

Request for Proposals (RFP)

Countywide Civil, Structural, and Surveying Engineering Services
Proposals Due: April 18, 2025

Morrow County Risk and Procurement Manager
215 NE Main Ave.
Irrigon, OR 97844
541-989-8166
spointer@morrowcountyor.gov



Section 1: Introduction and Purpose

Request for Proposals – Engineering Services

Morrow County is seeking proposals from qualified engineering firms to provide **comprehensive engineering services** on an as-needed basis under an **on-call contract**. These services may include:

- **Road and Bridge Design**
- **Structural Engineering**
- **Civil Design**
- **Surveying**
- **Construction Management**

Individual task orders will be issued for each specific project under the contract. The initial contract term will be **three (3) years**, with the possibility of extension upon mutual agreement.

Morrow County reserves the right to engage different **surveying and engineering firms** for individual projects if it is determined to be in the best interest of the County and the public.

Section 2: Scope of Services

Selected firms will provide, but are not limited to, the following services:

- A. Roads, Site & Civil Design
- B. Construction Management and Inspection
- C. Surveying and Mapping
- D. General Engineering Consultation
- E. Boundary Surveys
- F. Structural Engineering

The Contractor shall provide surveying and engineering services for both County-owned and leased sites on an as-needed basis. The Contractor is responsible for furnishing all necessary tools, supplies, fuel, transportation, equipment, and labor required to fulfill contractual obligations. Services must be available and fully operational seven (7) days a week, with all equipment maintained in good working condition. The Contractor must possess a thorough understanding of maintenance and safety procedures.

Responsibilities will include managing multiple surveying and engineering projects simultaneously at various locations. The Contractor shall prepare preliminary cost estimates for projects and meet with County representatives, as well as local, state, and federal agencies, to define the scope of work. Additionally, the Contractor will assist with project development, planning, permitting, and ensuring compliance with applicable building codes. Services may also involve the remodeling and modification of existing County facilities. Regular updates, including weekly written or verbal reports on project status and timelines, shall be provided to Morrow County.

Section 3: Performance Requirements

Maintain the highest industry standards, provide all necessary equipment and staff, ensure communication, and provide cost estimates and updates.

Contractors must perform work according to the highest industry standard for Construction & Maintenance.

Contractor designee and a Morrow County Representative shall come to an agreement of quality and completeness of the project.

Morrow County may require clarification or changes needed to understand the Contractor's project approach.

The awarded bidder will be required to assume responsibility for all services outlined in the Request for Proposal.

Section 4: Proposal Submission Requirements

Section 5: Selection Criteria

Proposals will be evaluated by a committee appointed by Morrow County. The contract will be awarded to the **responsive and responsible pool of vendors**, based on a combination of **qualifications, experience, methodology, responsiveness, and cost**. Evaluation will consider both **technical capabilities** and **average hourly rates** as provided in the Fee Schedule (Exhibit A).

Proposal Evaluation Criteria

Proposals will be assessed based on the following factors:

1. **Qualifications**
 - Overall capabilities of the firm and team.
 - Staff qualifications, certifications, and expertise related to engineering and surveying services.
2. **Experience**
 - Demonstrated experience in providing **surveying and engineering services**, particularly for county or public sector projects.
 - Include **references from similar projects**.
3. **Methodology**
 - Approach to providing requested services efficiently and effectively.
 - Description of processes used to **deliver design, engineering, and surveying work** to a public agency.
 - Strategies for **project management, communication, and coordination** with County staff.
 - Method of **file sharing for designs, estimates, and survey documents**.
 - Process for **project closeout and deliverables submission**.
4. **Responsiveness and Availability**
 - **Staff and equipment availability** to meet County needs.
 - **Expected response time** to requests for design, engineering, and on-site visits.
 - Ability to manage **multiple projects concurrently**, as needed.
5. **Cost (Fee Schedule)**
 - Fee proposals will be reviewed as part of the overall evaluation process.
 - **Exhibit A: Rate Schedule** must be completed and included, covering **design, engineering, and surveying fees**.

Section 6: General Terms & Conditions

County reserves rights, contract duration, independent contractor status.

Morrow County may reject any offer not in compliance with all prescribed public procurement procedures and requirements and may reject for good cause any or all offers upon a finding by the County that it is in the public interest to do so.

Section 7: Insurance Requirements

Commercial General, Auto, Professional, and Workers Compensation.

Section 8: Submission Deadline & Contact

Deadline, Submission Method, Contact Information.

Submittal Instructions

Submit one (1) hard copy OR one (1) electronic copy by Closing date of **April 18, 2025 by 4:00 PM** to: Sandi Pointer spointer@morrowcountyor.gov.

Morrow County Risk and Procurement Manager
215 NE Main Ave.
Irrigon, OR 97844
Office 541-989-8166 – Cell 541-371-6914
spointer@morrowcountyor.gov

Section 9: RFP Schedule

Event	Date
RFP Release	March 19, 2025
Questions Due	April 14, 2025
Responses to Questions	April 21,2025
Proposal Submission	April 18, 2025

Section 10: Attachments

Exhibit A: Rate Schedule (to be completed and submitted with proposal).

Staff Classification	Hourly Rate
Principal Engineer	\$
Project Manager	\$
Civil Engineer (PE)	\$
Survey Crew (2 Person)	\$
Survey Technician	\$
CAD Technician	\$
Admin/Clerical Support	\$
Other (Specify)	\$

Proposal Evaluation Score Sheet

Instructions for Evaluators:

- Each proposal will be scored based on the criteria listed below.
- Comments or justification for scores should be documented separately.
- Final scores will be used to determine the most qualified and cost-effective firm(s) for contract award.

Evaluation Criteria	Description	Maximum Points	Score
Firm and Staff Qualifications	Strength and relevance of the firm's and team's professional qualifications and certifications.	25	
Relevant Experience	Demonstrated experience with similar projects, particularly for county or public sector work.	25	
Approach and Methodology	Quality and clarity of the proposed approach to providing requested services, including processes and communication.	20	
Fee Schedule (Cost)	Competitiveness and reasonableness of proposed rates (Exhibit A).	15	
Availability and Responsiveness	Ability to provide timely service, including staff and equipment availability, and responsiveness to County requests.	15	
Total Points Possible		100	

Section 11: General Information

11.1 The County may require any clarification or change it needs to understand the selected consultant's project approach.

11.2 The successful consultant must have Worker's Compensation Insurance covering work in Oregon. The successful consultant must also submit documents addressing insurance, non-collusion, tax law, debarment, and conflict of interest as part of the personal services contract.

11.3 The County reserves the right to reject any or all proposals, and is not liable for any costs the consultant incurs while preparing or presenting the proposal.

11.4 The County reserves the right to cancel this RFP upon a good cause finding.

11.5 The County may award a contract to the consultant whose proposal, in the opinion of the County, would be most advantageous to the County.

11.6 The selected consultant will be required to assume responsibility for all services outlined in the RFP, whether the consultant or a subconsultant produces them.