

**REQUEST FOR PROPOSAL**  
**Curry County**

COUNTY ENGINEERING SERVICES

DUE DATE: May 29, 2019, 4:30 PM

Curry County, Oregon

## **GENERAL INFORMATION**

### **Introduction**

Curry County is requesting Statements of Proposal from qualified engineering firms to provide County engineering services for Curry County, Oregon. The County is seeking an engineering firm possessing the ability to perform all the duties of the County Engineer as described throughout this RFP. The County Engineer works on projects as described by the County Roadmaster or his/her designee.

As a result of this Request for Proposal (RFP) the County will select a top qualifier with whom to commence contract negotiations. If negotiations are successful, the County will enter into a professional services contract with that firm. The County will consider a County Engineer Services contract of approximately three (3) years with an option to renew the contract for an additional two (2) year term upon mutual consent of both parties. The initial contract period is anticipated to start July 18, 2019 and end July 18, 2022. The County reserves the right to conduct periodic review of these services. At the conclusion of each contract period, the County Engineer's performance will be formally evaluated. The County retains the option to renew the contract for additional two (2) year terms upon review of fees, performance and services. The County Engineer may submit revised prices for consideration at the time of renewal. The County retains the option to use alternative service methods and service providers when the County deems it appropriate.

### **About Curry County**

Curry County is located on the Pacific Coast in the southwest corner of Oregon. It consists of approximately 1,988 square miles of beautiful rugged coastline and coastal mountains. The population of Curry County is approximately 22,670. The governing body of Curry County are the County Board of Commissioners (BOC) made up of three elected officials who serve from the county seat located in Gold Beach.

### **Scope**

- A. General services provided by the COUNTY ENGINEER may include, but are not limited to, the following:
1. General tasks associated with roads, bridges and storm water systems.
  2. Suggest and comment on engineering related ordinance modifications, construction standards, and specification modifications.
  3. Work with County Staff to review or complete permits, applications, or agency notifications.
  4. Work with County Staff, organizations and funding agencies to help develop competitive and complete funding qualifications.
  5. Thoroughly review preliminary design drawings and design calculations for compliance with federal, state, and county requirements and sound engineering practices.
  6. Attend pre-application and pre-construction meetings as requested by the County or by project terms or specifications.
  7. Thoroughly review final drawings and, after acceptance, stamp and sign the drawings. This includes the engineer's professional seal for work prepared by the

COUNTY ENGINEER and use of a review stamp prepared by other professionals.

8. Periodically review the project construction sites in an attempt to ensure compliance with plans and specifications.
  9. Review the completed project sites, the as-built drawings, testing results, and the as-built certification.
  10. Provide, as requested, design, recommendations, and technical assistance for projects.
  11. Review, as requested, master plans and feasibility studies. Sub-consultants may be used, subject to prior written approval by the County, on design projects or where supplemental expertise is desired.
- B.** Additional services beyond the general scope, which cannot fully be described at this time, may be necessary if requested by the County.

## **PROPOSAL INSTRUCTIONS**

### **Requirements**

Proposal shall include, as a minimum, the following items:

- A. 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 RFP and detailing the proposed approach to performing this work.
- B. Describe your firm's experience and current practice in providing engineering services to governmental entities, including the names of current government clients. Describe your firm's experience providing advice and services to municipal management, staff, and policy-making boards. Include a discussion of how your current and past experience will enable you to effectively and efficiently represent Curry County as County Engineer.
- C. Describe the workload capacity of your firm and type of work, which the firm would be able to handle. Include any limitations you would foresee in your firm's ability to handle certain types of work, or work capacity limitations.
- E. The name of the person(s) authorized to represent the respondent in negotiating and signing any agreement which may result from the proposal.
- F. Name and qualifications of the individual who will serve as the COUNTY ENGINEER.
- G. The names of the professional persons who will assist the COUNTY ENGINEER in performing the work and a current resume for each, including a description of qualifications, skills, and responsibilities.
- H. Proof of insurance for a minimum of \$2 million professional liability insurance plus \$2 million comprehensive and automobile liability insurance. Proof of coverage by Workers' Compensation Insurance or exemption.
- I. At least two (2) references of former client jurisdictions of similar size for which similar services have recently been provided. (Please include names, phone numbers)

- J. A list of the tasks, responsibilities, qualifications and proof of adequate professional liability insurance for any sub-consultants proposed to be used on a routine basis.
- K. 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.
- L. Confirmation that the respondent is a civil engineer licensed to work in the State of Oregon.
- M. Written confirmation that the respondent has, and will make available to the project, the necessary personnel.

<b>PROPOSAL EVALUATION</b>
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**Minimum Qualifications for Proposals**

The County will review proposal received to determine whether or not the respondent meets the following minimum qualifications:

- A. Civil Engineer licensed to work in the State of Oregon.
- B. Ability to provide the engineering work needed by the County to the standards required by the federal, state and county regulations.
- C. Possession of the financial resources for the performance of the professional services agreement or the ability to obtain such resources.
- D. Being an Equal Opportunity Employer and being otherwise qualified by law to enter into the professional services agreement.

**Investigations**

The County reserves the right to conduct appropriate investigations into the background, previous experience, training, financial affairs and related matters of any firm or individual under consideration for a contract resulting in successfully completing the RFP process. Said investigation may include, but is not limited to, credit reports, submission of audited financial statements, and communication with principal clients, as appropriate, relating to your firm's ability to successfully perform the duties and responsibility of County Engineer.

**Closing Date for Submittal of Proposal**

Submit one (1) original and three (3) copies of your proposal in a sealed envelope clearly marked:

**“PROPOSAL FOR COUNTY ENGINEERING SERVICES”**

Curry County  
ATTENTION: County Roadmaster  
28425 Hunter Creek Rd  
Gold Beach, Oregon 97444

Proposal must be received no later than **4:30 PM** (local time), on Wednesday, **May 29, 2019**. Curry County assumes no responsibility for delayed, undelivered or express mail packages. Proposal not

delivered to the office of the County Roadmaster by the above specified time and date will not be considered.

**Right to Award or Reject**

All proposal will become part of the County’s public record on this matter, without obligation to the County. This RFP does not commit the Curry County to award a professional services agreement. The County reserves the right to reject any, or all, proposal and to negotiate an agreement conclusion with one of the proposers. The County reserves the right to award the agreement to any proposer based on evaluation criteria.

**Waiver of Informalities**

The County reserves the right to waive minor informalities contained in proposal, when, in the County’s sole judgment, it is in the County’s best interest to do so.

**Incurring Costs**

The County accepts no liability for any costs incurred by respondents in the preparation or presentation of proposal.

<b><u>Time Line</u></b> (tentative)	<b><u>Date</u></b>
Issue Request for Proposal	May 10, 2019
Receive Proposal	May 29, 2019
Evaluate Proposal and select finalist(s)	June 13, 2019
Present contract to County Council for approval	July 03, 2019

**Inquiries**

Questions concerning this Request for Proposal should be submitted to:

Richard Christensen, County Roadmaster  
 Curry County  
 28425 Hunter Creek Rd.  
 Gold Beach, Or 97444  
 541-247-3393

**Evaluation of Requests for Proposal & Selection**

In connection with the evaluation, the County may, at its option, invite one or more applicants to make an oral presentation to a selection committee at time and location to be announced and may require the submission of supplemental material intended to substantiate or clarify information previously submitted.

The following information will be taken into consideration during the evaluation process.

<b><u>Proposal Will Be Evaluated By The County Using The Following Criteria:</u></b>	<b><u>Maximum Points</u></b>
1. Meets all requirements identified in this RFP.	20
2. Includes complete and clear responses to items in the Content of Response Section.	10
3. Breadth and relevance of experience of the engineers and staff proposed to provide County Engineering Services in a County of similar size.	30

4.	Firm has adequate staff to accommodate additional work.	20
5.	Demonstrated expertise in land use and zoning law as it relates to Municipalities.	20
6.	Familiarity of the firm and proposed project team with relevant county, state and federal laws, regulations and standards which must be met by municipal systems.	20
7.	Past experience of the firm and project team members with relevant county, state, and federal regulatory and funding agencies.	20
8.	Past performance of the firm and project team members on similar agreements with municipalities. Provide examples of a minimum of two (2) projects.	20
9.	Quality of proposed scope of work	20
<b>Maximum Total Points</b>		<b>180</b>

Final selection will be made by the Board of Commissioners following review and ranking of the qualifications by the Review Committee and recommendation by the County Roadmaster. To assist in making a selection, interviews may be conducted at the discretion of the County. After selection of a consultant, a professional services agreement will be negotiated. It is the desire of the County to have a new County engineering contract finalized no later than July 18, 2019.

It is the County’s express desire to enter into a professional services contract (sample attached) which includes all services necessary to achieve the project goals whether or not the services are specifically outlined in this RFP.

The selected firm will be expected to sign a written contract that incorporates parts of this RFP and the selected firm’s qualifications. The selected firm will be required to sign a statement concerning government-wide debarment and suspension. The agreement will also require that the selected firm comply with applicable federal and state laws, rules and regulations.

**Curry County is an Equal Opportunity Employer**

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