



MORROW COUNTY CLEAN WATER CONSORTIUM

REQUEST FOR QUALIFICATIONS

FOR

**PROFESSIONAL ENGINEERING SERVICES
WEST GLEN DRINKING WATER PROJECT**

RFQ 2026-164-PR

**STATEMENT OF QUALIFICATIONS DUE DATE AND TIME
July 22, 2026, at 2:00 p.m. PST**

Contents

Abstract

Contact

1. Introduction and Background

1.1 Introduction

1.2 Background

1.3 Procurement Method

2. General

2.1 Schedule of Events

2.2 Statement of Qualifications
Deadline

2.3 Right to Retain

2.4 Cost of Preparing Statement of
Qualifications

3. Scope of Work

3.1 Project Understanding

3.2 Project Management and
Coordination

3.3 Required Services and Deliverables

3.4 Optional Construction Phase
Services

3.5 Additional Services

4. Required Submittals

5. Evaluation

6. Applicable Statutes and Rules

Exhibit A - Insurance Requirements

Exhibit B - Sample Advertisement

ABSTRACT

Morrow County Clean Water Consortium (Consortium) is requesting Statements of Qualifications from qualified professional engineering firms to provide design, permitting, easement assistance, bidding support, GIS, and related professional services for the West Glen Drinking Water Project. The Project is intended to expand potable water service to homes located in and around the West Glen area near Boardman, Oregon, including approximately 100 homes currently served by domestic wells or other non-municipal drinking water sources. The selected consultant will assist the Consortium with developing a complete, bid-ready public improvement package and related project support services.

CONTACT

Interested respondents shall submit Statements of Qualifications electronically to the Administrative Contact listed below no later than the Statement of Qualifications Deadline listed in Section 2.1. Faxed submissions will not be accepted.

Administrative Contact	Information
Name	Jared Tesch, Managing Director
Entity	Morrow County Clean Water Consortium
Mailing Address	P.O. Box 523, Heppner, OR 97836
Phone	503-689-6052
Email	jtesch@mccleanwaterconsortium.org
Website for RFQ/Addenda	https://www.morrowcountyor.gov/rfps

1. INTRODUCTION AND BACKGROUND

1.1 Introduction

Nitrate pollution in groundwater is a significant concern in the Lower Umatilla Basin Groundwater Management Area (LUBGWMA), which includes portions of northern Morrow County and western Umatilla County. Many residences in unincorporated Morrow County rely on domestic wells that may be affected by elevated nitrate levels. The Consortium was formed to support permanent, long-term solutions that provide access to safe drinking water for affected residences.

1.2 Background

The Consortium and the City of Boardman have reviewed the West Glen area and the feasibility of extending the City of Boardman water distribution system outside city limits to serve residences in and around the West Glen subdivision. Prior planning identified extension of the City water distribution system as a cost-effective and sustainable long-term solution for providing potable water to the West Glen area.

The Project is generally anticipated to include a new water transmission line along Paul Smith Road and Kunze Road, miscellaneous distribution system piping and appurtenances, water service lines, a subsurface canal crossing, service connections to approximately 100 homes, surface restoration, GIS updates, and related services needed to create a complete, buildable project.

For each participating home, the Project shall be scoped to connect the public water service all the way to the home and to cap the existing well connection into the home, unless otherwise directed by the Consortium, the City of Boardman, or applicable regulatory requirements.

1.3 Procurement Method

Because this solicitation includes professional engineering and related services, the Consortium intends to use a qualifications-based selection process consistent with applicable Oregon public contracting requirements for architectural, engineering, land surveying, and related services. Statements of Qualifications will be evaluated based on qualifications, relevant experience, project understanding, capacity, and references. Pricing will not be scored. Fee schedules and contract terms will be used only for negotiation with the highest-ranked respondent after selection, unless otherwise allowed by applicable law and adopted contracting rules.

2. GENERAL

2.1 Schedule of Events

Event	Date
Request for Qualifications Issued	June 17, 2026
Deadline for Written Questions	July 8, 2026
Deadline for Statements of Qualifications	July 22, 2026 By 2:00 PM
Selection Committee Review	August 11, 2026
Interviews, if needed	TBD
Notice of Intent to Award	TBD
Contract Negotiation / Board Approval	On or Around August 17, 2026
Anticipated Notice to Proceed	On or Around August 17, 2026

The Schedule of Events is subject to change. The Consortium will notify respondents of changes by written addendum posted to the solicitation website.

2.2 Statement of Qualifications Deadline

Statements of Qualifications must be received by the Administrative Contact by the deadline stated in Section 2.1. Submissions received after the deadline may not be opened or considered. It is the respondent's responsibility to confirm timely delivery.

2.3 Right to Retain

The Consortium reserves the right to retain all Statements of Qualifications submitted and to use ideas in a submission, regardless of whether that respondent is selected, subject to applicable public records law and any properly marked confidential or proprietary material.

2.4 Cost of Preparing Statement of Qualifications

The Consortium will not pay costs incurred by any respondent in preparing, submitting, or presenting a Statement of Qualifications, or in participating in interviews or negotiations.

3. SCOPE OF WORK

3.1 Project Understanding

The selected consultant will provide professional services for the West Glen Drinking Water Project. The Project will expand potable water service to approximately 100 homes located in and around West Glen. Improvements are anticipated to include transmission and distribution water piping, service lines, appurtenances, canal crossing design and permitting, easement support, surface restoration, home connection planning, capping of existing well connections into homes, and GIS updates.

3.2 Project Management and Coordination

- Prepare for and conduct a project kickoff meeting with the Consortium, City of Boardman, and other key project partners.
- Develop and maintain a project schedule identifying key design, review, permitting, easement, bid, and construction support milestones.
- Provide monthly progress reports and invoices that clearly identify work completed, upcoming work, schedule concerns, budget status, and action items.
- Coordinate with the Consortium, City of Boardman, affected property owners, utilities, permitting agencies, and funding partners as needed.
- Provide quality assurance and quality control review of all deliverables before submission.

3.3 Required Services and Deliverables

Task 1 - Design Engineering

- Prepare preliminary design documents, including final design criteria, preliminary drawings, outline specifications, and written descriptions of the Project.
- Complete a topographic design survey of the work area, including visible utilities, hydrants, meters, valves, manholes, surface features, and other features necessary for design.
- Coordinate utility locate requests and identify potential utility conflicts, recognizing that utility relocations may require separate coordination.
- Prepare 60 percent draft drawings and opinion of probable construction cost for review.
- Prepare 90 percent draft bidding and contract documents, including technical specifications, drawings, contract forms, and bid-ready documents.
- Prepare final bidding and contract documents suitable for public bidding and construction.
- Include design details necessary to connect service to each participating home and cap the existing well connection into the home, unless otherwise directed.

Deliverables:

- Kickoff meeting minutes
- Topographic base map and digital terrain model
- 60 percent draft drawings and cost opinion

- 90 percent bidding and contract documents
- Final bid-ready bidding and contract documents
- Final opinion of probable construction cost

Task 2 - Geotechnical Investigation

- Conduct appropriate geotechnical investigation to evaluate existing soil properties, potential groundwater and bedrock presence, subsurface conditions, trenching considerations, and conditions at proposed bore or crossing locations.
- Coordinate test pits, borings, or other investigation methods with the Consortium, City of Boardman, and affected property owners.
- Prepare a geotechnical or soils investigation report suitable for design and bidding.

Deliverable:

- Geotechnical/soils investigation report

Task 3 - Permitting Services

- Identify required permits, approvals, and agency coordination for the Project, including canal crossing and encroachment approvals, right-of-way permits, construction-related permits, and other required authorizations.
- Prepare permit applications and supporting materials.
- Coordinate correspondence with applicable agencies and track permit status through issuance.

Deliverables:

- Permit matrix
- Canal crossing permit application
- Encroachment permit application
- Other required permit applications and supporting exhibits

Task 4 - Easement Assistance Services

- Identify temporary construction easements, permanent utility easements, and any land rights necessary for the Project.
- Prepare maps showing required easements and any property interests needed for construction or permanent operation.
- Prepare legal descriptions and exhibits for easement acquisition and recording, for use by the Consortium's or City's legal counsel.
- Support property owner coordination as requested. The Consortium or City will conduct negotiations unless otherwise authorized.

Deliverables:

- Easement needs map
- Legal descriptions and exhibits for each easement
- Property owner/easement tracking log

Task 5 - Bid Support and Optional Construction Phase Services

The Consultant shall provide bid phase support for the West Glen Drinking Water Project and may be requested to provide limited or full construction phase services following completion of final design. Because the appropriate level of construction support will depend on final design, funding requirements, permitting conditions, contractor procurement, and project delivery needs, construction phase services are not guaranteed under this base scope unless specifically authorized by the Consortium in writing.

At a minimum, the Consultant shall provide bid phase services, including assistance with advertisement, bidder questions, addenda, pre-bid conference, bid opening support, bid tabulation, and recommendation of award.

If authorized, construction phase services may include attendance at a pre-construction conference, review of shop drawings and submittals, responses to requests for information, review of proposed substitutions, limited construction observation, review of contractor pay applications, assistance with change orders, substantial completion, final completion, punch list, closeout documentation, record drawings, and related construction support.

Any construction observation shall be limited to the level specifically authorized by the Consortium. The Consultant shall not supervise, direct, or control the contractor's work and shall not be responsible for the contractor's means, methods, techniques, sequences, procedures, site safety, or compliance with laws, regulations, permits, or contract requirements.

Potential deliverables, if authorized:

- Addenda and bidder question log
- Bid tabulation and award recommendation
- Submittal/RFI logs
- Field observation reports
- Change order documentation
- Record drawings
- Project closeout documentation

Task 6 - GIS Services

- Update the City's or Consortium's GIS database with new improvements installed as part of the Project.
- Collect or attribute assets such as pipe, fittings, valves, hydrants, meters, service connections, and other infrastructure using record drawings or field data.
- Provide GIS files in a format acceptable to the City of Boardman and the Consortium.

Deliverables:

- Updated GIS database or GIS deliverable files
- Asset inventory data
- GIS documentation sufficient for future operations and maintenance

3.4 Assumptions and Owner Responsibilities

- The Consortium and/or City of Boardman will provide available background information, prior studies, mapping, utility information, and known project constraints.
- The Consortium and/or City will pay required permit fees unless otherwise negotiated.
- The Consortium and/or City will approve major design milestones and provide timely comments.
- The Consortium and/or City will lead property owner negotiations unless additional services are authorized.
- The selected consultant shall identify any assumptions, exclusions, or recommended changes to the scope in its Statement of Qualifications.

3.5 Additional Services

The following services may be requested by written amendment or task authorization if needed:

- Environmental review, cultural resources reports, or construction monitoring.
- Additional property surveys, plats, legal descriptions, or land rights support beyond the base scope.
- Grant administration, funding agency reporting, reimbursement requests, or audit support.
- Redesign caused by changed project direction, funding requirements, regulatory direction, or conditions beyond the consultant's control.
- Extended construction phase services, warranty walkthroughs, operations and maintenance manuals, or post-construction support.

4. REQUIRED SUBMITTALS

4.1 Quantity and Format of Statements of Qualifications

Statements of Qualifications shall be submitted electronically by email to the Administrative Contact. The email subject line should contain: "West Glen Drinking Water Project RFQ - [Respondent Name]."

Statements of Qualifications should be clear, concise, and organized in the order listed below. Submissions should not exceed 20 pages, excluding resumes, required forms, insurance certificates, fee schedule, and appendices requested by the Consortium.

4.2 Required Statement of Qualifications Contents

1. Cover Letter: Identify the respondent, primary contact, office location, and acknowledgement of addenda. The letter must be signed by an individual authorized to bind the firm.
2. Firm Background and Qualifications: Describe the firm's history, size, services, public-sector experience, Oregon water infrastructure experience, and ability to perform the work.
3. Relevant Project Experience: Provide examples of similar water distribution, drinking water, rural service extension, domestic well replacement, or public infrastructure projects.
4. Project Team and Key Personnel: Identify the project manager, engineer of record, survey lead, permitting lead, geotechnical support, GIS support, and any subconsultants. Include brief resumes or summaries of qualifications.
5. Project Understanding and Approach: Describe the respondent's understanding of the West Glen project, key risks, permitting needs, easement needs, service-to-home connections, well connection caps, schedule approach, and coordination plan.
6. Capacity and Schedule: Confirm the respondent's availability to begin work and provide a proposed schedule for major milestones.
7. References: Provide at least three references for similar public-sector projects, preferably water infrastructure projects in Oregon or rural communities.
8. Exceptions or Requested Changes: Identify any exceptions to the RFQ, scope, insurance requirements, or proposed contract terms.
9. Conflicts of Interest: Identify any actual or potential conflicts of interest.
10. Fee Schedule: Respondents shall submit a current hourly rate schedule and reimbursable expense schedule in a separate attachment clearly marked "Fee Schedule." The fee schedule shall not be scored as part of the qualifications evaluation and shall be used only for contract negotiation purposes after the highest-ranked respondent is selected, unless otherwise allowed by applicable law and the Consortium's contracting rules. Respondents shall not include a lump sum project price or detailed price proposal in the scored Statement of Qualifications unless requested by written addendum.

5. EVALUATION

5.1 Selection and Evaluation Process

A selection committee will review Statements of Qualifications and score them based on the criteria below. The Consortium may conduct interviews with one or more top-ranked respondents. The Consortium may investigate references and past performance. Pricing will not be scored. The Consortium intends to negotiate scope and fee with the highest-ranked respondent. If negotiations are unsuccessful, the Consortium may terminate negotiations and proceed to the next highest-ranked respondent, consistent with applicable law and contracting rules.

Fee schedules will not be scored or used to rank proposers. Selection will be based on qualifications, experience, project understanding, capacity, references, and other stated evaluation criteria. Fee and contract terms will be negotiated after selection of the highest-ranked proposer.

Criterion	Description	Points
Firm Qualifications	Firm background, public-sector engineering experience, Oregon water infrastructure capability, quality control, and ability to support the Consortium and City of Boardman.	20
Relevant Water Experience	Experience with drinking water distribution systems, rural service extensions, home connections, well replacement or abandonment/capping coordination, permitting, easements, and bid-ready public improvement documents.	25
Key Personnel	Qualifications and experience of proposed project manager, engineer of record, technical staff, survey, geotechnical, permitting, GIS, and subconsultants.	20
Project Understanding and Approach	Understanding of the West Glen project, risks, coordination needs, schedule, service-to-home connection requirements, and practical approach to completing the work.	15
Capacity and Availability	Ability to start and complete the work within the desired schedule, workload capacity, responsiveness, and communication plan.	10
References and Past Performance	Quality of references, successful completion of similar projects, and record of meeting schedule, budget, and public agency expectations.	10
Total		100

5.2 Reservation in Evaluation

- Reject any or all Statements of Qualifications in accordance with applicable law.
- Waive minor informalities or irregularities when in the best interest of the Consortium.

- Request clarification or additional information from respondents.
- Conduct interviews or request best and final information when appropriate.
- Negotiate scope, fee, contract terms, schedule, and deliverables with the selected respondent.
- Cancel this solicitation if cancellation is in the best interest of the Consortium.

5.3 Statement of Qualifications Validity Period

Each Statement of Qualifications shall remain valid for at least ninety (90) days from the submission deadline, unless otherwise extended by mutual agreement.

5.4 Protest Period

A protest period will commence after issuance of a Notice of Intent to Award. Any protest must be submitted in writing and must comply with the deadline and requirements stated in the Notice of Intent to Award and applicable contracting rules.

6. APPLICABLE STATUTES AND RULES

This solicitation and resulting contract are subject to applicable Oregon Revised Statutes, Oregon Administrative Rules, Consortium contracting rules, and any applicable federal or state funding requirements. Respondents are responsible for complying with all applicable laws, rules, and professional licensing requirements.

6.1 Communications During RFQ Process

To maintain a fair and competitive process, respondents shall direct all questions and communications regarding this RFQ to the Administrative Contact. Direct communications with other Consortium, County, City, or selection committee representatives regarding this RFQ may result in disqualification if the communication creates or appears to create an unfair advantage.

6.2 Questions and Addenda

Questions must be submitted in writing by the deadline listed in Section 2.1. Responses that modify or clarify the RFQ will be issued by written addendum and posted on the solicitation website. Only written addenda issued by the Consortium modify this RFQ. It is the sole responsibility of each respondent to regularly check the County's RFP/RFQ webpage for all addenda, updates, responses to questions, notices, and changes related to this solicitation: <https://www.morrowcountyor.gov/rfps>

6.3 Public Records and Confidential Information

Statements of Qualifications submitted to the Consortium may be subject to Oregon public records law. If a respondent believes any portion of its submission is exempt from disclosure, the respondent must clearly mark that portion as confidential or proprietary and provide the legal basis for the claimed exemption. The Consortium will make public records determinations in accordance with applicable law.

6.4 Contract Requirements

- The selected consultant must be properly licensed to perform professional engineering services in Oregon.
- The selected consultant must provide insurance meeting the requirements of Exhibit A or as otherwise approved by the Consortium.
- The selected consultant must comply with applicable public contracting, public improvement, prevailing wage, nondiscrimination, and funding requirements where applicable.
- The selected consultant may be required to enter into the Consortium's standard professional services agreement.

Exhibit A - Insurance Requirements

The following insurance requirements are provided as a draft starting point and should be reviewed by the Consortium's legal counsel and insurance advisor before issuance.

Coverage	Minimum Requirement
Workers' Compensation	Statutory limits as required by Oregon law.
Employers' Liability	\$1,000,000 each accident; \$1,000,000 disease each employee; \$1,000,000 disease policy limit.
Commercial General Liability	Not less than \$2,000,000 per occurrence and \$3,000,000 aggregate, including contractual liability, independent contractors, products/completed operations, and property damage.
Business Automobile Liability	Not less than \$1,000,000 combined single limit for owned, non-owned, and hired vehicles.
Professional Liability / Errors and Omissions	Not less than \$2,000,000 per claim and aggregate, maintained through the period of professional services and for at least three years after final completion, if available on commercially reasonable terms.
Additional Insured	The Consortium, Morrow County, City of Boardman, and their officers, officials, employees, and agents shall be named as additional insureds where applicable, subject to ORS 30.140.
Proof of Insurance	Certificates of insurance and endorsements must be provided before contract execution and upon renewal during the contract period.

Exhibit B - Sample Advertisement

MORROW COUNTY CLEAN WATER CONSORTIUM RFQ 2026-164-PR

REQUEST FOR QUALIFICATIONS: PROFESSIONAL ENGINEERING SERVICES - WEST GLEN DRINKING WATER PROJECT

Morrow County Clean Water Consortium is requesting Statements of Qualifications from qualified professional engineering firms to provide design, permitting, easement assistance, bidding support, GIS, and related professional services for the West Glen Drinking Water Project near Boardman, Oregon. The Project is intended to expand potable water service to approximately 100 homes located in and around the West Glen area, including service connections to homes and capping of existing well connections into homes where applicable.

The full RFQ, addenda, and related information will be posted at <https://www.morrowcountyor.gov/rfps>. It is the sole responsibility of each respondent to regularly check the website for addenda and updates.

Questions shall be submitted in writing to Jared Tesch, Managing Director, at jtesch@mccleanwaterconsortium.org. Statements of Qualifications must be submitted electronically no later than **July 22, 2026 By 2:00 PM**. Any change, clarification, correction, or answer that modifies this RFQ must be issued by written addendum and posted to the solicitation website.