

**REQUEST FOR QUALIFICATIONS  
FOR  
ENGINEERING PROFESSIONAL SERVICES  
BIG SKY COUNTY WATER & SEWER DISTRICT  
BIG SKY, MONTANA**

---

**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 collection and reuse water distribution system engineering design and construction administration services for selected projects identified in the Gallatin Canyon Sewer Preliminary Engineering Report (PER) for the Big Sky County Water and Sewer District and the Gallatin Canyon County Water and Sewer District by WGM Group in collaboration with AE2S published July 15, 2021. A copy of the PER is available on the District's website: [Canyon Sewer Area PER.2021-07-15.pdf](#). One (1) electronic searchable PDF file, must be submitted no later than **5:00 PM on November 30, 2022** to the District by email to [office@wsd363.com](mailto:office@wsd363.com) with "Request for Qualifications 2022-01" in the message subject line.

**1.2 Questions**

Written questions regarding this RFQ will be considered until 5:00 pm local time on November 23, 2022, and 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](mailto:office@wsd363.com)

**1.3 Preparation Costs**

The District shall not be responsible for SOQ preparation costs, nor for costs including attorney fees associated with any challenge to the selection of a preferred firm. By submitting a SOQ 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 15 pages in length (excluding cover letter, table of contents, 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.

# **Request For Qualifications 2022-01**

---

## **2.2 Firm Experience, Capacity, & Past Performance**

Provide general background information on the firm including relevant experience, capabilities, and qualifications to complete projects efficiently with similar scope of work described herein. The firm must be familiar with all applicable Montana law as it relates to the scope of work.

Proposals must clearly identify any elements of the proposed scope of work that would not be provided by the prime engineering consulting firm. Any sub-consultants which comprise the respondent team must be identified along with their qualifications and a description of past working history between the firms.

## **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 a detailed description of the firm's project understanding and technical approach for completing the Scope of Work described herein, and any supplemental services that may be in the best interest of the District. Clearly articulate project objectives and identify unique and innovative concepts, project challenges and critical decisions. Provide an outline illustrating the firm's approach to quality control and project scoping process.

## **2.7 Project Schedule**

Prepare and submit a project schedule that reflects activities identified in the Scope of Work described herein through DEQ, Owner & Agency approval of Construction Documents. Tasks shall be arranged in chronological order with critical decisions, major milestones and typical contract deliverables identified by date or duration. A CPM format is not required, however administrative and technical services shall be presented in a manner that illustrates a successful organization and project management approach.

## **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.

## Request For Qualifications 2022-01

---

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, Bidding, Construction Administration, and Post Construction Services:

1. Project Management:
  - Develop and manage project scope, schedule and budget.
  - Facilitate project meetings with the District. Provide meeting minutes with action items.
  - Prepare and submit monthly invoices for progress payments. Provide progress reports and remotely (at minimum) attend District Board meetings approximately every other month during design and construction.
  - Develop and manage a QA/QC plan to ensure quality of deliverables prior to District review, as well as to incorporate any District comments.
2. Planning and design of new wastewater force main and gravity reuse pipelines, and lift station(s):
  - Assist District with purchase or ROW/easement agreements for lift station(s) and pipeline properties. Scope shall include coordination of utility investigation, locating, and potential relocation.
  - Refer to the Gallatin Canyon PER (WGM and AE2S 2021) for basis of design including a preliminary pipeline alignment study. Provide as-needed environmental permitting including any 310 and/or 404 permitting required, depending on potential impacts to streams, wetlands and/or water bodies located in the project area. Meet all applicable Montana DEQ Design Standards or obtain variances as needed.
  - Design of a new force main and lift station(s) needed to pump water from the new Gallatin Canyon sewer to the Big Sky WRRF for treatment. The new Gallatin Canyon sewer is a parallel project where the Owner is Gallatin Canyon County Water and Sewer District. Coordination will be required between projects.
  - Design of a new gravity reuse distribution pipeline between the Big Sky WRRF and the Gallatin Canyon. Location(s) for amounts and end uses of reuse water will be evaluated in conjunction with the Gallatin Canyon sewer project. The project includes pressurized and gravity pipelines, lift station(s), and potential pressure control. The plans must be in a form that suitable to submit to Montana DEQ for approval.
3. Bidding Phase Services including bidding documents, addendum, pre-bid meetings, bid opening, and award recommendations.

## **Request For Qualifications 2022-01**

---

4. Construction Phase Services as required, including, but not limited to, full time resident project representative services, special inspections, progress reporting, shop drawing reviews, as-builts, field coordination, etc.
  5. Post Construction Phase services as required including as-builts, operations and maintenance manuals, startup assistance, and warranty.
  6. Instrumentation and Controls Integration of Supervisory Controls and Data Acquisition (SCADA) Improvements.
- B. Services by Others:
1. Geotechnical evaluation (including Geotechnical Report).

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