

REQUEST FOR QUALIFICATIONS (RFQ)

Project Title: Civil Engineering and Surveying Services

Entity: Morgan County

Solicitation Number: RFP-2026-RFQ-ENG

Issue Date: March 31, 2026

Closing Date: April 21, 2026, 5:00 PM MST



Morgan County is seeking the services of a qualified Civil Engineering consultant to provide comprehensive engineering, surveying, and construction management services, and to act as the County's representative and agent for the County's engineering administration.

It is important that the submittal be clear, concise and limited to six (6) pages. Please include a cover page, a one-page letter about your company, two pages of qualifications, one resume page of the lead individual, and a page detailing the fee rate schedule of the project team. A designated firm representative or officer who is authorized to bind the firm contractually must sign the proposal. (Please enclose three copies if hard copies are submitted).

Consultants who find that the information contained herein is not sufficient to make a complete proposal should immediately bring it to the County's attention by contacting Joshua Cook, Morgan County Planning and Development Director (801) 845-4059.

Morgan County reserves the right to reject any and all proposals and waive any irregularity, information or technicality in the proposals in the County's best interest, and is not obligated to award a contract based upon the lowest priced submission. If terms cannot be mutually agreed upon, the County reserves the right to enter into negotiations with one of the other qualified engineering firms.

Scope of Service

Morgan County is soliciting engineering services for complete engineering, surveying, design, drafting, specification, bidding and construction management of the following types of projects:

- Planning & Development Review (including subdivisions & site plans)
- Infrastructure Inspections
- Storm Drainage Systems
- Public Streets and Highways
- Park Development
- RDA Development and Related Construction

The above mentioned services shall also include the following:

1. Represent the County and act as the County's agent to coordinate projects with other agencies, consultants, engineers, firms, and contractors.
2. Review, check, process, and approve subdivision plans submitted to County for development purposes.
3. Perform all necessary construction inspections in accordance with APWA Standards and Specifications for all Public Works related projects within Morgan County, including subdivision construction, road projects, bridges, etc.
4. Assist the County in acquisition of necessary properties, easements, and right of ways.

5. Develop project scheduling and hold regular meetings with County officials, contractors and other individuals to facilitate and disseminate information.
6. Coordinate land surveying, legal descriptions, and preparation of other documents needed.
7. Assist the County in obtaining funding for Public Works projects.
8. Perform surveying, design, and engineering work related to designated and approved Public Works projects within Morgan County.
9. Hold meetings with County staff to discuss overall project goals and review schedules for other upcoming projects.
10. Ensure all State, Federal, and UDOT regulations and requirements are complied with during the development, design, and construction of all projects.
11. Prepare required Impact Fee Studies and assist County Staff in preparation of County Ordinances.

Evaluation Process

Morgan County will review the proposals based on the specifications and requirements, both specific and general, included in the request for proposals and will select the consultant it deems best qualified.

A selection committee will review and if necessary interview consultants. The committee reserves the right to request additional information from consultants submitting proposals. The selection will be based on the consultant's knowledge, experience and ability to meet Morgan County's engineering needs. If one individual firm cannot effectively meet Morgan County's engineering needs, Morgan County reserves the right to select multiple firms in order to ensure that all County needs are met.

The consultant shall be able to begin service as soon as an acceptable contract has been prepared, approved, and signed by all parties and formal notice has been issued.

Submission

- **Submission Deadline:** April 21, 2026, 5pm MST
- **Place of Submission:**
 - **Hard Copies:** Morgan County Manager, 48 W Young Street – Box 886, Morgan, UT 84050.
 - **Email:** kbecker@morgancountyutah.gov

Incomplete or Late Submissions

Proposals that are determined to be incomplete, or that are turned in after the deadline may be rejected.

Disclaimer

The County reserves the right to reject any and all proposals or re-bid the project. The County also reserves the right to waive any or all informalities in proposals. Morgan County reserves the right to negotiate a final term with the successful proponent.