

REQUEST FOR PROPOSAL

PUBLIC WORKS INSPECTION AND ENGINEERING SERVICES

Hyrum City, Cache County, Utah

10/22/2025

1. INTRODUCTION

Hyrum City is soliciting sealed proposals from qualified engineering firms to provide non-exclusive public works inspection and engineering services for various municipal development and infrastructure projects. These services are critical to ensure that our public works projects and development plans are completed safely, efficiently, and in full compliance with local, state, and federal regulations. It is anticipated that the selected firm will conduct the majority of inspections throughout the city.

Hyrum City is committed to maintaining and enhancing its infrastructure to meet the growing needs of our community. This RFP aims to identify a firm with the expertise and experience necessary to support the city in achieving its infrastructure goals while ensuring the highest standards of quality and safety.

2. BACKGROUND

Hyrum City has several ongoing and upcoming public works projects, including but not limited to:

- Roadway improvements and resurfacing
- Stormwater management system upgrades
- Water and sewer line replacements
- Public infrastructure installed by developers for residential and commercial activities.

These projects require skilled oversight to ensure they are completed in accordance with all applicable engineering standards and regulations. The selected firm will play a key role in providing inspection and engineering services to support the successful delivery of these projects. The selected firm may be required to provide services on multiple projects simultaneously, and the scope may vary depending on the specific needs of each project.

3. SCOPE OF WORK

The firm selected will be responsible for providing the following services:

Inspection Services: Conduct on-site inspections of public works projects to ensure compliance with design specifications, safety standards, and regulatory requirements. Inspections will include monitoring construction activities, verifying material quality, and ensuring adherence to project plans. These inspections will be conducted as needed and will be scheduled a minimum of 48 hours prior to the time of inspection.

Engineering Services: This may include reviewing engineering drawings, data collection and processing, and offering recommendations for design modifications.

Compliance Monitoring: Ensure that all projects comply with local, state, and federal regulations, including environmental standards and safety protocols. The inspector will work with the public works divisions and the stormwater inspectors to coordinate compliance issues.

Reporting: Prepare detailed inspection reports, progress updates, collect and submit GIS data, and final project evaluations. Reports should highlight any issues, deviations from plans, or concerns that arise during the project lifecycle. Reports shall provide information regarding deficiencies together with actionable items to remedy the defect or declare the improvement as sufficiently meeting the applicable codes. GPS receivers are provided by the city.

Consultation: Offer technical advice and recommendations to city staff, project managers, and contractors as needed to resolve issues, provide transparency, and ensure project success.

4. QUALIFICATIONS AND EXPERIENCE

Proposals must meet the following minimum qualifications:

Certifications: The firm must have Utah-licensed Professional Engineers (PE) on staff to oversee the work with relevant certifications in civil engineering or related fields.

Experience: A minimum of five (5) years of experience providing public works inspection and engineering services for municipal or government projects. A minimum of one (1) year of data collection and data entry for use in computer aided drafting or modeling software. GIS data input and manipulation experience is desired. Data may be collected by the inspector and entered by a separate technician if the firm has the capability.

Skills: Demonstrated competence in construction inspection, project management, and regulatory compliance. Familiarity with local and state regulations is required. The aptitude to collect, enter, and update GIS data is required.

References: Provide at least three (3) references from similar projects or services rendered that have been completed within the past five (5) years, including contact information for each reference. Contact information shall include Name, Email, Phone Number, Position, and Organization Name.

Impartiality and Transparency: The consultant and its operatives must be able to perform the required work with impartiality. The consultant must be free from financial and professional self-interest, competing interests in the same company, or situations which could reasonably be construed as punitive actions against competitors. An affidavit of impartiality may be required.

5. EVALUATION CRITERIA

Proposals will be evaluated based on the following criteria:

Technical Approach (25%): The clarity, feasibility, and innovation of the proposed approach to providing the required services. This includes the firm's methodology for inspections, reporting, and ensuring compliance.

Cost (10%): The competitiveness of the proposed budget and payment terms. The city is seeking cost-effective solutions without compromising quality. It is not the City's intent to spend funds on excessive travel expenses. Firms requiring travel more than fifteen (15) miles will be evaluated but may be excluded from consideration at the City's sole discretion.

Past Performance (25%): The quality and relevance of past projects completed by the bidder, as demonstrated through references and project examples.

Team Qualifications (40%): The experience, expertise, and availability of the proposed project team, including key personnel who will be directly involved in the project.

At the sole discretion of the City, short-listed candidates may be interviewed by the staff and or City Council. Such interviews will allow for a short presentation by the candidates and a question answer portion.

6. BUDGET AND PAYMENT TERMS

This is to be billed at a time and materials rate. Bidders should provide a detailed cost proposal, including:

- Hourly rates for all personnel involved in the project. This will need to include a breakdown of each participant for an hour per hour of inspection. E.g., if a secretary and a supervisor are required to provide support or reports, provide an expected amount of work

for each of these roles per hour of the inspector's time. If this time is already calculated into the billing rate, please note this.

- Estimated hours for each utility of the project based on linear feet. Improvements may include but are not limited to culinary and irrigation systems, sewer collection and pumping systems, storm drainage and piping systems, roads, parks, and sidewalks.
- Costs for materials, equipment, and any other direct expenses.
- Any applicable taxes or fees.

Payment will be made monthly, subject to the satisfactory completion of work as determined by Hyrum City. Invoices must be submitted with simple and detailed documentation of hours worked and tasks completed to allow assignment to the appropriate accounts and deposits.

7. TIMELINE AND DEADLINES

The project is expected to be on an as needed basis continuously throughout the year based on the city's needs and performance. Key milestones include:

Deadline for questions: November 7, 2025

Proposal Submission Deadline: November 14, 2025

Selection of Firm: One week from deadline, final selection is subject to City Council approval.

Project Kickoff: Upon execution of agreement for services/contract

Reports: within 5 business days of completion of the inspection.

Bidders should include a proposed work schedule in their technical proposal, outlining how they will meet these deadlines.

8. INSTRUCTIONS FOR SUBMITTING PROPOSALS

Proposals must be submitted by date from above and should include the following components:

Cover Letter: A brief introduction to the firm, including a statement of interest in the project and a summary of the firm's qualifications. Limited to one page.

Technical Proposal: A detailed description of the proposed approach, including methodologies, timelines, deliverables, data entry, and any innovative solutions or value-added services.

Cost Proposal: A comprehensive breakdown of all costs associated with the project, including hourly rates, travel time, and other expenses.

Qualifications and Experience: A summary of the firm's qualifications, relevant experience, and references from similar projects.

Team Resumes: Resumes of key personnel who will be involved in the project, highlighting their experience and expertise. This shall include any alternate team members that may contribute due to scheduling conflicts or absences.

Proposals should be submitted electronically to Matthew Holmes using the email address matt.holmes@hyrumcity.gov before 5:00 pm on the date listed above in section 7. Late submissions will not be accepted. It is the submitter's responsibility to verify that the documents have been received and are readable.

9. REVIEW OF PROPOSALS

Pursuant to Utah Code § 63G-6a-703(2)(d), the proposals submitted in response to this Request for Proposals (RFP) will be opened as follows:

Time of Opening:

Proposals will be opened after the deadline at the Hyrum City Offices.

Manner of Opening:

Proposals will be opened in a manner that prevents disclosure of the contents to competing offerors during the evaluation process. The opening will occur in a non-public setting, and only the names of the offerors who submitted timely proposals may be disclosed at that time.

No pricing, technical, or other proposal content will be revealed until after the evaluation committee has completed its review, scoring, and recommendation process, and a notice of intent to award has been issued.

10. CONTACT INFORMATION

For any questions or clarifications regarding this RFP, please contact:

Matthew Holmes

City Engineer

matt.holmes@hyrumcity.gov

(435) 245-6033

All inquiries must be submitted in writing on or before the date listed above in section 7, and responses will be provided to all prospective bidders.

11. ATTACHMENTS

A draft copy of a services agreement is attached. The bidder acknowledges that by submitting, they have reviewed the [Hyrum City Construction Standards](#) and are comfortable enforcing the same.

This RFP is designed to attract qualified engineering firms and ensure that Hyrum City receives competitive, high-quality proposals for public works inspection and engineering services. By following this structure, the city can ensure a transparent, efficient, and effective selection process.