



# ENGINEERING SERVICES JOB OPENING

The Columbia Development Authority (CDA) invites Engineers/Individuals, professionals and firms to submit a Resume for contracted Engineering services may also be referred to as Consultant. We anticipate an initial 12-month engagement with the option to renew depending on performance and organizational needs.

Resume must be submitted in pdf format via email [columbiadirector@gmail.com](mailto:columbiadirector@gmail.com) by 4:00pm on May 1, 2023. The most promising professionals/firms will be scheduled for interviews the week of May 1<sup>st</sup>, 2023. All candidates/vendors will be informed of a decision by May 9, 2023. Individuals or vendors must be available for a transition meeting with staff.

**Send Proposals to:** Greg Smith  
[columbiadirector@gmail.com](mailto:columbiadirector@gmail.com)  
**PO Box 200**  
**Boardman, OR 97818**

**Due Date & Time:** May 4, 2023, 4:00 pm

**Contact information:** Greg Smith  
[columbiadirector@gmail.com](mailto:columbiadirector@gmail.com)  
541-481-3693

## ORGANIZATIONAL OVERVIEW

### CDA OVERVIEW

CDA was formed by Intergovernmental Agreement between the County of Morrow, County of Umatilla, Port of Morrow, Port of Umatilla, and the Confederated Tribes of the Umatilla India Reservation for the purpose of

- a. to develop the property once owned by the US Army referred to as the Umatilla Army Depot (Depot) located in Morrow and Umatilla Counties from military to civilian use.
- b. to oversee the development of an economic diversification strategy to address the adverse economic impacts associated with realignment of the Depot and to develop economic opportunities through transition of the Depot to civilian uses.
- c. to implement the final Reuse Plan.



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- d. to coordinate all levels of assistance and intergovernmental efforts involving the Authority, the final Reuse Plan and transition to civilian use;
- e. to review and comment upon the environmental cleanup at the Depot to accommodate future civilian uses
- f. to perform such other functions as may be necessary for implementation of the final Reuse Plan.

## SUMMARY OF REQUEST

We are currently accepting RESUMES for Engineer of Record. The purpose of the Job Opening is to oversee projects, bids and proposals for development at the depot site.

Engineering firms and individuals will be given a fair and extensive evaluation based on criteria listed herein, and to select the Candidate that best meets the immediate and ongoing needs of the organization.

## SCOPE OF WORK

The Engineer of Record will be responsible for providing engineering services commonly expected of licensed and experienced firms in the engineering fields. All work submitted to CDA shall be approved by an Engineer licensed in the State of Oregon.

CDA intends for the engineering services Consultant to provide the following services as specifically detailed by specific Work Order issued during the term of the Contract, which may include, but is not limited to:

- A.** Meet with CDA staff to consult on anticipated projects and provide a task project estimate for providing the services necessary for each anticipated project.
- B.** Consultant shall be fully capable and qualified to update any pre-existing CDA drawings and transfer the same into Auto Cad (or equivalent) computer software
- C.** Consultant shall have at a minimum the capabilities to provide the following services, either directly or through licensed consultants:
  - Civil Engineering
  - Structural Engineering
  - Mechanical Engineering
  - Electrical Engineering
  - Environmental Engineering
  - Construction Management
  - Preparation of Plans and Specifications
  - Preparation of Estimates and Costs for Construction Projects



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- Construction Inspection
  - Providing management assistance for facilities, equipment installation, maintenance, and repair
  - Experience with local building codes and ordinances
- D.** Consultant shall support CDA contracted professional project management services.
- E.** Oversight of construction project budgets, costs, estimates, timelines and report to CDA regularly
- F.** Consultant shall have proficient knowledge of, and current experience with, Davis Bacon and prevailing wage requirements as may be applicable.
- G.** For each project, the Engineer of Record shall provide the following services:
- Consult CDA staff on design and engineering alternatives including evaluations of alternatives.
  - Prepare technical specifications including all design and engineering work and preparations of drawings to be included as the scope of work for all bid documents.
  - Preparations of pre-bid cost estimates for each project and any significant modification to the project scope.
  - Preparation of reports, budgets, estimates, costs and timelines regarding the project per CDA request.
  - Word process and publish project manuals and drawings, including documents furnished by CDA.
  - Attend pre-bid and pre-proposal conference meetings and address issues related to the technical specifications and drawings.
  - Prepare technical documents as part of addenda to bid documents for CDA to distribute to proposers.
  - Prepare documents as required to respond to protest of technical specifications or drawings.
  - Investigate bids submitted and assist with reference checks on proposers, if requested by CDA.
  - Review bids and recommend firms for contract award.
  - Perform on-site inspections with CDA staff and meet with prime and sub-Consultants as required.
  - Prepare and issue Project Field Bulletins and Change Orders as required, including cost estimates and cost analysis.
  - Assist as needed with the final inspection with CDA staff and other Consultants.
  - Assist with the preparation and issuance of punch list(s).
  - Attend meetings with CDA staff and Consultants as necessary, including but not limited to pre-construction, progress, and project close-out meetings.
  - Provide written documentation of each project to CDA at project close.



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## EVALUATION CRITERIA

CDA will also consider the following factors when evaluating the proposals. The factors are not listed in order of importance.

- Qualifications of firm or individual
- Qualifications and experience of the staff to be assigned to the project
- Ability to meet the Scope of Work
- Ability to meet timelines
- Ability to communicate all aspects of a project
- Ability to maintain staff continuity during initial engagement
- References

## ***DESIRABLE QUALIFICATIONS***

- Demonstrated ability to perform the above scope of work in a timely, efficient and competent manner to ensure the continuity of work and ensure reliable performance of deliverables.

## ***GENERAL INFORMATION***

Please include a cover sheet with the following information:

- Name of contractor/firm
- Contact Person/Title
- Mailing Address
- Telephone Number
- E-mail
- Website



## **ORGANIZATIONAL OVERVIEW AND QUALIFICATIONS**

Please provide the following descriptions:

- Firm/professional history and scope of practice.
- Provide biographies of proposed team with resumes attached.
- Explain how contractor/firm is a good fit with our organization, detailing experience with other clients of a comparable size and scope.
- Provide details on commitment to other clients

## **STATEMENT OF WORK AND TIMELINE**

- Outline of key steps and persons responsible, level of effort and supervision required.
- Your preferences and expectations when working with clients.

## **PROJECT MANAGEMENT**

- Must be available to the CDA staff for meetings and conference calls
- Must be able to process and manage projects, including communications with the main point of contact.
- Must provide measures and reports used to keep projects on track and demonstrate fulfillment of expected deliverables.
- Must be able to provide proposed budgets necessary to fulfill Scope of Work and Deliverables.
- Must be able to provide budget narrative, justification, and methods of calculation for projects.

## **REFERENCES**

Please provide the following references:

- A list of clients (name only) for whom the contractor/firm has provided similar contracted accounting services.
- Contact information for three (3) specific professional references including at least two (2) clients, for whom the contractor has provided similar accounting services.



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## ADDITIONAL TERMS

During the evaluation process, the CDA reserves the right to request additional information or clarifications from proposers and the right to reject any or all proposals. The costs of developing proposals are entirely the responsibility of the individual or vendor and shall not be charged in any manner to the CDA. This includes, but is not limited to, the direct cost of vendor personnel assigned to prepare vendor's response to the firm or individual and any out-of-pocket expense (including, but not limited to travel accommodation, supplies, etc.) incurred by the individual or vendor in preparing the response to the proposal.

Please note that all materials submitted in response to this to this job announcement become the property of CDA upon delivery and shall be appended to any formal documentation, which would further define or expand the contractual relationship between the CDA and the contracted vendor. Each applicant, as an express condition for the CDA's consideration of such proposal, agrees that the contents of every other proposal submitted by other applicants with respect to this job announcement are confidential, proprietary and trade secret information in all technical areas, and waives any right to access such proposals during the RFP process. No submissions or supporting documentation will be returned to the submitting applicant. Neither party shall be liable for disclosures that are required by law.



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