



Request for Proposals

On-Call Engineering Technical Support

Issued Date: August 27, 2025

Proposal Due: September 30, 2025, 2:00 p.m. Pacific Time

Point of Contact:

Darla Linker
City Manager
160 S. Main Street
Stanfield, Oregon 97875
citymanager@cityofstanfield.com
(541) 449-3831

1. General Information

Introduction

The City of Stanfield (City) is requesting proposals from qualified firms or consultants to provide certain professional on-call engineering technical services and support under an on-call contract to last three (3) years from date of contract award. The City may, at its sole discretion, choose to extend the contract for up to two (2) additional years. The City intends to select one (1) consultant for this contract. Services requested include, without limitation, design engineering, specifications, bidding documents, and construction administration/ inspection. Projects included under this contract will vary in budget and duration; some work orders are anticipated to exceed \$250,000. As such, the City is conducting a formal selection process as outlined in Oregon Administrative Rules (OAR) 137-048-220.

2. RFP Submittal and Closing Date

Proposals must be received by the date and time indicated on the cover of this document and delivered to the point of contact listed on the cover of this document. Neither late, emailed, or faxed submittals will be accepted. It is the proposer's sole responsibility to confirm delivery of proposal.

3. Scope of Work

The objective of this Request for Proposals (RFP) is to provide the City with on-call engineering support for a variety of projects as the need arises. The contract will cover a period of three (3) years unless extended as noted above. Projects may include, but are not limited to:

1. General engineering work including, without limitation, tasks associated with planning, designing, bidding, and construction management for water, sewer, roads, parks, stormwater, capital projects, and other municipal systems. Additional services may include, without limitation, work associated with the following: capital and system planning, system improvements, studies, project identification, cost estimation, project status, startup, site inspections, and shutdown work, preventative repair and corrective maintenance analysis and recommendations and/or project scheduling.
2. Provide infrastructure impact analysis, as needed.
3. Provide detailed design and construction specifications for successful bidding and construction coordination of infrastructure improvements and maintenance projects.
4. Consult with federal, state, and local agencies having jurisdiction over City projects, as needed. Provide technical assistance for compliance with applicable federal, state, and local laws, rules, regulations, requirements, and ordinances. Work with City staff to review and complete applications, permits, and/or agency notifications.
5. Perform engineering services related to property acquisitions, condemnations, forfeiture activities, public improvements, improvement districts, rights-of-way, easements, code enforcement, annexation, and matters related to special assessments and public utilities.
6. Assist with (a) budgeting, planning, and rate studies, as requested by City, and (b) recommendations for modifications to engineering-related ordinances, construction standards, and specifications.
7. Provide technical assistance for finding, securing, and administering grant/loan funding opportunities.

8. As assigned by the City, serve as the City's project manager for public improvement projects (including projects prepared by other engineers).
9. Review preliminary design drawings and design calculations for compliance with (a) applicable federal, state, and local laws, rules, regulations, and/or ordinances, and (b) sound engineering practices. Review final drawings and, after acceptances, stamp and sign drawings.
10. Attend pre-application, pre-construction, planning commission, and/or city council meetings, as requested by City.
11. Periodically visit and review project construction sites to support compliance efforts with applicable federal, state, and local laws, rules, regulations, and/or ordinances and plans and specifications.
12. Review and formulate updates to City master plans and feasibility studies, as needed. Subconsultants may be used, subject to written approval by the City, on design projects and/or when supplemental expertise is necessary and/or appropriate.
13. Provide technical assistance concerning dams, storage reservoirs, canals, ditches, dikes, levees, lagoons, and all other structures, facilities, improvements, and property necessary and convenient for draining land, controlling flood or surface waters, and/or supplying water for irrigation, municipal supply, and other purposes.
14. Any additional services the City may request from time to time.

4. Proposal Submission Requirements

Proposals may be mailed in a sealed envelope or package. Five copies of the proposal shall be submitted along with one USB drive containing a digital copy of the proposal. All proposals must be submitted by mail service or hand delivery to Darla Linker, City Manager, at 160 S. Main Street, Stanfield, Oregon 97875 by time and date indicated on this document's cover page. The City is not responsible for lost or mis-delivered proposal packages. It is the proponent's responsibility to confirm delivery of the proposal. The City will not consider any proposal received after the stated date and time, that is incomplete, and/or that is not submitted in the proper manner and format. Proposals must be clearly marked "On-Call Engineering Technical Support."

5. Schedule

Date(s) Advertised	August 27, 2025
Date RFP Due	See the cover page of this document
Estimated Date for Award Protest Deadline	No later than seven calendar days after the Notice of Intent to Award is issued

6. Point of Contact / Questions

All questions shall be emailed to the point of contact indicated on the cover page of this RFP.

7. Pre-submittal Meeting

There is no pre-submittal meeting scheduled for this solicitation.

8. Responsibility for Obtaining Addenda

The City will post all addenda and supplemental information related to this RFP on its website. Proposers are responsible for obtaining and incorporating all addenda into their proposals. No oral interpretations will be binding. Failure to acknowledge and respond to all addenda may render a proposal non-responsive.

9. Format for Proposal

The proposal should be organized in accordance with the list of scored criteria outlined in the Scored Criteria section below. The proposal may not exceed twenty (20) pages, excluding the covers, one-page cover letter, one-page resumes, and any tabs or required indexes.

One page is defined as: one side of a single 8.5"x11" page, with 11-point minimum font size for substantive text. Other page sizes are not encouraged unless necessary to portray content and will be converted to an 8.5"x11" equivalent

10. Public Records

Subject to Oregon Revised Statutes (ORS) 279C.107, any proposal submitted may be subject to public records requests as permitted by Oregon Public Records Law. The City will attempt to maintain the confidentiality of materials marked "Confidential" if and to the extent required under Oregon Public Records Law. If it is necessary to submit trade secrets and/or other confidential information to comply with the terms and conditions of this RFP, each proposer must label any information that it desires to protect from disclosure to third parties as a trade secret under ORS 192.345(2) and/or confidential under ORS 192.355(4) with the following: *"This material constitutes a trade secret under ORS 192.345(2) [and/or confidential information under ORS 192.355(4)] and is not to be disclosed except as required by law."* Each page containing the trade secret and/or other confidential information must be marked accordingly.

The City will take reasonable measures to hold in confidence all such labeled information; however, the City will not be liable for release of any information when required by law or court order to do so, whether pursuant to the Oregon Public Records Law or otherwise, and will also be immune from liability for disclosure or release of information as provided under ORS 646.473(3).

In submitting a proposal, each proposer agrees that City may (a) reveal trade secret and/or other confidential materials and/or information contained in the proposal to City staff and to any City consultant, and (b) post the proposal on City's intranet or internal network for purposes related to its evaluation and ranking. By responding to this RFP, each proposer agrees to defend, indemnify, and hold the City and each City officer, employee, and representative harmless for, from, and against, all costs, damages, and expenses incurred in connection with refusing to disclose any material that the proposer has designated as a trade secret and/or as confidential information. Any proposer that designates its entire proposal as a trade secret and/or confidential information may be disqualified.

11. Terms and Conditions

Proposers responding to this RFP do so at their own expense; the City is not responsible for any costs and/or expenses associated with the preparation and/or submission of any proposal. Notwithstanding anything contained in this RFP to the contrary, if in the City's best interest, the City reserves the right to, in accordance with applicable law, (a) amend and/or revise this RFP in whole or in part, (b) cancel this RFP, (c) extend the submittal deadline for responses to this RFP, (d) waive minor informalities and/or errors in the proposals, (e) reject any or all proposals for any reason and/or without indicating reasons for rejection, (f) and/or negotiate a final contract that is in the best interest of the City. Further, the City reserves the right to seek clarification(s) from any proposer and/or

require supplemental information from any proposer. This RFP does not obligate the City to award a contract and/or to procure the services. The City reserves the right to enter additional Technical Support contracts.

The proposal must demonstrate that the proposer (a) has all valid applicable Oregon licenses, including, without limitation, all applicable licenses to practice engineering in the State of Oregon, and (b) is in good standing with the Oregon State Board of Examiners for Engineering and Land Surveying.

Notwithstanding the award of this on-call contract, the City reserves the right, in its sole discretion, to solicit separate proposals for specific projects when it determines that such action is in the best interest of the City. The issuance of this RFP and the execution of any resulting contract shall not obligate the City to assign any specific project to the selected firm.

12. Scored Criteria

A total of 100 points are available for the scored criteria. The following criteria will be used in scoring the proposals:

- 1) **Cover Letter (Not Scored).** Maximum one page. The cover letter should include the proposer's primary contact's name, title, address, phone number, email, and signature of an individual with authority to negotiate on behalf of and to contractually bind the firm, and who may be contacted during the period of proposal evaluation. Please include firm ownership information, office locations, and the size of the company. The cover letter is NOT counted in the total page count.
- 2) **Method of Approach (25 points).** Outline the Consultant's understanding of the requested services as well as the Consultant's approach to working with the City. *Note: There is no need to include a proposed scope of work or schedule due to the on-call nature of this solicitation.*
- 3) **Professional Qualifications of Project Team (20 points).** Provide a firm overview and qualifications for providing the requested professional services. Identify the Consultant's Contract Manager and list key team members who will be assigned to work with the City, their roles and responsibilities, their qualifications and experience, and any applicable certifications/professional registrations. Please provide one-page resumes for all key team members in an appendix. Proposers must provide proof of active State of Oregon Professional Engineering certification for proposed key staff.
- 4) **Experience (25 points).** Provide examples of at least three (3) recent projects that best characterize the proposer's experience providing relevant on-call engineering services to municipalities and other entities similar in nature to the City.
- 5) **Location and Familiarity with the Project Area (20 points).** Provide a description of the key staff's knowledge and experience performing work in and around Stanfield, as well as familiarity with local conditions that could affect project success such as local material sources, weather limitations, local contracting resources, etc. Describe your staff's ability to attend meetings with the City and to work efficiently in the local area. If the proposing firm is not located in Stanfield area, identify any local contacts and describe how project management, coordination, and communication with the City will be accomplished.
- 6) **References (10 points).** Include at least three (3) references from current or former clients, including contact name, title, phone number, and email address.

13. Selection Process

The City will appoint a selection committee to review, score, and rank the proposers' proposals. The City may, in its discretion, request interviews with proposers. Interviews will be scored on the same qualifications criteria and points as the initial proposal or on additional criteria developed by the committee (which additional criteria will be provided to each proposer prior to any interview).

If negotiations with the highest-ranked finalist fail to result in a contract, the City reserves the right, pursuant to OAR 137-048-0220(4)(f), to formally terminate negotiations and enter negotiations with the second-ranked finalist and, if necessary, the third-ranked finalist and so on, until the negotiations result in a contract. If subsequent rounds of negotiations fail to result in a contract within a reasonable amount of time, as determined by the City, the City may terminate this RFP.

14. Award Protest

A proposer believing to have been adversely affected or aggrieved by the selection of the successful proposer may submit a protest to the City in accordance with OAR 137-048-0240. The protest must be in writing and submitted via email to :

City of Stanfield

Attn: Darla Linker, City Manager

citymanager@cityofstanfield.com

Award protests shall include "On-Call Civil Engineering and Related Services – Award Protest" in the subject line. The written protest must be received by the City no later than 5:00 p.m. on the date stated above in Section 5. The protest should demonstrate that all higher ranked proposers failed to meet the requirements of the RFP or are not qualified to perform the services described in the RFP. Protests received after the submittal deadline will not be considered.

No contract associated with the RFP will be awarded until any protests have been resolved. The City will evaluate and resolve all award protests submitted before the deadline within a reasonable time following receipt of the protest. The City will promptly issue a written decision on the protest to the proposer who submitted the protest. If the City's written decision on the protest results in a change to the RFP, the City shall cancel the Notice of Intent to Award, revise the RFP documents accordingly, and solicit for new proposals. The City's decision regarding the protest is final and concludes the administrative appeals process.

Attachment A - Sample Score Sheet

City of Stanfield

On-Call Engineering Technical Support

Score Sheet

Firm Name: _____

Proposal Submission Checklist

- Proposal submitted on time
- Cover letter included
- Page formatting requirements observed
- Acknowledged all addenda
- Required licenses/certifications indicated

Scored Criteria	Max Score	Proposer's Score	Comments
Method of Approach	25		
Professional Qualifications of Project Team	20		
Experience	25		
Location and Familiarity with the Project Area	20		
References	10		
Totals	100		