



Request For Proposal Engineer of Record

NOTICE OF REQUEST FOR PROPOSALS ENGINEER OF RECORD SERVICES

The CTUIR Public Works Department (CTUIR PWD) is soliciting Request for Proposals (RFP) for an Engineer of Record to provide engineering services on a on-call basis. The CTUIR PWD is willing to consider proposals from Engineering firms or individuals. Responding firms and staff engineers/individuals shall be licensed to practice engineering in the State of Oregon and be members in good standing with the Oregon State Board of Examiners for Engineering and Land Surveying (OSBEELS)

The CTUIR owns and operates public facilities including the following:

- A. Water well, storage reservoir, and distribution system.
- B. Wastewater collection system -gravity, Storage Lagoon & Proposed Wastewater Treatment Reclamation Facility, Recycled Water Storage Wetland
- C. Roads, Parks, Buildings and Infrastructure

PROPOSAL SUBMITTAL and DUE DATE

Respondents shall provide a digital copy in PDF format of their proposal clearly marked as:

“CTUIR PUBLIC WORKS ENGINEER OF RECORD PROPOSAL”

by 2:00 p.m. on June 24th, 2025, to: publicworks@ctuir.org Attn: Justin Northern, Public Works Director

ANTICIPATED SELECTION SCHEDULE

The Tribe anticipates the following general timeline for the selection process. The schedule may change if it is in the Tribes' interest to do so.

- RFP Advertised June 10th, 2025
- Proposal Due Date June 24th, 2025
- Notice of Intent to Award June 27th, 2025
- Contract Approval July 17th, 2025
- Commencement of Contract July 11th, 2025

CONTRACT TERM

It is anticipated that the CTUIR Public Works Department will enter a five (5) year agreement

SCOPE OF SERVICES

The CTUIR Public Works Department wishes to retain an engineering consultant to perform work as an as-needed basis including but not limited to, the following:

Review Tribal water and wastewater master plans as necessary to meet the requirements of the EPA.

Provide infrastructure impact analysis where deemed necessary during the review of development applications using current master planning documents

Have the ability to provide detailed design and construction specifications for successful bidding and construction coordination of infrastructure improvement and maintenance projects.

Consult with state and federal agencies for Infrastructure grant funding opportunities.

Review contracts, intergovernmental agreements, and developer/construction agreements relative to public utilities (water and sewer) and other general activities.

Provide updates as needed to the Public Works Standards and Specifications

Additional duties include verbal communications with the Tribal General Council, Board of Trustees, Commissions, Committee authorized and authorized CTUIR employees in elements of prudent administration of the Tribes infrastructure systems.

The Engineer of Record reports directly to the Public Works Director. Much of this work occurs via telephone conferences and e-mail. It is specifically noted that inquiries from the general public and/or the press are outside the purview of the Engineer of Record and that any and all inquiries for the Engineer of Record's time shall be with the Public Works Director.

COMPENSATION

The Public Works Department anticipates payment for services on an hourly basis. However, the Public Works Department will also consider alternative proposals. The Tribe reserves the right to negotiate the compensation package to best meet the needs of the Tribe.

INSURANCE

The successful contractor shall be required to carry professional liability insurance of at least \$1,000,000 and upon successful acceptance of the contract, the CTUIR shall be named as "additional insured." Proposals shall include delineation of the carrier and coverage limits per occurrence. The successful contractor shall indemnify the CTUIR from all suits, actions, claims of any kind resulting or as a consequence of any act or omission by the legal firm or its employee or contractor acting under this contract for legal services.

QUALIFICATIONS OF ENGINEER OF RECORD

Firms: Responding firms shall provide a clear delineation of the size and experience of the firm, including registration status in the OSBEELS. In addition, the firm shall provide a representative listing of clients, preferably Tribal government clients or clients of public agencies, with contact names and telephone numbers. The proposal shall identify the primary engineer of the firm to be appointed Engineer of Record. The proposal shall include a narrative explaining how the firm shall manage fulfillment of the duties and responsibilities of the designated Engineer of Record in his or her absence or inability to act at any given time.

EVALUATION CRITERIA

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

Qualifications identified in this Request for Proposals:

- Familiarity with laws and regulations of Tribal governing public water and wastewater systems including operations, construction and maintenance of the Tribes current systems.

Expertise in the following areas:

- Civil, Electrical, Mechanical Engineering.
- Deep well groundwater pumps and water distribution systems
- Municipal ground/surface water rights acquisition and maintenance of Pump and storage stations and gravity wastewater collection systems
- Wastewater treatment and reclamation facilities, Aerated lagoon wastewater treatment with land-applied effluent disposal
- EPA- NEPA, and recycled water permit requirements.
- Tribal land use law/planning and development-related infrastructure issues
- Long-range infrastructure planning

- Public Utility billing operations and maintenance
- Public finance and infrastructure financing
- A professional reputation for providing high-quality services, ability to work cooperatively with Tribal Departments, Councils, and citizens.
- Demonstration of sound judgment, integrity, and reliability as determined by the references provided.
- Proposed compensation as described in the Proposal Organization section below.
- Results of interview (if conducted.)

PROPOSAL ORGANIZATION

Proposals should be prepared in the following format for the ease of the selection committee in reviewing multiple proposals:

1. **General Overview.** Provide a general overview of the Firm or Individual, including a discussion relative to the Qualifications section of this Request for Proposals. Include relevant information for the firm/individuals included in your staffing plan:
2. **Response to Scope of Services.** Discussion of experience and ability to provide Engineer of Record as outlined in the Scope of Services section of this Request and upon successful acceptance of the contract, the CTUIR shall be named.
3. **Client References/Background.** Provide a representative listing of clients, preferably Tribal government clients or clients of public agencies, with contact names and telephone numbers. The CTUIR reserves the right to explore the background, previous experience, training, financial affairs or related matters of any firm or individual under consideration for this contract.
4. **Insurance/Indemnification.** Provide the proposer's ability to provide the required level of insurance coverage and indemnification of the CTUIR, as per the Insurance section of this Request for Proposal.

PROPOSAL EVALUATION AND SCORING

Proposals that conform to the proposal instructions will be evaluated. The evaluation process will begin with an analysis of each proposal using the evaluation criteria and weighting identified below:

Each responder's proposal shall provide the following information in the order listed below. Each point will be scored by the number of points listed next to the information. The points listed are the maximum amount that can be given during evaluation. The result of the evaluation will be a comparative ranking for proposals.

TOTAL POINTS AVAILABLE = 100 POINTS

1. Team Organization (25 points) Provide a Design- Project Management organization chart (showing Team Members, Key Team Members. Be certain to identify specific individuals for key functions and show interrelationships and reporting hierarchy. Note whether individuals are performing multiple functions. The person responsible for the overall management as the Public Works Engineer of record.
2. Knowledge of Tribal Departments (20 points) Describe your understanding of working with the office of Tribal Employment Rights Office (TERO), Indian Owned Businesses (IOBs), CTUIR, or other tribal nations. Explain your approach to maximizing the use of IOBs or TERO laborers during construction.
4. Qualifications and Past Performance (35 points) Describe the team's experience in successfully managing water distribution system renovation work, Automated Metering systems, and Infrastructure telemetry projects of similar scope and complexity that include management and communications of an integrated team of design consultants. Include the following information:
5. Cost Analysis and Budget Adherence (15 points) Proposers shall submit a cost proposal for the scope of "Engineer of Record" including billable rates for staff. Describe the team's experience in managing budgets of similar scope and complexity, preferably in infrastructure renovations, fast-tracked projects, or tribal projects.
6. Tribal Preference (5 points) If Native-Owned, provide documentation to confirm that your firm is 51% Native-Owned and that your firm is certified by the CTUIR TERO program.

OTHER PROVISIONS AND NOTICES

Rejection of Proposals.

The CTUIR may reject any proposal not in compliance with all the prescribed public proposal procedures and requirements and may reject for good cause any or all proposals.

Public Records.

All proposals submitted are the property of the CTUIR and are public records. Except for information marked "Proprietary," all documents received by the CTUIR are subject to public disclosure after the Public Works Department selects a contractor.