

**REQUEST FOR QUALIFICATIONS**  
**FOR**  
**CONSULTING ENGINEERING SERVICES**

**FOR**  
**UNION COUNTY - ROAD, BRIDGE, AND PUBLIC WORKS PROJECTS**

**UNION COUNTY**

1106 K Avenue  
La Grande, Oregon 97850  
(541)963-1001

August 12, 2016

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## **INTRODUCTION**

Union County, hereinafter known as the County, is seeking the services of a qualified Consulting Civil Engineering Firm to provide engineering services for the Planning, Preliminary Engineering, and Construction Engineering for various County bridge, road, and public works projects as the need arises. The contract is anticipated to start November 1, 2016, and will cover a period of three years with an option for renewal for two additional years. The County reserves the right to amend this contract for additional time if it is in the best interest of the County.

Separate work orders will be developed for each County project. Union County reserves the right to select a different Consulting Engineer for these County projects if it is in the best interest of the public to do so as determined by the Board of Commissioners.

### **Section 1: RFQ Submittal and Closing Date**

Six copies of the RFQ must be received by 5:00 p.m. local time on September 12, 2016. RFQs may not exceed 25 pages. Neither late nor faxed submittals will be acceptable. Firms submitting RFQs not in compliance with Section 4 will be considered non-responsive. RFQs must be addressed to the following:

Union County  
Attn: Shelley Burgess  
1106 K Avenue  
La Grande, OR 97850  
(541) 963-1001

### **Section 2: Inquiries**

**2.1** Questions that arise prior to the RFQ deadline shall be addressed to the following:

Union County  
Attn: Shelley Burgess  
1106 K Avenue  
La Grande, OR 97850  
(541) 963-1001

**2.2** Consultants may be directed to submit questions in writing to Shelley Burgess no later than seven days prior to the submittal date. Substantive questions and answers will be provided to all RFQ recipients.

## **Section 3: General Statement of Work and Delivery Schedule**

### **3.1 General Work Statement**

The objective of this work is to assist Union County with the design and construction of a variety of projects as the need arises. Projects may include, but are not limited to, the following:

1. Road improvement projects
2. Local Improvement District projects
3. Bridge projects
4. General public works projects such as storm sewer and drainage improvement projects, etc.

### **3.2 Consultant's Responsibilities**

The scope of work to be performed by the Consultant for various County projects may include engineering services relating to the Planning, Preliminary Engineering, and Construction Engineering of the projects. A detailed Scope of Work will be provided for specific projects. Services **to** be provided may include some of, but not limited to, the following:

1. Assist the County with development and planning of projects.
2. Prepare preliminary project costs.
3. Assist the County in the financial planning for projects including assistance with grant and loan applications.
4. Meet with the County and representatives of local, state, and federal agencies as necessary.
5. Prepare conceptual designs and review the designs with the County and applicable agencies and prepare preliminary cost estimates based on the conceptual designs.
6. Proceed with final design after the County has approved the conceptual design.
7. Complete the necessary mapping and detailed design of the projects, prepare detailed drawings, specifications, and contract documents, and make approximate estimates of the anticipated final costs based on the final designs.
8. Perform surveys and assist in negotiations for land rights when required.
9. Attend public meetings and conferences with the County and representatives of other agencies and interested parties.
10. Provide detailed drawings, specifications, and other contract documents stamped by a Registered Professional Engineer to the County and any other agency from which approval must be obtained prior to advertisement for bids.
11. Attend bid openings, tabulate bid proposals, analyze the bids, check bid forms and bonds, and assist the County in negotiating and awarding the contracts.

12. Meet with the County and contractors in preconstruction conferences.
13. Keep the County informed concerning progress of the work and attend meetings held by the Agency, regulating agencies, and contractor as they relate to the project.
14. Review shop and working drawings furnished by the contractor.
15. Provide general review and inspection of the contractor's work as construction progresses.
16. Provide construction staking as required.
17. Provide material testing services as required.
18. Review contractor's requests for progress payments and advise County as to the extent of the work accomplished as of the date of the request.
19. Prepare change orders.
20. Provide County with Record Drawings and as Constructed Plans.
21. Make final inspection of projects and report same to County and any other applicable agency.
22. Assist with the preparation of environmental review records or impact statements.
23. Assist in obtaining permits, applications, etc., as necessary for the work.
24. Assist the County with property surveys, property plats, legal descriptions, and other items necessary for negotiating for land rights and easements.
25. Assist with the preparation for and appearances before courts or boards on matters of litigation related to the projects.
26. Furnish consultations necessary to correct unforeseen project difficulties after County accepts the work.
27. May provide a warranty inspection eleven months after the County accepts the project and prior to the expiration of the contractor's one-year warranty.
28. Insure compliance with applicable state and federal requirements and regulations specific to each project in accordance with funding sources.
29. Insure that the person in charge of the project is an Oregon Professional Surveyor (PLS) or Oregon Civil Professional Engineer (PE) and include the name and registration number of each.
30. Provide and use all safety equipment including (but not limited to) hard hats, safety vests and clothing required by applicable state and federal regulations.

#### **Section 4: RFQ Content Requirements**

##### **4.0 No Fee Schedule**

Costs will not be evaluated as part of the selection process. Costs will be negotiated after a Proposer is selected. A Preliminary Salary and Fee Schedule for any Proposer selected for contract negotiations, must be submitted within five (5) days of the Proposer's notification of selection.

**4.1 Consultant's Capabilities/Experience/References** Max. Score 25

Outline the firm's capabilities and experience with regard to the requested services. The response should address the following:

- Experience with similar projects. Provide references.
- Internal procedures and/or policies related to work quality and cost control.
- Management and organizational structure.
- Capability to perform the work for the duration of the contract.

**4.2 Project Team** Max. Score 25

Outline the firm's personnel who would work with the County. The response should address the following:

- Extent of principal involvement.
- Names of key members who will be performing the work on these projects and their responsibilities.
- Qualifications and relevant individual experience, including subconsultants.
- Project manager's experience with similar projects and interdisciplinary teams.

**4.3 Method of Approach** Max. Score 25

Outline the firm's approach to working with the County on County projects.

**4.4 Understanding of Requested Services and Local Area** Max. Score 25

Outline the firm's understanding of the requested services and local area. The response should address items such as experience and familiarity with local conditions that could affect project construction success such as local materials sources, weather limitations, local contracting resources, etc.

**Section 5: Proposal Evaluation and Consultant Selection**

**5.1 Evaluation Process**

Statements of Qualifications submitted on time will be reviewed against the Pass/Fail criteria. SOQs meeting those criteria will be forwarded to an evaluation committee for scoring against the evaluation criteria below and ranking. The outcome of the evaluations may, at the County's sole discretion, result in (a) notice to a Proposer(s) of selection for tentative contract negotiation and possible award; or (b) further steps to gather more information for further evaluation. This often means notice of placement on an interview list with time and date of the interview. The selection process may be canceled if the County determines it is in the public interest to do so.

## 5.2 Evaluation Criteria

Each proposal will be judged as a demonstration of the consultant's capabilities and understanding of the services requested. Evaluation factors and maximum points will be as follows:

<b>Criteria</b>	<b>Maximum Score</b>
A. Consultant's Capabilities/Experience/References	25
B. Project Team	25
C. Method of Approach	25
D. Understanding of Requested Services and Local Area.	25
<b>Total Maximum Score:</b>	<b>100</b>

## Section 6: General Information

- 6.1 The County may require any clarification or change it needs to understand the selected consultant's project approach.
- 6.2 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.
- 6.3 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.
- 6.4 The County reserves the right to cancel this RFQ upon a good cause finding.
- 6.5 The County will award a contract to the consultant whose proposal, in the opinion of the County Commissioners, would be most advantageous to the County.
- 6.6 The selected consultant will be required to assume responsibility for all services outlined in the RFQ, whether the consultant or a subconsultant produces them.
- 6.7 Union County does not discriminate in selection of service providers on the basis of race, color, religion, ancestry, national origin, political affiliation, sex, age, marital status, sexual orientation, physical or mental disability, or any other inappropriate reason prohibited by law or policy of the state or federal government.