REQUEST FOR PROPOSALS

CIVIL ENGINEERING SERVICES

19-UNIT MANUFACTURED HOME COTTAGE CLUSTER

AFFORDABLE HOUSING DEVELOPMENT

Issued By:

Housing Authority of Lincoln County

Project:

Civil engineering and site development design for a 19-unit manufactured home affordable housing development arranged in a cottage cluster configuration on Lincoln County tax lot # R531656

Funding:

Community Development Block Grant – Disaster Recovery (CDBG-DR) / ReOregon Affordable Housing Development Program

U.S. Department of Housing and Urban Development (HUD)

RFP Issue Date:

9/29/2026

Proposal Due Date:

10/23/2026

Proposal Due Time:

5PM

Submit Proposals To:

Housing Authority of Lincoln County

Attn Dan Butler

1039 NW Nye street

Newport, OR. 97365

Or by email to dbutler@housinglincolncountyor.gov

RFP Contact:

Dan Butler

Asset and Development Manager

Housing Authority of Lincoln County

541-265-5326 X312

dbutler@housinglincolncountyor.gov

PROJECT SUMMARY

The Housing Authority of Lincoln County is seeking proposals from qualified civil engineering firms to provide professional engineering services for the development of nineteen (19) manufactured homes on a single site in a cottage cluster configuration.

Services will include site planning, unit and parking layout, grading and drainage, potable water and sanitary sewer infrastructure, stormwater management, electrical and dry utility coordination, permitting support, construction documents, and related civil engineering services necessary to complete the development.

The project is funded through CDBG-DR/ReOregon resources and must comply with applicable ReOregon Affordable Housing Development requirements, HUD requirements, state and local codes, and applicable permitting and utility standards.

Scope of Work – Civil Engineering Services

Project Background

The Housing Authority of Lincoln County (HALC) intends to procure civil engineering services for an affordable housing development funded through Community Development Block Grant Disaster Recovery (CDBG-DR) / ReOregon resources. The project consists of nineteen (19) manufactured homes to be sited on a single lot in a cottage cluster orientation on a 2.5-acre lot in Lincoln City.

The selected civil engineer shall provide professional services necessary to support site design, utility planning, permitting, and construction-ready engineering for a project that meets applicable federal, state, and local requirements, including ReOregon Affordable Housing Development (AHD) program requirements, Lincoln County and local utility requirements, and all other applicable laws, codes, and regulations. The initial phase will involve creation of a site plan, development of a storm water system, a design of a proposed berm to shield potential blast from adjacent fuel tank and working with HALC consultants to prepare data and studies to meet HUD environmental requirements.

Purpose

The purpose of this solicitation is to retain a qualified civil engineering firm to prepare the engineering documents, technical studies, agency coordination, and related support necessary to advance the project through design, permitting, bidding, and construction.

Project Goals

The engineering design shall support a development that:

- Provides safe, durable, and code-compliant infrastructure for 19 manufactured homes.
- Creates a civil site plan design that addresses HUD environmental matters, including wetlands, storm water, etc. with supporting documentation that meets HUD requirements
- Supports affordability and long-term residential use. Incorporates resilience to extreme weather and climate-related impacts.

- Meets ReOregon / OHCS affordable housing development requirements and applicable HUD CDBG-DR requirements.
- Minimizes long-term operation and maintenance burdens.
- Coordinates effectively with the Housing Authority of Lincoln County and the broader project team.

Scope of Services

The selected consultant shall provide all labor, supervision, coordination, technical expertise, and incidental services required to complete the work, including at minimum the following:

1. Project Initiation and Existing Conditions Review

Review available background materials, including site information, title information, utility information, zoning requirements, program requirements, and any prior conceptual plans. Attend a project kickoff meeting with HALC, OHCS/ReOregon representatives if requested, and other members of the project team. Identify data gaps, required surveys, required investigations, permitting needs, utility coordination needs, and critical path items. Prepare a written basis-of-design memorandum summarizing assumptions, governing criteria, applicable codes, and anticipated permitting pathways, including HUD requirements.

2. Site Investigation and Due Diligence Coordination

Coordinate with or incorporate topographic, boundary, utility, and other surveys necessary for design. Coordinate with geotechnical, environmental, and other specialty consultants as needed, whether provided by owner or consultant team. Evaluate site constraints affecting layout and infrastructure, including grades, drainage patterns, access, easements, setbacks, rights-of-way, fire access, utility availability, and constructability. Identify off-site improvements or utility extensions required to serve the project.

3. Site Planning and Layout

Prepare a civil site plan for the overall development, including:
Placement of all 19 manufactured homes.
Cottage cluster configuration and internal circulation.
Storm and water design meeting HUD and local government rules.
Berm design that will mitigate risk of explosion of adjacent fuel tank.
Parking areas, accessible parking, guest parking, and drive aisles.
Fire apparatus access, emergency access, and turning movements, as applicable.

Pedestrian circulation, accessible routes, and connections to common areas and public ways. Street frontage, curb cuts, sidewalks, and frontage improvements, if applicable. Grading concepts necessary to support pad elevations, drainage, accessibility, and constructability. Preliminary and final unit pad layout and dimensions, as applicable to the manufactured home installation concept. Trash/recycling enclosure areas, mail areas, utility service areas, and other common site elements as needed for permitting and construction. Site design that meets wetlands management requirements.

4. Utility Infrastructure Design

Prepare utility engineering for the project, including:

a. Potable Water

Water service planning and design from point of connection through on-site distribution. Water meter, backflow prevention, valves, hydrants, and related appurtenances as required. Water demand calculations and coordination with the serving utility. Fire flow coordination and utility capacity verification, if applicable.

b. Wastewater / Sanitary Sewer

Sanitary sewer service planning and design from point of connection through on-site collection. Gravity and/or pressure system design, cleanouts, manholes, laterals, and related appurtenances as required. Capacity and connection coordination with the applicable service provider. If on-site wastewater or nonstandard conditions are implicated, identify required studies, agency coordination, and design criteria.

c. Stormwater / Surface Water Management

Storm drainage analysis and design in compliance with applicable local, state, and funding requirements. Surface water runoff plan addressing collection, conveyance, detention/retention, treatment, discharge, overflow routing, and erosion control. Drainage calculations demonstrating capacity and compliance. Low-impact development, green infrastructure, infiltration, and water quality measures where feasible and approvable. Design measures that enhance resilience to intense rainfall and other extreme weather impacts.

5. Electrical and Dry Utility Coordination

Prepare or coordinate site electrical plans sufficient for permitting and construction, including primary service routing, transformer locations if applicable, secondary distribution, meter locations, site lighting coordination, and service connections to units

and common facilities. Coordinate power, communications, and other dry utility layouts with service providers and the broader design team. Identify trenching conflicts and utility separation requirements. If a licensed electrical engineer is required for portions of the work, provide such services through the consultant team.

6. Grading, Earthwork, and Erosion Control

Prepare grading and drainage plans showing existing and proposed contours, finished floor or pad elevations, retaining features if any, and slope treatments. Prepare preliminary earthwork quantities if requested. Design temporary erosion and sediment control measures for construction and permitting. Address slope stability, drainage conveyance, and site protection measures based on available geotechnical recommendations.

7. Accessibility, Fair Housing, and Housing Program Coordination

The engineer shall coordinate design with project requirements related to accessibility and fair housing, including but not limited to:

Accessible site circulation and accessible parking. Utility and grading design that supports accessible routes and compliant site access. Coordination with architectural/site accessibility requirements for a project that may be subject to Section 504 and other applicable accessibility obligations. Coordination with affirmative fair housing and other applicable civil rights requirements as they affect site design, access, and common-use areas.

8. Agency Coordination and Permitting Support

Identify all permits, reviews, and approvals likely required for the project. Coordinate with the Housing Authority of Lincoln County, the applicable city or jurisdiction if applicable, utility providers, fire marshal, public works agencies, environmental agencies, and other authorities having jurisdiction. Support land use, site development, utility, right-of-way, grading, stormwater, and building-related permit applications, as applicable. Attend permit review meetings and respond to agency comments. Revise plans as needed to secure approvals.

9. Construction Documents

Prepare complete civil engineering construction documents suitable for permitting, bidding, and construction, including as applicable:

Cover sheet, general notes, legend, and drawing index.

Existing conditions and demolition plans.

Site layout plans.

Grading plans.

Water, sanitary sewer, storm drainage, and erosion control plans.

Utility composite plans and profiles, as needed.

Site details, sections, and schedules.

Technical specifications.

Engineer's opinion of probable construction cost.

10. Bidding and Construction Phase Support

If requested, the consultant shall provide limited post-design services, including:

Responses to bidder questions and preparation of addenda.

Review of contractor submittals and RFIs related to civil work.

Attendance at preconstruction and periodic construction meetings.

Site observations to evaluate general conformance of civil work with the plans.

Punch list participation for civil items.

Record drawing support based on contractor-provided as-builts.

Minimum Deliverables

At minimum, the consultant shall provide the following deliverables:

Project kickoff meeting summary and project schedule.

Basis-of-design memorandum.

Existing conditions / constraints summary.

Preliminary site layout alternatives, if requested.

Studies necessary to meet HUD environmental requirements.

Schematic site plan showing unit placement, parking, circulation, accessible routes, utility concepts, and stormwater approach.

Design development plan set.

Final stamped civil engineering plans.

Potable water plan and supporting calculations.

Wastewater / sanitary sewer plan and supporting calculations.

Surface water runoff / stormwater management plan and supporting calculations.

Electrical site utility plan or coordinated site utility sheets prepared by appropriately licensed professionals.

Grading and erosion control plans.

Permit application support materials.

Engineer's opinion of probable construction cost at key milestones.

Written responses to agency comments.

Final bid-ready and permit-ready package in PDF and editable digital formats.

Suggested Design Milestones

The Housing Authority may require submittals at the following milestones:

30% design / schematic design

60% design / design development

90% design / permit set

100% final bid/construction documents

At each milestone, the consultant should submit updated plans, calculations, opinion of probable cost, outstanding issues list, and a summary of decisions needed from the owner.

Codes, Standards, and Funding Requirements

The consultant shall design the project in compliance with all applicable federal, state, and local requirements, including but not limited to:

ReOregon / OHCS Affordable Housing Development program requirements.

HUD CDBG-DR requirements applicable to the project.

Applicable provisions of the Housing and Community Development Act, related Federal Register notices, and implementing guidance as applicable to project design.

Applicable Oregon Structural Specialty Code, Oregon Residential Specialty Code, Oregon Plumbing Specialty Code, Oregon Electrical Specialty Code, Oregon Fire Code, Oregon accessibility requirements, and local development code provisions, as applicable.

Lincoln County land use, development, and public works requirements, and any applicable city or special district requirements.

Utility provider standards.

ADA, Section 504, Fair Housing Act, and other applicable civil rights/accessibility requirements affecting site and infrastructure design.

Applicable stormwater, erosion control, and environmental permitting requirements.

The consultant shall also account for the following programmatic considerations in its work:

AHD-funded projects must primarily benefit low- and moderate-income households.

AHD-funded infrastructure must support the resulting housing project and be designed and constructed to withstand extreme weather events and climate-change impacts.

Projects may be subject to green building and energy-efficiency requirements.

Projects with five or more units may be subject to Section 504 accessibility requirements.

Projects with five or more units may require an Affirmative Fair Housing Marketing Plan coordinated by the owner/developer team.

Certain project labor and economic opportunity requirements, including Davis-Bacon and Section 3, may apply depending on project characteristics. Consultant Qualifications

The consultant team should demonstrate:

Experience with residential site development and utility design.

Experience with manufactured housing, cottage clusters, or small-lot residential developments.

Experience with publicly funded affordable housing projects.

Experience with HUD, CDBG, CDBG-DR, HOME, OHCS, or similar compliance frameworks.

Familiarity with local Oregon permitting and utility coordination.

Ability to provide or coordinate all necessary licensed engineering disciplines.

Coordination Responsibilities

The selected consultant shall coordinate with the Housing Authority of Lincoln County as owner/developer and RFP issuer, and, as applicable:

Manufactured Home Builder

Surveyor

Geotechnical engineer

Environmental review consultant

Land use/planning consultant

Utility providers

Manufactured home vendor/installer

General contractor or CM/GC

Funding and compliance representatives

Schedule

The consultant shall provide a proposed project schedule identifying key tasks, review milestones, permitting milestones, and critical path assumptions. **The schedule shall be coordinated with funding deadlines; all individual units must be in place occupied by August 2028**, environmental review constraints, procurement requirements, and anticipated construction start.

Optional Additional Services

The Housing Authority may elect to include optional services, such as:

Assistance with subdivision, partition, replat, or property line adjustment actions if needed.

Right-of-way or easement exhibit preparation.

Floodplain analysis or floodplain development support, if applicable.

Traffic or parking analysis, if required by the jurisdiction.

Landscape irrigation utility coordination.

Franchise utility coordination beyond standard service planning.

Additional construction administration services.

Suggested RFP Language on Proposal Content

Proposers should, at minimum, describe:

Relevant project experience.

Key personnel and subconsultants.

Understanding of ReOregon / OHCS / HUD-funded affordable housing development constraints or like experience.

Approach to site planning, utility design, stormwater management, permitting, and resilience.

Experience coordinating with public agencies and housing authorities.

Proposed schedule.

Fee proposal and assumptions.

Suggested RFP Language on Selection Criteria

The Housing Authority may evaluate proposals based on:

Relevant experience with similar projects.

Qualifications of project manager and key staff.

Demonstrated understanding of affordable housing and CDBG-DR / ReOregon compliance context.

Technical approach and completeness of scope.

Familiarity with local permitting conditions and utility coordination.

Ability to meet schedule and budget constraints.

References.

Cost and value.