



PROFESSIONAL ENGINEERING SERVICES - REQUEST FOR PROPOSALS



8/3/2026

2026 Professional Engineering Services Pool

North Ogden City is accepting sealed proposals from qualified professional engineering firms interested in providing engineering and design services for future municipal projects.

I. INTRODUCTION

North Ogden City is accepting sealed proposals from qualified professional engineering firms interested in providing engineering and design services for various municipal projects. The City has an ongoing need for professional services for future projects, including, but not limited to, the following areas of expertise:

Engineering Projects (Category) Areas of Expertise

1. **Project Management Services**
2. **Pre-Design Services**
 1. Planning/Programming
 2. Site Evaluation and Selection
 3. Condition Surveys and Reports
 4. Cost Estimating/Budget
 5. Assessments and Reports
3. **Design**
 1. General Civil Engineering
 2. Road Design
 3. Sanitary Sewer
 4. Storm Drainage and Storm Water Pollution Prevention
 5. Water Systems and Treatment
 6. Surveying
 7. Geotechnical Services
 8. Transportation, Traffic Signalization, and Studies
 9. Structural Engineering
 10. Railroad Services
 11. Floodplain Evaluation and Management
 12. Landscape Architecture
 13. Computer-Aided Drafting Services
4. **Construction**
 1. Administration and Management Services
 2. Quality Assurance and Materials Testing
 3. Field Engineering and/or Inspection
 4. Public Involvement
5. **Emerging and Specialized Services**
 1. Environmental Engineering
 2. Resiliency and Emergency Management
 3. Technology Integration
 4. Funding Assistance

Each listed subsection is treated as a separate area of expertise. Firms may submit qualifications for one or more areas and must clearly identify each area for which consideration is requested.

North Ogden City is inviting proposals from consulting firms interested in being considered for inclusion in a prequalified pool of professional engineering service providers for future municipal projects. Firms will be evaluated based on qualifications, expertise, past performance, and alignment with the City's needs.

Upon evaluation, firms achieving the highest scores within the applicable areas of expertise may be selected for the engineering pool. Selected firms will be offered a professional services agreement for an initial term of two (2) years. The City may extend the agreement for one (1) additional one-year term, subject to mutual agreement, satisfactory performance, and required City approvals.

Firms submitting must maintain an office or designated representative in the Wasatch Front/Northern Utah area and must be properly licensed to provide the proposed professional services in the State of Utah.

Each firm shall submit five (5) printed copies of its sealed proposal and one (1) electronic PDF copy in accordance with Section VII.

The proposal must specifically designate the areas of expertise for which the firm seeks consideration. Appendix A contains an Engineering Projects checklist. Firms are strongly encouraged to complete and return the checklist with the proposal.

6. Include the completed checklist with the proposal. The checklist may be placed immediately inside the sealed package, separate from the bound proposal, to facilitate review.
7. The checklist will not count toward the 15-page proposal limit.

North Ogden City is not responsible for oral instructions or clarifications. Any change to this RFP will be issued only through a written addendum. Prospective firms are responsible for reviewing and acknowledging all addenda in their submissions.

North Ogden City will not reimburse any cost incurred in preparing or submitting a proposal or participating in the selection process.

Proposals become City records upon submission and may be subject to disclosure under the Utah Government Records Access and Management Act (GRAMA). A firm claiming that specific information is protected must clearly mark the information, provide a written statement identifying the claimed basis for protection, and submit a redacted public copy. Blanket confidentiality claims are discouraged. North Ogden City will make disclosure determinations as required by law.

II. PROPOSAL CONTENT

Each proposal must include, at a minimum, the following information:

8. List the engineering fields and services (areas of expertise) the firm directly performs.
9. Provide the firm's name, address, email address, and telephone number. Identify the person designated as the firm's representative throughout the contract term and include that person's resume.
10. Identify key personnel, their association with the firm, detailed work experience, qualifications, professional licenses/certifications, and anticipated level of participation in North Ogden City projects.
11. Describe the firm's knowledge of and familiarity with North Ogden City, its infrastructure, projects, Public Works Standards and Specifications, and applicable municipal requirements.
12. Describe the firm's experience working with local governments and the methods used to collaborate effectively with elected officials, City staff, utilities, agencies, contractors, and the public.
13. Provide a chronological list of in-progress and completed projects performed by the local Northern Utah office or designated representative during the previous three years. For each project, include the project name, location, owner, contact name, current telephone number/email address, scope, and completion status. Firms may also identify older projects they consider especially relevant.
14. Disclose investigations, arbitrations, litigation, professional claims, or contract terminations that are pending or that were settled, adjudicated, or otherwise resolved within the previous three years.
15. Provide evidence of insurability, including current limits and coverage relevant to the proposed services. Final certificates and endorsements will be required before work begins.
16. Provide a complete fee schedule for the services offered, including hourly labor classifications, billing rates, reimbursable expenses, anticipated annual rate adjustments, and any other potential charges. The fee schedule is a pass/fail completeness item and is not a guarantee of negotiated task-order rates.
17. List personnel specialties and professional licenses, certifications, and specialized training relevant to the areas of expertise selected.
18. Describe additional strengths, unique qualifications, innovative capabilities, quality-control practices, and technology the firm can bring to North Ogden City projects.
19. Acknowledge receipt of each addendum issued for this RFP, if any.

Selection for the pool and execution of an agreement do not guarantee any minimum amount of work. North Ogden City may solicit or procure individual future projects separately when doing so is in the City's best interest.

Proposals must not exceed 15 pages. For printed submissions, each printed side counts as one page. Supplemental resumes, references, certificates of insurance, fee schedules, and the completed Appendix A checklist may be placed in an appendix and will not count toward the 15-page maximum.

III. EVALUATION OF PROPOSALS

An evaluation committee consisting of at least three representatives of North Ogden City will evaluate responsive proposals. Proposals will be evaluated on the quality and relevance of qualifications, not merely the quantity of areas identified. Each scored criterion will be rated on a 1-10 scale unless otherwise stated:

20. Qualifications of the firm's designated representative.
21. Proximity and availability of the firm's office and/or designated representative to North Ogden City.
22. Familiarity with North Ogden City, municipal projects, infrastructure, and applicable standards.
23. Experience working with local governments and demonstrated methods for effective collaboration with City staff.
24. Relevant experience within each area of expertise for which the firm seeks consideration.
25. Client references, past performance, and accuracy and completeness of submitted information.
26. Qualifications, licenses, and experience of key personnel who would perform City work.
27. Capacity and demonstrated ability to complete projects accurately and on schedule.
28. Depth of technical expertise, quality-control practices, and organizational capabilities.
29. Additional strengths, innovation, responsiveness, or value-added services.
30. Evidence of insurability (pass/fail).
31. Complete fee schedule (pass/fail).

Selection will follow a qualifications-based process. The evaluation committee may recommend multiple qualified firms and may rank firms by area of expertise. No formal interviews are anticipated; however, North Ogden City reserves the right to conduct interviews, check references, request clarification, or request additional information when necessary to verify or differentiate qualifications. Clarifications may not materially alter a proposal after the deadline.

The City reserves the right to reject any or all proposals; waive an immaterial informality or technicality; cancel or amend the solicitation; select more than one firm; and determine the number of firms included in each area of expertise, all in the City's best interest and subject to applicable law. Before executing agreements, the City may conduct due diligence concerning qualifications, licensing, insurance, conflicts, references, and performance history.

IV. GOVERNING INSTRUCTIONS

This RFP is the governing document for proposal submissions and supersedes prior discussions, communications, and oral representations concerning this solicitation. The requirements in this RFP and any written addenda govern the proposal, evaluation, and selection process.

Important Notes:

32. Amendments and clarifications will be issued only by written addendum.
33. Prospective firms are responsible for reviewing and acknowledging all addenda.
34. Failure to follow a material instruction or requirement may result in rejection as nonresponsive or a lower evaluation score.
35. Incorrect, misleading, or unverifiable information may be considered in scoring and may be grounds for rejection or removal from the pool.
36. A proposal must be signed by a person authorized to bind the firm. Submission indicates the firm's willingness to comply with the RFP and negotiate a written agreement acceptable to North Ogden City.
37. Evaluation committee members and proposers shall not communicate about the evaluation outside the official question-and-answer and clarification processes.

V. PROCUREMENT SCHEDULE AND CONTACT

North Ogden City anticipates the following schedule. The City may revise the schedule by written addendum:

Milestone	Date
RFP issued	Monday, August 3, 2026
Deadline to submit written questions	Tuesday, August 18, 2026, 5:00 p.m. Mountain Time
Question-and-answer period complete; final responses/addenda issued	Friday, August 21, 2026, 1:00 p.m. Mountain Time
Proposals due	Friday, August 28, 2026, 1:00 p.m. Mountain Time
Anticipated engineering pool selection	Friday, September 4, 2026

Submit all questions in writing to:

Contact	Timm Dixon, P.E., City Engineer
Address	North Ogden City, 505 East 2600 North, North Ogden, Utah 84414
Email	pwinpections@northogdencity.gov
Telephone	(801) 782-8111

Use the email subject line: '2026 Engineering Pool RFP - Question.' Questions submitted after the deadline may not receive a response. Answers affecting the solicitation will be issued in a written addendum or consolidated question-and-answer document. Oral responses are not binding.

VI. INSURANCE REQUIREMENTS

Before beginning work, each selected firm shall procure and maintain, at its own cost, insurance against claims for injury, loss, or property damage arising from or connected with performance under the professional services agreement. Insurance shall remain in effect for the duration required by the agreement.

A. Minimum Limits

38. **Commercial General Liability:** \$3,000,000 general aggregate and \$1,000,000 each occurrence. Coverage shall include operations, contractual liability, personal and advertising injury, products/completed operations, broad-form property damage when applicable, and independent contractor liability, written on an occurrence form.
39. **Business Automobile Liability:** \$1,000,000 combined single limit per occurrence for bodily injury and property damage applying to owned, non-owned, and hired automobiles.
40. **Workers' Compensation and Employers' Liability:** Workers' compensation limits required by Utah law and employers' liability limits of not less than \$1,000,000 per accident or disease.
41. **Professional Liability/Errors and Omissions:** Not less than \$2,000,000 per claim and annual aggregate for services provided under the agreement. If written on a claims-made basis, coverage shall be maintained or an extended reporting period obtained as required by the final agreement.

B. Policy and Endorsement Requirements

42. Except for workers' compensation and professional liability, North Ogden City, its elected and appointed officials, officers, employees, volunteers, and agents shall be named as additional insureds for operations performed under the agreement.
43. The firm's coverage shall be primary and noncontributory with respect to insurance or self-insurance maintained by North Ogden City, to the extent available by endorsement.
44. Policies shall provide notice of cancellation or material reduction in coverage in accordance with policy terms and any endorsement required by the final agreement.
45. Insurers must be authorized to do business in Utah and acceptable to North Ogden City. Failure to maintain required coverage or provide evidence of renewal may be treated as a material breach.
46. North Ogden City shall receive certificates of insurance and required endorsements before work begins. The City may request complete certified copies of required policies.
47. Deductibles and self-insured retentions shall be disclosed and are subject to City approval. The City may require evidence of the firm's ability to pay deductibles or retentions.

48. Any City-approved subconsultant shall maintain coverage appropriate to its work. The prime consultant remains responsible for verifying subconsultant insurance and for performance of all services.
49. These requirements do not limit the firm's liability or obligations under the agreement.

Certificate Holder

North Ogden City
505 East 2600 North
North Ogden, Utah 84414

VII. SUBMISSION OF PROPOSAL

Submit five (5) printed copies of the complete proposal in one sealed package and submit one (1) electronic PDF copy no later than 1:00 p.m. Mountain Time on Friday, August 28, 2026. Both the printed and electronic submissions must be received by the deadline.

Printed submission location:

North Ogden City - City Recorder
505 East 2600 North
North Ogden, Utah 84414

Electronic PDF submission:

recorder@northogdencity.gov
Subject: 2026 Engineering Pool RFP - [Firm Name]

Clearly label the sealed package: '2026 PROFESSIONAL ENGINEERING SERVICES POOL RFP - DO NOT OPEN.'

LATE PROPOSALS WILL NOT BE ACCEPTED.

50. Facsimile submissions will not be accepted.
51. A proposal sent by mail or delivery service must arrive at the City Recorder's office before the deadline. A postmark or shipping receipt does not establish timely receipt.
52. Hand-carried proposals may be delivered to the City Hall front counter at the address above. Regular City Hall hours are Monday through Thursday, 8:00 a.m. to 5:00 p.m., and Friday, 8:00 a.m. to 1:00 p.m., excluding observed holidays.
53. It is solely the proposer's responsibility to ensure that both required formats are received at the correct locations by the deadline.
54. Electronic files should be searchable PDFs and should not be password protected. The City may request a replacement file if the submitted file is corrupted or cannot be opened, provided no substantive change is made.

North Ogden City reserves the right to accept or reject any submittal as permitted by law and as the City determines to be in its best interest. The City encourages proposals from small, local, women-owned, veteran-owned, minority-owned, and other disadvantaged business enterprises.

NORTH OGDEN CITY PROFESSIONAL ENGINEERING SERVICES POOL - RFP

APPENDIX A - COMPANY INFORMATION

Company name	
Address	
Telephone number	
Email address	
Designated representative	

CHECKLIST - ENGINEERING PROJECTS

Check only the services the firm will directly perform under this agreement. Use the proposal to explain qualifications and key personnel for each selected area.

Project Management Services

- ☐ Comprehensive project oversight and delivery.
- ☐ Risk assessment and mitigation strategies.
- ☐ Scheduling and resource management.
- ☐ Stakeholder coordination, documentation, and reporting.

Pre-Design Services

Planning/Programming

- ☐ Feasibility studies and conceptual development.
- ☐ Long-term infrastructure, utility, and transportation planning.

Site Evaluation and Selection

- ☐ Site alternatives, constraints, and constructability evaluations.
- ☐ Land-use optimization and preliminary utility evaluations.
- ☐ Environmental screening and permitting-path assessments.

Condition Surveys and Reports

- ☐ Infrastructure condition assessments and life-cycle analysis.
- ☐ Asset inventories, deficiency mapping, and rehabilitation recommendations.

Cost Estimating/Budget

- ☐ Opinion of probable construction cost and project budgeting.
- ☐ Value engineering and cost-control measures.

Assessments and Reports

- ☐ Utility infrastructure needs assessments.
- ☐ Public safety, accessibility, and regulatory-compliance evaluations.

Design

General Civil Engineering

- ☐ Site development, grading, drainage, utility, and municipal infrastructure design.
- ☐ Plan, specification, quantity, and engineer's estimate preparation.

Road Design

- ☐ Pavement rehabilitation and reconstruction design.

- ☐ Roadway geometric design and corridor improvements.
- ☐ Multimodal, pedestrian, bicycle, and complete-street improvements.

Sanitary Sewer

- ☐ Collection, interceptor, lift-station, and related facility design.
- ☐ Hydraulic modeling, capacity analysis, and master planning.
- ☐ Rehabilitation, lining, condition assessment, and inflow/infiltration evaluation.

Storm Drainage and Storm Water Pollution Prevention

- ☐ Storm drain collection, conveyance, and outfall design.
- ☐ Detention/retention basin and stormwater reuse design.
- ☐ Erosion-control plans, SWPPP support, and low-impact development practices.
- ☐ Hydrologic/hydraulic modeling and stormwater master planning.

Water Systems and Treatment

- ☐ Transmission and distribution system design.
- ☐ Water quality evaluation and treatment-process design.
- ☐ Storage, pumping, pressure-zone, and control-system improvements.
- ☐ Hydraulic modeling, master planning, and capital-facility planning.

Surveying

- ☐ Topographic, boundary, right-of-way, and construction surveys.
- ☐ Legal descriptions, easements, plats, and record-of-survey support.
- ☐ Utility locating and subsurface utility engineering support.

Geotechnical Services

- ☐ Borings, sampling, laboratory testing, and field exploration.
- ☐ Geotechnical analysis, recommendations, reports, and peer review.
- ☐ Pavement design, foundation recommendations, and earthwork evaluation.
- ☐ Slope stability, retaining-wall, settlement, liquefaction, and seismic-hazard analysis.

Transportation, Traffic Signalization, and Studies

- ☐ Traffic-impact studies, warrant analyses, corridor studies, and safety studies.
- ☐ Traffic signal design, timing, coordination, and operational analysis.
- ☐ Pedestrian, bicycle, ADA/PROWAG, and multimodal facility design.
- ☐ Traffic-control plans, signing, striping, and intersection improvements.

Structural Engineering

- ☐ Bridge, culvert, wall, vault, building-component, and miscellaneous structure design.
- ☐ Structural assessment, rehabilitation, seismic evaluation, and retrofitting.

Railroad Services

- ☐ Grade-crossing improvements and railroad coordination.
- ☐ Railroad permitting, utility-crossing support, and agreement coordination.

Floodplain Evaluation and Management

- ☐ Floodway and floodplain delineation, map revisions, and no-rise certifications.
- ☐ Hydrologic and hydraulic modeling, including HEC-RAS or equivalent tools.
- ☐ Flood-mitigation, channel, bank-stabilization, and watershed-management design.
- ☐ FEMA compliance, CLOMR/LOMR support, and floodplain permitting.

- ☐ Sediment-transport and regional drainage studies.

Landscape Architecture

- ☐ Parks, open-space, streetscape, trail, and public-area planning and design.
- ☐ Native, drought-tolerant, and water-efficient planting design.
- ☐ Hardscape, greenscape, irrigation, and recreational-pathway design.

Computer-Aided Drafting Services

- ☐ Civil 3D/CAD production, standards development, and record-drawing preparation.
- ☐ GIS and CAD integration for design and asset documentation.

Construction**Administration and Management Services**

- ☐ Bidding assistance, addenda, bid tabulation, and award support.
- ☐ Submittal/RFI review, change management, pay applications, and closeout.
- ☐ Contractor performance monitoring, schedule review, and dispute support.

Quality Assurance and Materials Testing

- ☐ Asphalt, concrete, aggregate, and soil-compaction testing.
- ☐ Independent verification of contractor-provided testing.
- ☐ Quality-assurance inspections for compliance with plans and specifications.
- ☐ Accredited laboratory certification, documentation, and reporting.

Field Engineering and/or Inspection

- ☐ Resident project representation and construction observation.
- ☐ Quantity verification, daily reports, photo documentation, and punch-list support.
- ☐ Field engineering, issue resolution, and site-specific safety observations.

Public Involvement

- ☐ Community engagement and public communication for project development and construction impacts.
- ☐ Public meetings, open houses, stakeholder coordination, and outreach materials.

Emerging and Specialized Services**Environmental Engineering**

- ☐ Environmental review, permitting, compliance, and remediation support.
- ☐ Sustainable infrastructure and energy-efficient design.

Resiliency and Emergency Management

- ☐ Risk, vulnerability, continuity, and emergency-response planning.
- ☐ Post-disaster infrastructure assessment and recovery planning.

Technology Integration

- ☐ Smart traffic, utility telemetry, instrumentation, controls, and IoT solutions.
- ☐ Asset management, GIS, data collection, and dashboard integration.

Funding Assistance

- ☐ Grant research, application preparation, and funding strategy.
- ☐ State/federal compliance, reimbursement documentation, and grant administration support.

The checklist identifies services North Ogden City may request. Check only services the firm will directly perform. Joint ventures, partnerships, or subconsultants may be used only with prior written City authorization. Additional qualifications may be included in the proposal appendix. The City may verify submitted information and determine compliance with this RFP.