor serves a two-year term and the councilors a four-year term. The City Manager is the chief administrator for the City and is appointed by the City Council. Presently the City has a total of six full-time employees and one half-time employee. Please reference the City’s website for more information about the City.

ABOUT OUR TEAM

We are a thoughtful team that likes to challenge ourselves to becoming the best City possible. We understand that today’s actions, build tomorrow’s success. We like to collaborate and establish partnerships to build knowledge, efficiencies and to better serve our community members. Our City’s leadership strives to be innovative, thoughtful, and encourage dreaming balanced with taking action to get things done. We are recruiting an engineer that embodies and embraces an innovative spirit that enjoys collaboration with other governments as well as private partners to achieve results.

We would like to find an engineer that also likes to figure out creative solutions to ordinary problems. The City of Donald is in search of an engineer that is ready to roll up their sleeves and work, because there is a lot of work to do, right out of the gate!

THE CITY'S PUBLIC WORKS OPERATIONS

The primary public facilities owned and operated by the City of Donald include the following:

- Water treatment plant: 2 wells (1 operating and 1under construction), Green Sand Filters
- Water distribution: 2 storage reservoirs and 5 miles of distribution system; apx. 460 connections; and 50 fire hydrants
- Wastewater collection: STEP System; apx. 352 septic tanks joined by 5 miles of pressurized pipe
- Wastewater treatment plant: 15 acres of facultative lagoons discharging into 65 acres of disposal/irrigation land
- Fargo System: The City treats wastewater from Marion County's Fargo District, which is located around the I-5 Interchange, exit 278
- Storm water collection and disposal system: ditches, catch basins and drain fields
- Transportation system: 3.3 miles of city-maintained roads. Main Street and Butteville Road are under the jurisdiction of Marion County and City has road-authority.
- Parks system: 2 small parks

RECENT WORK COMPLETED

Available on City's website:

- Water Master Plan (2019), updated in 2021
- Wastewater Master Plan (2019), updated in 2021
- System Development Charges: Water, Wastewater, Transportation, Stormwater and Parks (2016), updated in 2021
- Public Works Standards (2021)
- Street Saver: Capital Asset Pavement Passement Study
- TMDL Implementation Plan updated in 2022

GRANTS IN ACTION

- Marion County: ARPA Grant: New Drinking Water Well: $1,000,000.

PROJECTS IN THE NEAR FUTURE/IN PROGRESS

- Harvest Gardens PUD remaining phases
- Water Rights Permitting with Water Resources
- Development of New Well and Permitting with the State
- Update Fargo Wastewater Contract with Marion County
- Engineering New Lagoon and Exploration of Wastewater Disposal Options
- Storm Water Master Plan Update under review and final approval
- Water and Sewer Rate Study
- Implementation of Local Improvement District
- Outfall Study wastewater disposal option
- Relining and rehabilitation of the 200,000g steel water reservoir #1
- TMDL Plan updates for new requirements

SCOPE OF WORK

All services shall be authorized in writing by the City Manager or an authorized designee before work begins. For each assignment, the consultant shall provide a written scope and cost estimate identifying project objectives, deliverables, approach, milestones, schedule, assigned personnel, estimated hours, applicable billing rates, subconsultant costs, and a maximum authorized compensation amount. The consultant shall provide status updates as requested. Changes to scope, schedule, or compensation require the City's written approval before the additional work is performed.

The consultant shall not exceed the authorized compensation amount without prior written approval from the City. The City is not obligated to compensate the consultant for work performed outside an authorized assignment.

The consultant shall provide technical recommendations and professional engineering review as requested by the City. The consultant shall not exercise discretionary governmental authority, waive City requirements, approve land use applications, or accept public improvements on behalf of the City unless such authority has been expressly delegated in writing and is legally permissible.
The selected consultant will serve as the City's municipal engineering consultant and provide professional engineering services as authorized by the City. The consultant shall identify the Oregon-registered professional engineer responsible for each authorized assignment. Designation as City Engineer or Engineer of Record does not, by itself, confer authority to exercise discretionary governmental functions or approve development applications or public improvements reserved to the City. Professional engineering services, reviews, and certifications shall be performed under the responsible charge of appropriately registered professionals and in accordance with applicable Oregon law.

All reviews, inspections, recommendations, and certifications shall be documented in writing and shall identify the applicable standards and requirements used in the review.

The following list and statement of work describes the on-going services that the City Engineer shall provide to the City. These services are requested by the City on an on-call basis. It is expected that the City Engineer will be available on a daily basis for consultation, and when on vacation another designated person will be assigned to the City. The following list and statement of work describes the ongoing services that the City Engineer shall provide to the City. These services are requested by the City on an on-call basis. The consultant shall identify a primary point of contact and a designated alternate. The consultant shall propose response times for routine requests and procedures for urgent infrastructure or public safety matters. The City and consultant shall establish mutually agreed availability, response-time expectations, and communication protocols during contract negotiations.

A. General work assigned to the City Engineer may include, but are not limited to tasks associated with planning, design and construction management for water, sewer, roads, parks, storm water and other municipal systems, together with tasks associated with these systems:

a. Capacity and system planning;
b. System improvements;
c. Studies;
d. Project identification;
e. Cost estimating;
f. Project status, startup, site inspections and shutdown work;
g. Preventative repair and corrective maintenance analysis and recommendations;
h. Project scheduling;

B. The City Engineer shall be able to provide professional engineering services by an engineer licensed in the State of Oregon to provide the following support services as requested:
    a. Architectural;
    b. Electric;
    c. Civil;
    d. Transportation;
    e. Mechanical;
    f. Process;
    g. Life safety;
    h. Construction coordination;
    i. Project management;

C. Development review services performed by the City Engineer shall include, but are not limited to:
    a. Coordination meetings with city staff, other agencies, developers and their consultants;
    b. Infrastructure systems modeling and analysis related to particular development proposals;
    c. Plat map review for conformity to City Standards;
    d. Coordination with the City Planner;
    e. Review of plans for road, water, sewer, storm drainage, geotechnical, grading and other improvements for conformity to City standards and accepted engineering practices for subdivisions and building projects;
    f. Construction inspections of road, water, sewer, storm drainage and other improvements installations for conformity to City Standards and accepted engineering practices for subdivisions and building projects;
    g. Thorough review of preliminary design drawings and design calculations for compliance with state, county and city requirements and accepted engineering practices;
    h. Attend pre-application, pre-construction meetings with applicants, and attendance at City Council or Planning Commission meetings as requested by the City;
    i. Thorough review and approval of final drawings and plans sufficient to serve the engineer's professional seal for work prepared by the City Engineer;
    j. Periodic review of construction sites to ensure compliance with plans and specifications;
    k. Final review and approval of as-built drawings, testing results and as-built certifications for completed project sites;

D. Additional assignments include:
    a. Assist with project budgeting, planning and rate studies;
    b. Provide detail design and construction specifications for successful bidding and construction coordination of infrastructure improvements and maintenance projects;
    c. Propose engineering related ordinances, modifications and construction standards and specification modifications;
    d. Assist with specifications and design of digital information (GIS/CAD) relating to existing infrastructure;
    e. Lead on system development charges methodology and study;
    f. Assist with grants for public improvement projects;
    g. Work with City staff to review or complete permits, applications or agency notification;
    h. Work with City staff, organizations and funding agencies to help develop competitive and complete funding proposals;
    i. Serve as the City's project manager for all public works development or planning projects prepared by other engineers, including land development projects such as subdivisions and other significant design or study projects;
    j. Provide direction and oversight in the implementation of water, transportation, storm water and wastewater treatment facilities plans and/or master plans;
    k. Review of systems and documents for compliance with DEQ requirements and Water Resources, Oregon Health Authority, and other outside agencies;
    l. Provide operational quality control for efficient operation of water and wastewater plants;
    m. Provide technical analysis for compliance with local, state and federal requirements regarding water, wastewater, transportation and storm water or other public utilities.

PROPOSAL INSTRUCTIONS

PROPOSAL SUBMITTAL AND DUE DATE

Proposers shall provide five hard copies of proposal in a sealed envelope clearly marked "Confidential: Request for Proposal: City Engineering". Proposals shall be received by 1:00 p.m. on Friday, November 20, 2026 to:

Cheryl Stone, City Manager
City of Donald
10710 Main Street, NE
PO Box 388
Donald, OR 97020

Proposals shall be organized as specified in "Proposal Contents". The City 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. Faxed or electronic (e-mail) responses will be rejected as nonresponsive.

QUESTIONS

Staff is available to arrange an optional meeting or site tour before November 20, 2026. All other questions concerning this RFP must be submitted in writing by email to Cheryl Stone, City Manager, at citymanager@donaldoregon.gov, no later than the question deadline stated in the timeline. The City will issue written responses and any addenda to all known prospective proposers. Only written addenda issued by the City shall modify this RFP.

PROPOSAL CONTENTS

DETAILED PROPOSAL SUBMITTAL REQUIREMENTS

Proposals should be organized in the order below and limited to 25 pages, excluding resumes, references, certifications, and other required attachments. Proposers shall include a staffing and transition plan describing the primary engineer, supporting personnel, anticipated availability, coverage during absences, and the approach and schedule for reviewing existing City documents and transitioning ongoing assignments. The City may clarify this page limit or submission format by addendum.

A. The name of the person(s) authorized to represent the proposer in negotiating and signing any agreement which may result from the proposal.
B. Name and qualifications of the individual(s) who will serve as the City Engineer.
C. The names of the professional persons who will assist with the City Engineer in performing the work and current resume for each, including a description of qualifications, skills, and responsibilities and a list of recent continuing education experiences.
D. Specifically address proposer's familiarity with laws and regulations governing public water, wastewater, storm water and transportation systems including operations, construction and maintenance of the City's current systems.
E. Description of proposer's expertise in the following areas:
    a. Civil, Electrical, Mechanical and Transportation Engineering;
    b. Deep well ground pumps and water distribution systems;
    c. Municipal ground water rights/permitting and maintenance of water system;
    d. Pump station and pressurized wastewater collection STEP system;
    e. Lagoon wastewater treatment with land applied effluent disposal;
    f. WPCF and TMDL permit regulations and compliance;
    g. Municipal transportation systems
    h. Road maintenance techniques and applications;
    i. Familiarity with land use law and planning and development related infrastructure issues;
    j. Familiarity with public improvement contracting and administration;
    k. Familiarity with intergovernmental agreements;

l. Familiarity with System Development Charges/Capital Improvement Plans;
m. Familiarity with public utility billing operations; and,
n. Familiarity with public finance and infrastructure financing.

F. Explanation of proposer's workload capacity and level of experience commensurate with the level of service required by the City.
G. Explanation of proposer's facilities and availability of support staff.
H. A list of at least three references from government clients for whom similar services have recently been provided. (For all references, please include names, phone numbers, and description of work performed.)
I. A list of the tasks, responsibilities, and qualifications of any sub-consultants proposed to be used on a routine basis. Note the sub-consultants will be required to show proof of adequate professional liability insurance.
J. 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.
K. The proposer shall identify the Oregon-registered professional engineer who will serve as the City's Engineer of Record and be responsible for professional engineering services performed under the contract.

   The designated engineer shall hold an active Oregon registration appropriate to the professional engineering services to be performed. The proposer shall identify any additional professional engineers, disciplines, and subconsultants that may be assigned to the work and demonstrate that all professional services will be performed under the responsible charge of appropriately registered professionals.
L. The City may require verification of applicable registrations before contract execution and throughout the contract term.
M. NOTE: The consultant shall maintain the stated $2 million professional liability, $2 million Commercial General Liability, and automobile liability coverage, subject to confirmation of limits and coverage terms in the final agreement. The City shall specify whether professional liability limits are per claim and aggregate; CGL and automobile limits and required coverage; additional insured endorsements; and any required tail or extended reporting coverage. Workers' compensation coverage or a lawful exemption shall be provided as applicable. Certificates and required endorsements shall be furnished to and approved by the City before services commence.

PUBLIC RECORDS

Proposals submitted in response to this RFP are subject to Oregon public records law, including ORS 279C.107 and applicable provisions of ORS Chapter 192.

The City may defer public inspection of proposals in accordance with applicable law. Following execution of the contract, proposals and related procurement records will be subject to disclosure, except for information that the City determines is exempt from disclosure under Oregon law.

Proposers requesting confidential treatment of particular information must identify the specific information and the legal basis for the requested exemption. Marking information as proprietary or confidential does not guarantee that the City will withhold it from disclosure.

The City will make disclosure determinations in accordance with applicable Oregon law.

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.

PROTESTS

Protests concerning this solicitation or the selection process shall be submitted and resolved in accordance with the City of Donald's applicable public contracting rules and the protest procedures incorporated therein.

COSTS

Proposers responding to this RFP do so solely at their own expense.
Proposers shall include a proposed fee schedule identifying hourly billing rates for personnel anticipated to perform services, applicable administrative charges, and subconsultant markups. The fee schedule will be used as a basis for negotiations and does not constitute an award of work or authorization to begin services. Compensation for individual assignments shall be negotiated and authorized in writing before work begins.

PROPOSAL EVALUATION AND SELECTION CRITERIA

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.
- Financial resources for the performance of the desired engineer services, or the ability to obtain such resources.
- Proposer is an Equal Opportunity Employer and otherwise qualified by law to enter into the attached Engineering Service Contract.

EVALUATION CRITERIA

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

In evaluating familiarity with the City, the committee may consider the proposer's demonstrated understanding of Donald's infrastructure needs and proposed approach; prior work for the City is not required. The committee may also consider project management, cost estimating, scheduling, communication, coordination with other agencies, and ability to manage multiple assignments within the criteria listed above.

1. Qualifications and experience of the firm and staff assigned by proposer to perform municipal engineering services, including land use review as stated in this RFP. **(60 points)**
2. Dedication of leadership, professionalism, organizational skills, establishing partnerships and best practices **(15 points)**
3. Availability and on-going service capability. **(10 points)**
4. Qualification and experience of the staff with relevant county, state, and federal regulatory and funding agencies, including writing grant proposals. **(10 points)**
5. Familiarity with the City. **(5 points)**

TOTAL POINTS 100

SELECTION

The City intends to select a consultant through a qualifications-based selection process in accordance with ORS 279C.110 and applicable Oregon administrative rules. The City will evaluate proposals based on the qualifications, experience, and capabilities of the prospective consultants.
Following the selection of the most qualified consultant, the City will negotiate compensation and the terms of the agreement, including applicable hourly rates, anticipated hours, and maximum

compensation. The City will determine that the negotiated compensation is fair and reasonable before entering into a contract.

The City reserves the right to determine the appropriate procurement procedure for individual projects or assignments in accordance with applicable Oregon public contracting requirements.

The evaluation committee will consist of four members, at least one of which will be the Mayor, who will serve as Committee Chair. Completed evaluations shall be combined and tallied. The City reserves the right to interview one or more of the highest ranked candidates. Upon completion of its evaluation process, the evaluation committee shall provide the results of the scoring and ranking to the City Council, with an awardee recommendation.

The evaluation committee will evaluate and rank responsive proposals in accordance with the criteria established in this RFP. The committee will submit its recommendation to the City Council or other authorized contracting authority. The City Council or authorized contracting authority will make the final selection and authorize contract negotiations and execution in accordance with applicable City procedures.

Upon approval by the City Council, the City will begin negotiating a contract with the highest-ranking candidate. The City shall direct negotiations toward obtaining written agreement on the Engineer's performance obligations, a payment methodology that is fair and reasonable to the City, and any other provisions the City believes to be in the City's best interest to negotiate. The negotiation process may continue in this manner through successive candidates until an agreement is reached or the City terminates this RFP.

It is the desire of the City to have an engineering contract in place no later than Friday, December 11, 2026 at 2pm.

The City of Donald 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.