

---

# REQUEST FOR PROPOSALS

## FOR PROFESSIONAL ENGINEERING SERVICES

**Deadline for Submittals: Wednesday, November 19, 2025 by 5:00 PM**

### Introduction

Sigurd Town (hereinafter referred to as “the Town”) is seeking proposals from qualified engineering firms experienced in planning, design, construction engineering, and funding procurement. The selected firm will serve as the Engineer of Record (EOR). The engineer must be a licensed professional engineer in the State of Utah with at least five years of experience.

The selected firm will be expected to agree to a non-exclusivity clause, allowing the Town to engage other engineering firms when it determines a project falls outside the selected firm’s expertise.

The selected firm will also be expected to comply with all applicable state and federal funding requirements for projects involving public funding sources. The firm must be familiar with regulatory obligations, including but not limited to environmental reviews, Davis-Bacon wage requirements, and procurement guidelines.

The Town reserves the right to reject any and all submissions.

### Scope of Services

At the direction of the Town, the selected firm will provide professional engineering services, including but not limited to:

- Funding procurement
- Planning, technical coordination, and engineering design
- Regulatory compliance, including adherence to:
  - Building codes
  - Industry standards
  - Fire safety standards
  - Environmental regulations
  - Accessibility requirements
- Project management and risk assessment

- Quality assurance and quality control (QA/QC)
- Construction engineering, surveying, and related services
- Project updates and recommendations at leadership and governmental meetings
- Oversight of design, construction management, and project leadership

## Proposal Requirements

Each proposal must include the following components, which will be used in the proposal evaluation process:

- 1. Letter of Interest & Key Personnel**
  - Identify the project manager responsible for planning, coordination, design, and construction management.
  - Provide education, training, and qualifications of key team members and any subconsultants.
- 2. Firm Overview & Relevant Experience**
  - Provide the firm's name, office location(s), years in operation, and average number of employees over the past five years.
  - Highlight recent projects of similar scope and size, demonstrating technical expertise and experience.
- 3. Funding Procurement & Project Management Approach**
  - Describe experience securing funding and grants.
  - Outline a project management approach, including schedule tracking and budget control strategies.
- 4. Familiarity with the Town's Projects & Vision**
  - Describe past projects completed for the Town or similar entities.
  - Demonstrate an understanding of the Town's infrastructure priorities and processes.
- 5. Financial Management & Cost Control Plan**
  - Explain how the firm will track and manage engineering, construction, and project costs.
  - Provide a financial forecasting strategy, budget reporting methods, cost control measures, and explain how the firm approaches maintaining cost-effective service delivery while ensuring project quality.
- 6. References & Past Performance**
  - Provide contact information for relevant references.
  - Include examples of past success in project planning, engineering, and construction management.

## Selection Criteria

Proposals will be evaluated based on the following criteria, which correspond directly to the Proposal Requirements:

1. **Technical Competence & Key Personnel (20 points)**
  - Assessed based on the Letter of Interest & Key Personnel.
2. **Firm's Relevant Experience (20 points)**
  - Evaluated based on the Firm Overview & Relevant Experience section.
3. **Funding Procurement & Project Management (20 points)**
  - Scored based on the Funding Procurement & Project Management Approach.
4. **Familiarity with the Town's Projects & Vision (15 points)**
  - Determined by the Town's Projects & Vision section.
5. **Financial Management & Cost Control (15 points)**
  - Based on the Financial Management & Cost Control Plan.
6. **References & Past Performance (10 points)**
  - Scored using the provided References & Past Performance information.

## Submittal Instructions

Proposals must be submitted electronically in **PDF format** by **5:00 p.m. on Wednesday, November 19, 2025**.

- **Submission Limit:** 12 pages, excluding resumes.
- **Submission Contact:** Mayor Alvey at [clerk@sigurdtown.gov](mailto:clerk@sigurdtown.gov) or 435-896-4645.

## Selection & Negotiation Process

The highest-scoring firm (**out of 100 points**) will be selected for contract and fee negotiations. If negotiations with the top-ranked firm are unsuccessful, the Town may initiate discussions with the next most-qualified firm. The firm selected will be considered the Engineer of Record for the Town for up to, but no more than five (5) years.

---