

**REQUEST FOR QUALIFICATIONS  
FOR  
ENGINEERING PROFESSIONAL SERVICES  
5-YEAR CAPITAL IMPROVEMENTS PLAN  
BIG SKY COUNTY WATER & SEWER DISTRICT  
BIG SKY, MONTANA  
RFQ # 2015-01**

The Big Sky County Water & Sewer District (“District”) is soliciting Requests for Qualifications (“RFQs”) from interested and qualified consulting engineering firms to write a 5-year Capital Improvements Plan (“CIP”).

**PURPOSE**

The purpose of this RFQ is to obtain information about consulting engineering firms interested in providing engineering services to evaluate District public water and wastewater systems, and to make recommendations in a CIP. The RFQs will be used by the District to evaluate each firm that responds using the selection criteria outlined below.

**BACKGROUND**

The District provides the water and sewer utility service for the Big Sky Resort area located in Big Sky, Montana. The resort is a very popular destination ski resort that has a large influx of people that travel here during the winter ski season. Summer tourism traffic to the resort has also grown each year. The earliest development occurred in the mid-70s and has grown to approximately 2,500 customer accounts. The area is also unincorporated.

The water system has multiple groundwater supply wells, water storage tanks, and pressure reducing valves. The water mains are constructed of PVC, AC, and ductile iron pipe. Water service lines are primarily poly-pipe with some copper and galvanized pipe. Our water system has a computer controlled radio telemetry system, and it has Sensus water meters on all service connections.

The sewer system is a conventional gravity collection system with one small lift station located at the treatment plant. The treatment plant is a Sequencing Batch Reactor (SBR) plant that was new in 2004. It has a 600,000 gallon per day capacity. Total annual flows through the plant are approximately 120-130 million gallons. The District stores 100% of its treated wastewater for irrigation re-use on 2 golf courses. Our sewer operators routinely clean and video inspect the sewer collection system.

The District has a staff that has managed and operated these systems for 20 years. An extensive library of engineering reports and historical numerical data for both systems will be made available to the firm selected for the project. Both systems have also been gps mapped. More information about the District is available online at: [www.bigskywatersewer.com](http://www.bigskywatersewer.com).

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**SCOPE OF WORK**

The CIP will include written report with recommendations for 5-year capital improvements for the water and wastewater systems. It shall also include an Executive Summary of the recommendations for each system. Several meetings with the District staff and Board of Directors will also be required. Specific tasks include:

1. Inventory existing water and sewer system assets;
2. List capital projects and/or equipment to be purchased and rank them in order of preference;
3. Provide justification and cost estimates for the each project recommended;
4. Include a plan for financing the projects; and
5. Provide project timetables for the design, construction, and completion of recommended projects.

**RESPONSES**

Responses to this RFQ must include the following:

1. Firm's legal name, address, and telephone numbers;
2. The experience and qualifications of the staff to be assigned to the project;
3. A description of the firm's prior experience, including up to five similar projects, location, total cost, and name of a local official knowledgeable regarding the firm's performance;
4. A description of the firm's current work activities and how these would be coordinated with the CIP project, as well as the firm's anticipated availability during the term of the project; and
5. The proposed work plan and schedule of activities to be performed.

**SELECTION PROCESS**

The selection committee shall be comprised of representatives from the District Board of Directors and staff. Evaluations of the RFQs will consist of an initial evaluation to establish a shortlist based on the following criteria:

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|---|-----|
| 1. Overall content of the RFQ   | 25% |
| 2. Qualifications of professional personnel to be assigned to project | 25% |
| 3. Related experience on similar projects                             | 20% |
| 4. Capability to meet time and project budget requirements            | 10% |
| 5. Present and Projected workloads                                    | 10% |
| 6. Recent and current work for the District                           | 5%  |
| 7. Location   | 5%  |

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If the shortlist includes more than one firm, the Selection Committee may request a presentation and interview from the shortlist of prospective consultants. The award will be made to the most qualified firm whose RFQ submittal and interview (if applicable) is deemed most advantageous to the District. Unsuccessful respondents will be notified as soon as possible. All firms submitting an RFQ before the deadline will be listed on the District's website on the [RFQs](#) page.

**CONTACT INFORMATION**

Questions and responses should be directed to:

Ron Edwards, District Manager  
Big Sky County Water and Sewer District No. 363  
561 Little Coyote Road  
P.O. Box 160670  
Big Sky MT 59716

All responses must be received at the District Office no later than **5:00 PM, WEDNESDAY, APRIL 8, 2015**. Please state "Request for Qualifications for the CIP" on the outside of the response package and email subject line. Include three (3) hard copies of the RFQ, and email it in a pdf file format to [office@wsd363.com](mailto:office@wsd363.com) with "Request for Qualifications for the CIP" in the message subject line of the email.

This solicitation is being offered in accordance with federal and state requirements governing the procurement of professional services. The terms and scope of the contract will be negotiated between the District and the highest ranked prospective consultant. If the District and prospective consultant fail to reach a contractual agreement, the District reserves the right to negotiate a contract with any other finalist. The District also reserves the right to reject any and all responses at its discretion.

===== END =====