



City of **SHADY COVE**

small town, BIG ADVENTURES

Request for Qualifications (RFQ) City Engineering Services, Along with Planning Services and Grant Management Services.

January 23, 2025

The City of Shady Cove is accepting proposals from qualified individuals and firms to provide City engineering services, along with planning services and grant management services, on an as-needed basis. This work can include but is not necessarily limited to planning (including long-range and strategic planning), design, bidding and construction management, storm infrastructure design, water system design, road design, and design of water quality best management practices, and grant writing projects. They will also provide engineering development review and standards and specifications update services for City review of new subdivisions along with commercial, industrial and residential development.

The City invites qualified individuals or agencies to submit proposals based upon the scope of the work contained in the RFQ.

The first contract is proposed to be for a Five (5) year period with two options to extend for an additional two (2) years at the City's discretion (maximum duration of contract is 9 years).

SUBMISSION OF PROPOSAL PACKAGE

To receive consideration, proposal packages must be submitted in accordance with the following instructions:

1. All proposal packages shall be delivered to:

City of Shady Cove

Attn: Michele Parry, City Administrator

22451 Highway 62, Shady Cove, OR 97539

2. Submit four (4) hard copies by 1:00 p.m. PST February 14, 2025.

3. The proposals must be clearly marked: "PROPOSAL FOR MISCELLANEOUS ENGINEERING SERVICES".

4. Maintaining the integrity of the RFQ process is extremely important to the City of Shady Cove. As such all questions, shall be directed to City Administrator Michele Parry, at (541) 878-2225 or email mparry@shadycove.org. To request a copy of the packet, please contact Melissa Smith at 541-878-8202 or email msmith@shadycove.org. Any issued addendums will be posted on the website. It is the sole responsibility of the proposer to verify all addendums have been viewed prior to proposal submittal. Failure to adhere to these restrictions may significantly reduce your prospects for selection.

5. The City of Shady Cove reserves the right to reject any and all proposals, and has the right, at its sole discretion, to accept the proposal it considers most favorable to the City's interest and the right to waive minor irregularities in procedures.