

**Request for Proposals:  
Engineer of Record  
City Engineering Services**

**Proposals Due: May 22, 2026, by 4pm PST**

**I. OVERVIEW**

The City of Mosier at 208 Washington Street, Mosier Oregon, is soliciting proposals from firms and individuals to provide city engineering services to the City of Mosier and serve as the City's Engineer of Record, as an independent contractor. The City Engineer will be expected to know and apply the relevant laws, regulations, and policies of the Mosier Municipal Code (MMC) the and the State of Oregon. Services will be associated with permitting, stormwater, water and sewer infrastructure planning & assessment, construction, and maintenance, and special projects. The successful proposer must be registered as a Professional Engineer in the State of Oregon and must have experience providing contract municipal engineering services to other municipalities.

It is the City's intent to award a single contract to the successful proposer who will serve as the Engineer of Record and provide one individual to be the primary contact for routine City Engineer functions. Besides the Engineer of Record, the City may award one or more contracts for engineering services to be provided by task-order. The successful proposer will perform all engineering services using the contractor's own materials, resources, staff, and facilities.

**II. BACKGROUND**

The City of Mosier is a municipal corporation located in Wasco County, Oregon, about 70 miles east of Portland, along the Historic Columbia River Highway in the National Scenic Area. The population of the City of Mosier is approximately 493. A seven-member City Council governs the City and is comprised of six Councilors and the Mayor.

The City has two full-time employees (City Manager and City Recorder) and uses contract services for the professional services of a City Attorney, City Engineer, City Planner, Finance Director, and a Grants Project Manager. The City has, in the past, used both professional engineering firms and individual professionals for contract City Engineering Services.

The City has 4 wells and a 5<sup>th</sup>, emergency back-up well and a wastewater treatment plant.

The City of Mosier is currently overseeing or has recently completed design and construction of the following major capital improvement projects:

- A new joint use facility to hold City Hall, the Fire Station, and Community Spaces (completion expected Summer 2028).
- An LID nature-based stormwater system, concurrent with management of the Miles Creek Watershed TMDL requirements (completion TBD).
- New emergency backup well (completion expected September 2026).
- Construction of a new outdoor skate park facility (completion expected December 2026).
- Upgrade to the wastewater treatment system (completion expected December 2026).
- Construction of a new bike hub and public restroom (completed June 2025).
- Installation of a new EV charging station (completed June 2025).

### III. SOLICITATION SCHEDULE

The following general timeline is anticipated for this solicitation. The City reserves the right to change this schedule at any time.

a. RFP Issued	April 29, 2026
b. Deadline for questions PST	May 13, 2026, by 4pm
c. Final addendum issued (if any)	May 15, 2026
d. Proposals Due PST	May 22, 2026, by 4PM
e. Initial Evaluation	Week of May 25
f. Interviews (if needed)	May 27 - June 5
g. Negotiations with highest-ranked	June 5 – June 10
h. Issue Notice of Intent to Award	June 10, 2026
i. Contract Approval and Execution	June 17, 2026
j. Contract Start Date	July 1, 2026

### IV. SCOPE OF SERVICES

Services will be provided on both an ongoing basis and on an as-needed basis by task order, as approved by and coordinated with the City Manager. The Engineer

of Record should be available for routine consultations and scheduled work, as well as for requested services by task order and for emergencies.

The typical number of hours that is expected for these services is approximately 20 per month for routine, ongoing city engineering services. However, the City makes no guarantees or warranties in regard to any minimum number of hours that it will be requesting services. The scope of services includes and is not limited to, the following:

- a. Development Review:** Analyze development projects for compliance with the Mosier Municipal Code and state law; assist the City with negotiation of development agreements. Function as the city engineer during the review, plan approval, construction management, and project close-out phases of any development or planning project prepared by other engineers and submitted to the City for approval. This includes land development projects such as subdivisions or site-specific developments. Review preliminary engineering design drawings and design calculations for general conformance with state, county, and city requirements and sound engineering practices, including best practices for stormwater and TMDL requirements. Attend pre-application, construction, and other meetings as requested by the City. Respond to technical questions and communicate with developers and community members about engineering requirements. Verify conformance with City approved construction plans and specifications on public and private development projects. Perform final construction observations and prepare punch lists for completion of private developments and for City of Mosier project sites, including review of as-built drawings, testing results, as-built certification, project closeout and initiation of the required construction warranty period.
- b. Meetings & Public Hearings:** Attend City Council hearings and meetings if requested by the City Manager or the City Council; draft staff reports and present presentations, status of projects, and proposed findings when requested.
- c. Code, Policy, and Regulatory Analysis and Recommendations:** Keep City Manager informed on updates in law, codes, and regulations affecting engineering matters. Recommend and comment on engineering related issues, ordinance modifications, design and construction standards, specification modifications. Assist with annual budgeting, planning, and rate studies related to engineering work. Assist in code enforcement activities. Help prepare rate studies and public infrastructure master plans and feasibility studies as requested.
- d. Project Management:** Oversee specific engineering projects, such as master plans, corridor studies, and grant administration. City may request that the PE coordinate on other engineering contracts. Prepare and issue solicitations such as invitations to bid on public construction projects.
- e. On-site Support and Emergencies:** Attend on-site meetings, as requested. Respond to emergencies as needed. Assist with surveying needs identified by the city manager, public works officer, city recorder or Council.

- f. **Staff Collaboration:** Consult and coordinate with City Staff and City contractors as needed for engineering projects. Consult with city staff and contract city planner to review or complete local, federal, state or county permits, applications, or agency notification. Coordinate with city fundraising staff to help develop competitive and complete grant applications or funding proposals for public infrastructure projects.
- g. **Task Orders:** Provide estimated cost and project proposal by task order on request.

## V. SUBMITTAL OF PROPOSALS AND INSTRUCTIONS TO PROPOSERS

Proposals must be received by the City at the time and location designated prior to the deadline in order to be considered.

**Send your proposal electronically, by e-mail before 4:00 PM local time on May 22, 2026, to the following e-mail address:**

**City Project Manager, Colleen Coleman**  
[Projects@cityofmosier.gov](mailto:Projects@cityofmosier.gov)

**The subject line should read: "City Engineering Services RFP"**

Proposals received after the deadline will not be reviewed. It is the responsibility of each proposer to ensure that their proposal is received by the City Recorder prior to the deadline. Proposers are responsible for all costs of preparing proposals, including any preparation, travel, and attendance at interviews. The City is not liable for any costs of protests, or preparing proposals, or for any challenge for any decision for award.

Proposals are subject to public disclosure under Oregon Public Records Laws following the issuance of a Notice of Intent to Award. Proposers must clearly and narrowly identify any information in their proposal that they believe to be exempt from public disclosure with the words "**CONFIDENTIAL**" clearly marked and highlighted for the City. Entire proposals and large portions of proposals are not confidential and should not be marked confidential. If the City receives a records request corresponding to information that Proposer has deemed confidential and the City believe the information to be exempt from public disclosure then the City will exempt the information from disclosure; and, if challenged, will notify Proposer and Proposer will have the opportunity to defend the City's decision to exempt the information marked confidential at Proposer's sole cost and expense.

The City reserves the absolute right to seek clarification from any proposer; to negotiate a final contract in the best interests of the City; to reject any or all proposals; to cancel and/or reissue this RFP at any time in the City's best interest and in the City's sole determination; and to waive informalities contained in any proposal.

For any questions about this RFP, you may contact the City Project Manager, Colleen Coleman at e-mail: [projects@cityofmosier.gov](mailto:projects@cityofmosier.gov). Your questions should be in writing. If there are questions or requests for clarification on this RFP, they must be submitted to the City Project Manager at the email addresses listed here prior to the deadline for questions identified in the schedule above. If the City provides a written response to the request for clarification or questions or makes changes to the RFP it will do so by written addenda that will be published on the City's website at this address: <https://cityofmosier.gov/>. It is the responsibility of each proposer to ensure that they have received and understood all addenda that may be issued. No oral statements by the City will be binding. Proposers may only rely on written addenda and this RFP issued by the City.

## **VI. CONTENT OF PROPOSALS**

Proposals must include the following information, which should be submitted in this order:

- a. Cover Letter (no more than two pages):  
Provide an introductory statement, including the proposer's general interest in Mosier and this contract. Include the names and availability of key staff and the location of the proposer and staff members. Designate one individual who will serve as the principal point of contact for the City for engineering services. The cover letter must be signed by a person authorized to legally bind the proposer to the pricing and services proposed, which pricing must be valid for at least 90 days after the deadline.
- b. Proposed Team (no more than one page for firm and one page per individual team member):  
Include background and experience of the proposing firm and team members including who is licensed as a PE and how long each person has been licensed. State the number of professionals and support staff. Note any particular areas of expertise of the firm and of each individual. Include a copy of the specific resume of the proposed primary point of contact.
- c. Qualifications:  
Describe the proposer's background, qualifications, and ability to perform the scope of services. Explain the range of services provided, and a description of the type of municipal engineering projects that proposer has done. Identify key staff that will be available for the specific areas of expertise and how many years of experience they have in that area. Explain whether proposer has the ability to meet the scope of services provided in this RFP. Specifically address proposer's familiarity with laws and regulations of Mosier and the State of Oregon. Describe the proposer's experience providing city engineering services to

localities similar to Mosier in terms of size and other characteristics.

d. Approach to Providing Services to the City:

Describe the proposer's approach to working with the City of Mosier, including the proposer's general philosophy, values, and goals in relation to the services proposed. Propose a schedule for routine engineering services and a general schedule or time commitment for when the City Engineer will be made available to the City. Describe any knowledge or familiarity of local Mosier engineering or infrastructure issues.

e. Fee Approach; Cost of Services Proposal:

Include the proposed cost for services and proposed fees, including travel expenses, reimbursement expenses, and hourly rates for each team member. Indicate whether routine services will be different rates or cost than for task-order services. (The City anticipates hourly rates will be provided but is open to other cost proposals. For example, routine and ongoing services for a monthly fee with hourly rates for task-orders.)

The City is particularly interested to hear about how the proposer will avoid or reduce the likelihood of costs exceeding any estimates originally provided (where estimates for a particular project might be provided, budgeted, and approved in advance). Specifically, explain the frequency with which the proposer has dealt with costs exceeding the anticipated budget, and how the proposer handled those situations and how the proposer works to avoid those situations.

If applicable, clearly indicate what fees, costs and services will be included in routine services and which would be excluded and anticipate being covered in a task order on request.

f. Contract Terms:

Proposers must indicate in their proposals whether they have any objection to the proposed contract terms as provided in the form contract published on the city's website ([cityofmosier.gov](http://cityofmosier.gov)) as an addendum to this RFP, and whether they have any requested contract terms or whether they agree to the contract terms if they are selected for award.

g. References:

Identify 2-3 current or past municipal clients that the proposal has or does currently provide city engineering services to as the Engineer of Record, at least one (preferably more) should be Oregon municipalities. Describe the work and amount of time proposer served or services each client and include a contact name of the client, along with their phone number, email address, and a description of the work performed.

h. Equal Opportunity.

Provide information on proposer’s policy of nondiscrimination and equal opportunity.

**VII. EVALUATION OF PROPOSALS**

Proposals will be evaluated by an evaluation committee, which will consist of the City Manager and two other persons, which may include City Councilors or City staff or contractors. The evaluation committee will evaluate proposers based on the criteria identified in this RFP and will make a recommendation to the City Manager for award, subject to approval of contract price and execution by the City Council.

Evaluation Criteria	Points
Proposal meets the RFP criteria (it is timely received, in the form and at the location directed, and signed by a person authorized to bind proposer)	Pass/Fail
The proposer has experience providing professional engineering services to municipalities in the State of Oregon.	Pass/Fail
City Engineer is licensed to provide professional engineering services in Oregon.	Pass/Fail
Qualifications and experience	30
Fee Approach (Cost of services; rates)	25
Approach to Providing Services	15
Areas of expertise	10
Capacity	5
References	10
Interviews (if any)	5
<b>Total Points</b>	<b>100</b>

**VIII. NOTICE OF INTENT TO AWARD**

The City will issue one or more Notices of Intent to Award to the proposer or proposers who best meet the needs of the City using the evaluation generally described in this RFP. The City intends to select one Engineer of Record for award. If the City believes that it will be best served using multiple engineering

contracts, then it may award multiple engineering contracts in addition to the Engineer of Record.

## **IX. CONTRACT**

The City anticipates awarding a contract for the Engineer of Record for an initial term of 3 years, with an option to renew for up to three, additional three-year terms. A contract form is included as an attachment to this RFP. Proposers should indicate in their proposals whether they have any objection to the proposed contract term and whether they have any requested contract terms.

## **X. PROTESTS**

Any protest of this solicitation must be filed in writing with the City Recorder pursuant to MMC 3.01.130, by 4pm on May 22, 2026. Any protest of a notice of intent to award a contract resulting from this RFP must be filed in writing with the City Recorder pursuant to MMC 3.01.140 and must be received within 7 days of the issuance of any notice of intent to award. Protests must follow the requirements of MMC 3.01.130 or 3.01.140, as applicable, and must include the specific facts and grounds for the protest to be considered. The City will not respond to late protests.