



## City of Hermiston, Oregon

### Request for Proposals (RFP)

### For Miscellaneous Engineering Services

#### **Notice**

The City of Hermiston is requesting proposals from qualified engineering firms to provide miscellaneous engineering services on a regular basis, with the potential for additional as-needed services. This work can include, but is not necessarily limited to, planning, design, bidding, and construction management for water, sewer, and street projects, as well as providing project cost estimates, preparing, monitoring, and updating various plans, and performing Civil plan review for developments, along with additional services detailed in the Scope of Work for this RFP.

#### **Submission of RFP Package**

To receive consideration, proposal packages must be submitted in accordance with the following instructions:

1. All proposal packages shall be delivered to:  
City of Hermiston  
Attn: Mark Morgan  
180 NE 2<sup>nd</sup> St.  
Hermiston, OR 97838  
  
Email: [mmorgan@hermiston.gov](mailto:mmorgan@hermiston.gov)
2. Submit eight (8) hard copies and 1 PDF by 5:00 PM January 31, 2025.
3. The proposals must be clearly marked "Request for Proposals for Miscellaneous Engineering Services."
4. Maintaining the integrity of the RFP process is extremely important to the City of Hermiston. As such, all questions shall be directed to the project manager, Mark Morgan, at (541) 567-5521, or email [mmorgan@hermiston.gov](mailto:mmorgan@hermiston.gov). Prior to contact, please review the General Information regarding Additional Information Requests, located on Page 5 of this packet. Answers to all questions will be posted online and made available to all firms intending to submit a proposal package. Failure to adhere to these restrictions may significantly reduce your prospects for selection.
5. The City of Hermiston reserves the right to reject any and all proposals, and has the right, at its sole discretion, to accept the proposal it considers most favorable to the City's interest and the right to waive minor irregularities in procedures.

#### **RFP Package Requirements**

The RFP, at a minimum, shall include the following:

1. **Cover Letter:** All RFP packages must include a cover letter, made to the attention of Mark Morgan, Assistant City Manager, and signed by a person legally authorized to bind the applicant to its proposal. At a minimum, the cover letter must include the following items:
  - a. The firm name
  - b. The names of local partners/principals and the number of local personnel
  - c. Address, telephone, and fax numbers of the firm
  - d. Contact information, including an email address, of the person(s) who are authorized to represent the proposer.
2. **Personnel:** All proposal packages must include the following information related to key personnel who will be working to fulfill the needs of this RFP
  - a. The names of partners, managers, and other key staff persons who will be assigned to fulfill the needs of this RFP, along with brief resumes that indicate their experience in municipal civil engineering.
  - b. An organizational chart, including sub-consultants (if applicable)
3. **References:** All RFP packages must include the following information related to the references and qualifications relative to the Scope of Work associated with this RFP.
  - a. List of Oregon or Washington local government jurisdictions your firm is currently providing engineering services for, or has provided engineering services for within the last 5 years. Oregon references are preferred. References must include a point-person and contact information.
  - b. Relevant Project Summary/Profile Sheets. At a minimum, the sheets shall provide a brief description of the project, provide a date design was completed, provide date construction was completed, provide owner information, and contact person. Projects presented must have been completed within the last 5 years.
4. **Format for Proposal:** The Proposal should be organized according to the Evaluation Criteria. The Proposal should not exceed twenty (20) pages, excluding covers, a one-page cover letter, one-page resumes, 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. Resumes should be included in an Appendix.

## **Evaluation Criteria**

### **MINIMUM QUALIFICATIONS (Proposer must meet the following minimum qualifications):**

1. Be a licensed civil engineer in the State of Oregon
2. Demonstrate experience with public sector engineering of similar size and scope of the services being requested.

### **General (25%)**

Evaluations will be performed to determine the proposer's understanding of the work to be performed, and consideration will be given as to the proposer's ability to expeditiously respond to service calls and complete the necessary work.

### **Personnel Qualifications, Organizational Capacity, Experience, and Availability Criteria (25%)**

Submittals will be evaluated considering the technical experience, managerial experience, qualifications, and availability of specified staff, as well as capacity of the organization to easily provide specialists to assist as needed.

## **References (25%)**

Evaluation of references and project summaries such that they are representative of similar scope and size of those presented in this RFP.

## **Relevant Past and Present Performance Criteria (25%)**

Assessment of the consultant's past and present performance will be evaluated relative to the capability to meet the performance requirements. Additionally, quality of service, customer satisfaction, cost control, and timeliness of past and present projects will be evaluated.

## **Background**

The City of Hermiston is the largest city in Eastern Oregon (2023 pop.- 20,300). The city, and surrounding area, has experienced steady growth over the past two decades (1994 pop.- 10,215), and Hermiston now serves as the commercial center for a Local Trade Area of ~47,000 people. Although the city was first incorporated in 1907, almost all of Hermiston's growth occurred after WWII (1940 pop.- 800). Therefore, many of the issues facing the City will be a combination of growth and aging infrastructure.

The City has historically used a contract engineering firm for all of its general engineering needs, and has not had a dedicated engineer on staff for many years. This is a regular re-advertise since 2020. Hermiston does not have a Public Works Director, and the successful proposer will work directly with the city's Street Superintendent, Water Superintendent, Wastewater Superintendent, City Planner, and Assistant City Manager to accomplish tasks and projects. The successful proposer will report directly to the Assistant City Manager.

## **Scope of Work**

### **Intention**

The City of Hermiston is seeking a higher level-of-service than simply having an on-call contract engineering firm. This RFP hopes to secure the services of a qualified engineer who will have more regular duties than a typical consulting engineer. It is anticipated that the proposer will dedicate a full-time staff person on a consistent basis to service the basic Scope of Work (SOW) provided in this RFP. Additional work shall be billed accordingly by the generation of individual Work Orders for any distinct projects which are expected to require more than 40 hours of staff time.

The successful proposer must demonstrate that they can effectively communicate with City Staff, work in a team-like manner, and provide engineering services that satisfy the SOW and are in the public's best interests. The successful proposer must also show that the project deliverables can be provided on time and within budget.

### **Anticipated work and/or projects that may occur under this contract includes, but is not limited to:**

- Review and approval of plans for road, sewer, water, storm drainage, geotechnical, grading and other improvements for conformance to City standards and accepted engineering practices for subdivisions and development projects.
- Coordinating on-site construction inspections of installation of road, sewer, water, storm drainage, and other improvements for conformance to City standards and accepted engineering practices for subdivisions and development projects.
- Assist in the correct sizing of water meters
- Planning, design, and construction management for sewer projects related to the collection system

- Planning, design, and construction management for stormwater projects
- Provide hydrologic and hydraulic analyses for storm and sewer projects as appropriate
- Planning, design, and construction management for street projects
- Analysis of traffic impact studies
- Planning, design, and construction management for municipal water system projects
- Planning, design, and construction management for parks and trail system projects
- Consultation on City of Hermiston building projects
- Preparing bid packages for smaller and medium-sized public projects
- Providing project cost estimates
- Performing flow analysis
- Using, and helping Water Department staff with use of, hydrology model
- Prepare and monitor Risk Management plan(s)
- Provide technical assistance for compliance with local, state, and federal requirements
- Design gravel street conversion
- Prepare, monitor, and update various plans
- Review plans and assist as needed on larger public projects
- Assist in developing Capital Improvement Plans for the Water, Sewer, and Street Departments
- Provide technical assistance for finding, securing, and administering grant funding
- Design engineering services for Federally funded Construction Projects.
- Construction Engineering services for Federally funded Construction Projects.

**Resources to be Provided:**

The successful proposer shall be responsible for all resources necessary to deliver these services, including but not limited to software, hardware, office safe, etc.

**Items/Services NOT to be provided**

The SOW above does not include services for several specialty areas overseen by the City. In researching the City of Hermiston, proposers are advised to keep their responses to only include the SOW above. The successful proposer will be expected, however, to effectively communicate with the City's other contract engineers as necessary.

- The City of Hermiston operates a municipal airport. This SOW does not include any major planning, design, or construction work at the airport.
- The City of Hermiston operates a municipal electric utility. This SOW does not include any work for these city operations.
- The City of Hermiston, and the Port of Umatilla, co-own a Regional Water System for delivering water from the Columbia River to large scale users. This SOW does not include any work for this system, but will require communication with the system's engineer for certain projects involving city streets and connections to the municipal water system.

**Assigned Staff**

The City of Hermiston specifically reserves the right, in its sole discretion, to preapprove or request reassignment of staff assigned to work at the City of Hermiston as best fits a project and/or request specific certification or licensing of staff to be assigned a task.

## **Employment Status**

The successful proposer shall perform the work required as an independent consultant. Although the City reserves the right to determine and modify the delivery schedule for the work to be performed and to evaluate the quality of the completed performance, the City cannot, and will not, control the means or manner of the Consultant's performance. The Consultant is responsible for determining the appropriate means and manner of performing the work.

Consultant represents and warrants that the Consultant is not an employee of the City of Hermiston, and meets the specific independent consultant standards of ORS 670.600. Consultant is not an officer, employee, or agent of the City as those terms are used in ORS 30.265.

Consultant shall be responsible for any federal or state taxes applicable to any compensation or payments paid to Consultant under this contract and, the City will not withhold from such compensation or payments any amounts to cover Consultant's federal or state tax obligations.

Consultant is not eligible for any Social Security, unemployment insurance, or Workers Compensation, from compensation paid to Consultant under this contract except as a self-employed individual.

## **Insurance**

The successful proposer shall be required to provide insurance coverage for its assigned staff which adequately protects the City of Hermiston against adverse action. The successful proposer will be required to carry Commercial General Liability, Professional Errors and Omissions Liability, Worker's Compensation, Employer's Liability, and Automobile Liability coverage, the limits of which will be established during contract negotiation.

## **Requests for Additional Information**

Proposers may submit questions or a request for additional information. All questions and/or requests must be submitted either by mail or email to:

City of Hermiston  
Attn: Mark Morgan  
180 NE 2<sup>nd</sup> St.  
Hermiston, OR 97838  
[mmorgan@hermiston.gov](mailto:mmorgan@hermiston.gov)

All requests for additional information must clearly reference, "RFP for Miscellaneous Engineering Services." All requests must be received no later than January 31, 2025. The responses to the requests will be made available at the City's website [www.hermiston.or.us/public-notices](http://www.hermiston.or.us/public-notices).

## **Schedule for RFP Process**

RFP Advertised	December 30, 2024
Deadline for Additional Information Request	January 24, 2025
Response to Additional Information Requests	January 27, 2025
RFP Packages Due	January 31, 2025
Interviews	February 10-14, 2025
Contract Negotiation	February 14, 2025 – Until Completed
Council Consideration of Contract	March 10, 2025

### **Ownership of Documents**

Any material submitted by a proposer shall become the property of the City of Hermiston. Materials submitted after a contract is signed will be subject to the ownership provision of the executed contract.

### **Confidentiality of Information**

All information and data furnished to the proposer by the City and all other documents to which the proposer's employees have access during the preparation and submittal of the Proposal shall be treated as confidential to the City. Any oral or written disclosure to unauthorized individuals is prohibited.

### **Public Record**

All proposals and information submitted by proposers are not open for public inspection until after the notice of intent to award a contract is issued. Except for exempt materials, all Proposals and information submitted by proposers will be available for viewing after the evaluation process is complete and the notice of intent to award is sent to all participating parties.

### **Format for Proposal**

The Proposal should be organized according to the Evaluation Criteria. The Proposal should not exceed twenty (20) pages, excluding covers, a one-page cover letter, one-page resumes, 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. Resumes should be included in an Appendix.