

**REQUEST FOR QUALIFICATIONS
FOR
ENGINEERING PROFESSIONAL SERVICES
BIG SKY COUNTY WATER & SEWER DISTRICT
BIG SKY, MONTANA
RFQ # 2017-01**

SECTION 1 – GENERAL INFORMATION

1.1 Purpose

The Big Sky County Water and Sewer District is soliciting Statements of Qualifications (SOQs) from professional engineering firms to complete wastewater engineering design and study services for selected projects identified in the District's 5 Year Wastewater Capital Improvement Plan, and Wastewater System Master Plan Update. Three (3) copies of the SOQ, and one electronic searchable PDF file, must be submitted no later than **5:00 PM on June 16, 2017** to the District at the address listed below.

1.2 Questions

Questions regarding this RFQ shall be submitted to:

Big Sky County Water & Sewer District
Ron Edwards, General Manager
P.O. Box 160670
Big Sky, MT 59716
406.995.2660
Email to: office@wsd363.com

1.3 Preparation Costs

The District shall not be responsible for RFQ preparation costs, nor for costs including attorney fees associated with any challenge to the selection of a preferred firm. By submitting a RFQ each firm agrees to be bound in this respect and waives all claims to such costs and fees.

SECTION 2- QUALIFICATION PROPOSAL CONTENT REQUIREMENTS

The SOQ shall be in letter form and shall not exceed 20 pages in length (excluding resumes) and shall be signed by a representative authorized to bind the firm. Information in excess of the page limit allowed will not be evaluated. One page shall be interpreted as one side of single-spaced, typed, 8½" X 11" sheet. Proposals shall contain the following information:

2.1 Title Page

The following information needs to be included:

- The firm's legal name, address, and telephone number, name of contact person and date; and
- Statement of understanding of the project and summarize the firm's ability to provide the services required.

2.2 Firm Experience, Capacity, & Past Performance

Provide general background information on the firm including specialized experience, capabilities and unique qualifications to complete projects efficiently and responsively.

2.3 Personnel Qualifications (can be included as appendices to proposal)

Include a project management chart with key personnel and their area of responsibility. Furnish brief resumes for key personnel and identify specialized expertise and training that would benefit the District for the type of work proposed in the scope of services.

2.4 Similar Projects and Experience

Provide a summary of at least five (5) projects completed that are similar in nature to those included in the Scope of Services. Include a reference and contact information for the projects.

2.5 Present and Projected Workloads

Provide information on the present and projected workloads for the next 12 months for the key staff members identified above in section 2.3. Describe how the workload would be managed to ensure adequate and acceptable service to the District.

2.6 Recent and Current Work for the District

Discuss any recent or current work for the District.

2.7 Project Delivery Approach

Provide an outline illustrating the firms approach to quality control and project scoping process.

SECTION 3 SELECTION PROCESS

A selection committee consisting of District staff and Board Members will choose, in its opinion, the most qualified consultant with which to negotiate a Contract. Proposal will be evaluated on the following criteria and the requirements of MCA 18-8-204. The selection committee may choose to interview a short-list of firms or may select directly from the SOQs without conducting further interviews.

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| 1. The overall content and presentation of the SOQ | 25% |
| 2. The qualifications and experience of the personnel | 30% |
| 3. Related experience on similar projects | 20% |
| 4. Capability to meet time and budgets and personnel workloads | 10% |
| 5. Recent and Current Work for the District | 10% |
| 6. Location | 5% |

SECTION 4 SCOPE OF SERVICES

The scope of services contemplated by the District includes, but is not limited to:

A. Design services to:

1. Upgrade the existing SBR and Digester blowers to include variable frequency drives. The upgrades may include a complete replacement of the existing blowers or just the addition of variable frequency drives to the existing blowers;
2. Install new SBR treated effluent storage pond piping to allow the pond to be drawn down to a lower level to provide additional storage capacity;
3. Engineer a pipeline plan from the treatment plant site to a new surface discharge location at the Gallatin River. Design services will include a geotechnical evaluation, survey of potential alignment, identification of any easement

requirements, concepts for a discharge structure, and an alignment map. The plans must be in a form that suitable to submit to Montana DEQ for approval; and

4. Add a third SBR basin to the existing wastewater treatment plant.
- B. Study and general engineering services:
1. Plan and implement a pilot test to replace the current filtration process with membrane filters and the selection of the most viable and cost effective method to remove Contaminants of Emerging Concern (CECs);
 2. Model the treatment plant for current performance and advanced treatment scenarios based on modeling criteria;
 3. Investigate and make recommendations for plant modifications to achieve higher levels of treatment and lower water temperature in the plant effluent;
 4. Investigate and make recommendations for alternatives to chlorine disinfection. These recommendations (1-4) and any others that come from these investigations may be negotiated into the design services at the District's discretion.
 5. Assist the District with capacity projections for full build-out;
 6. Assist the District with an application for a surface discharge permit;
 7. Assist the District in the Big Sky Sustainable Water Solutions Collaboration project, to evaluate the final recommendation(s) from the stakeholders group for feasibility and costs; and
 8. Provide progress reports and attend District Board meeting from time to time.

----- End of RFQ -----