

Town of Lakeview, Oregon

REQUEST FOR QUALIFICATIONS  
FOR  
ENGINEERING SERVICES

November 3, 2021

**TOWN OF LAKEVIEW**  
**REQUEST FOR QUALIFICATIONS FOR ENGINEERING SERVICES**

**I. GENERAL**

**A. Introduction.** Town of Lakeview (“Town”), an Oregon municipal corporation, is soliciting statements of qualifications (“SOQs”) from individuals and firms to provide engineering services for and on behalf of Town. This is not a request for proposals or other competitive bidding process; rather Town is compiling a list of prospective consultants interested in providing engineering services (and related services) for and on behalf of Town. In accordance with OAR 137-048-0120, consultants who are engaged in the lawful practice of their profession and who are interested in providing the services described herein to Town are encouraged to submit a statement describing their qualifications and related performance information to Town.

**B. Town Background.** Town is home to approximately 2,300 persons and is located in Lake County, Oregon. Town is managed by a town manager. The town manager oversees the public works department, fire department, police department, and city hall administration. The public works department oversees the town’s municipal utilities (water and wastewater) and transportation system (streets). The public works crew operates and maintains the public facilities and utilities that are provided by City.

**C. Potential Scope of Services.** Town is issuing this Request for Qualifications for Engineering Services (this “RFQ”) to streamline the consultant selection process by identifying consultants who have extensive experience working in a local government environment to provide engineering services. Potential services that may be performed by a consultant for and on behalf of Town include, without limitation, the following engineering services (collectively, the “Services”):

1. Miscellaneous Engineering Services. Town may require general engineering services from a consultant for day-to-day issues, including, without limitation, the following:

- a. Attend town council meetings.
- b. Coordinate and work with Town staff.
- c. Review plans and specifications for development in Town.
- d. Troubleshoot Town facilities and make recommendations for improvements.
- e. Provide planning for Town facilities.
- f. Review Town rate structures and make recommendations.
- g. Respond to all manner of general civil engineering requests.
- h. Preparation of standards and guidelines.
- i. Act as a liaison to the Department of Environmental Quality and other agencies as required.
- j. Provide back up to the Public Works Director when needed.

2. Task-Based Services. Town may contract with a selected consultant to undertake specific projects for Town that have a defined scope of work, are relatively larger in scale, and/or for any other reason Town desires to assign the work on a task-basis to a consultant.

## II. SOQ CONTENT

SOQs from qualified firms or consultants must address the information below. Town is not interested in brochures, boilerplate filler, and/or general information that is not relevant to the potential scope of services.

**A. Professional Qualifications of Project Team.** Provide a firm overview and qualifications for providing the Services. List key team members who will be assigned to Town, their roles and responsibilities, and their qualifications and experience.

**B. Experience.** Provide at least three (3) examples of experiences and expertise providing general engineering services that best characterizes and demonstrates the firm's experience providing services similar to the Services. Describe any expertise of the firm. Experience with water, wastewater, simple transportation systems, drainage facilities, and general municipal engineering services will also be useful. All applicable experience should be presented.

**C. Method of Approach.** Demonstrate a clear approach to completing the Services. Describe the consultant's approach to providing engineering services for a small community like Town, including a description of how to communicate with different departments, what policies the consultant will follow when interacting with Town on projects and on a day-to-day basis.

**D. Availability; Familiarity with Town's Systems.** Demonstrate ability to provide responsive services to assist Town based on the proximity of the firm to Town and the amount and type of staff resources available in Town vicinity. Also describe your team's past performance history with Town and familiarity with Town's infrastructure. Address how the firm will provide effective services and how to address any travel time issues.

**E. Understanding of Requested Services.** Demonstrate a clear and concise understanding of the Town's need for the Services.

## III. LIST OF CONSULTANTS; SUBMISSION REQUIREMENTS

**A.** Town will use the requested information to create a list of prospective consultants. Town intends to use the list to solicit services for future projects for which the direct appointment procedure or informal selection procedure is an authorized selection procedure. Town may ask for additional information from one or more responding consultants. Town's list will be updated every two years and those consultants who have not submitted their qualifications in the past two years will be purged from the list.

**B.** If your firm is interested in being on Town's list of qualified consultants, please submit a SOQ (including a detailed description of the type(s) of services you provide) and related performance information to Town C/O Michele Parry, Town Manager, via email at [townmanager@townoflakeview.org](mailto:townmanager@townoflakeview.org) or mail at 525 N. 1<sup>st</sup> Street, Lakeview, Oregon 97630. Please submit your statement not later than November 30, 2021.

## IV. ADDITIONAL INFORMATION

**A.** This RFQ does not obligate Town to award a contract and/or to procure the services described herein. Consultants responding to this RFQ do so at their own expense and Town is not responsible for any costs and/or expenses associated with the preparation and/or submission of any SOQ. No guarantee of work, financial commitment, and/or other assurance is made to any respondent of this

RFQ. Town intends to obtain engineering services from selected consultant(s) only on an as-needed basis.

**B.** Any contract entered into by Town and a selected consultant will contain terms and conditions required under applicable law and will otherwise be in form and content satisfactory to Town. Without otherwise limiting the generality of the immediately preceding sentence, the contract will include terms and conditions concerning, among other things, acceptable standards of performance, compensation, minimum insurance requirements, compliance with laws, indemnification, and representations and warranties.

**C.** If Town determines, in Town's sole discretion, that a consultant's SOQ contains false or misleading statements, references, and/or any other matter which does not support a function, attribute, capability, and/or condition as stated by the consultant submitting, the submittal will be rejected and not included on Town's list of qualified consultants.

**D.** Questions regarding this RFQ should be addressed to: Michele Parry, Town Manager, via email at [townmanager@townoflakeview.org](mailto:townmanager@townoflakeview.org) or mail at 525 N. 1<sup>st</sup> Street, Lakeview, Oregon 97630. Please submit your question not later than November 30, 2021.

**E. Confidential Information.**

1. Any SOQ submitted may be subject to public information requests as permitted by Oregon Public Records Law. Town will attempt to maintain the confidentiality of materials marked "Confidential" to the extent required under Oregon Public Records Law. If it is necessary to submit trade secrets and/or other confidential information in order to comply with the terms and conditions of this RFQ, each consultant 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 so marked.

2. Town will take reasonable measures to hold in confidence all such labeled information, but in no event will Town 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).

3. In submitting a proposal, each proposer agrees that Town may (a) reveal any trade secret and/or other confidential materials contained in the proposal to Town staff and to any Town consultant, and (b) post the proposal on Town's intranet or internal network for purposes related to its review. By responding to this RFQ, each consultant agrees to defend, indemnify, and hold harmless Town each Town officer, employee, representative, and agent from 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 consultant that designates its entire proposal as a trade secret may be disqualified.