

**REQUEST FOR PROPOSALS
COLUMBIA FALLS WELL No. 3
CITY OF COLUMBIA FALLS, MONTANA**

The City of Columbia Falls ("City") is soliciting Proposals from qualified consultants for professional engineering services on the Columbia Falls Well No. 3 Project.

I. INSTRUCTIONS TO APPLICANTS / SUBMISSION PROCEDURES

Respondents are required to submit their response to this Request for Proposals no later than **2:00 p.m. on Tuesday, Sept. 10, 2019**. Mail or hand deliver proposals to:

City of Columbia Falls
City Clerk
130 6th Street West
Columbia Falls, Montana 59912

Respondents shall submit three (3) hard copies and one electronic copy in PDF format on a flash drive of their response to this Request for Proposals (hereafter "RFP"). Responses to this RFP are to be delivered in a sealed envelope clearly labeled:

**"Response to Request for Proposals
Columbia Falls Well No. 3"**

All questions concerning this request or the scope of work should be directed to Tyler Bradshaw, P.E., Public Works Director, (406) 892-4430 or email: bradshawt@cityofcolumbiafalls.com.

Respondents are encouraged to attend a non-mandatory pre-proposal meeting at **10:00 AM. on Thursday, August 29, 2019** at City Hall Public Works Department, 130 6th St. West, Columbia Falls.

II. PROJECT DESCRIPTION and SCOPE OF WORK

Drinking water for the City of Columbia Falls is supplied by two wells, the Louisiana Pacific (LP) Well and the Clare Park Well. The City's existing wells do not produce enough water to satisfy the City's current maximum day demand with the largest producing well out of service, as required by Circular DEQ-1. The City recently had a preliminary engineering report, (PER), completed for the water system. The PER recommends construction of a third well to address current and future water demands. The project will provide engineering services to design a new 1800 GPM municipal drinking water well and connections to the existing distribution system. The project includes engineering services for investigations, permitting, design, bid and construction of the well in accordance with the PER and as directed by the City.

Scope of Work will be finalized during negotiations, key tasks include:

1. Preliminary site investigations as required to support location identification, permitting and planning of the well in accordance with DNRC, DEQ and other applicable standards and regulations and in compliance with city standards and preferences. Investigations include topographical survey, hydrogeological, geotechnical, existing process assessment, electrical system evaluations, and source water assessment and update of source water protection plan in accordance with DEQ PWS 6, others as required.
2. Permitting including DEQ Plan review and approval, and DNRC water rights; others as required.
3. Design. Consultants should anticipate a minimum of two design review submittals followed by bid ready construction documents. Unless otherwise negotiated, submittals will be as follows.
 - a. 35% including plans, anticipated design and construction schedules and cost estimate.
 - b. 90% including plans, specifications anticipated design and construction schedules and cost estimate.
 - c. Bid ready documents including plans, specification and construction cost estimate.

4. Agency coordination assistance. Consultant will aid the City in coordinating agency funding requirements. Invoices and documentation shall be appropriately developed. The project is funded through an SRF loan and RRGL grant in addition to local funds.
5. Bid phase assistance, including attending the pre-bid meeting and keeping minutes, addenda preparation and delivery, and responding to bidder questions as needed.
6. Construction phase assistance including construction administration and inspections. Consultants should anticipate providing onsite inspections by a qualified hydrogeologist during drilling.

Additional tasks may be added to the work during negotiations or by contract amendment.

III. PROJECT DELIVERABLES

Project deliverables will include:

1. Preliminary reports and/or technical memorandum as required.
2. Permits/ agency authorizations.
3. Design submittals and bid documents as listed above.
4. Construction phase documentation including logs and inspection reports.

Additional deliverables may be required; to be finalized during negotiations.

IV. PROJECT SCHEDULE

Schedule for the project will closely follow the schedule the City presented in the RRGL application which has been attached for reference. Bid ready documents shall be delivered to the City no later than **January 13, 2020**.

V. PROPOSAL CONTENTS

The proposal must contain the information listed in this section. The proposal is **limited to fifteen (15) pages**, not including Appendices, Cover Page, Table of Contents and Dividers. Each page is defined as one side of a letter size sheet (no larger than 8 ½" x 11"), minimum font size of 10.5, single spaced. Evaluation of information will begin with the first page immediately following the cover page, and every page will be counted, in order, from that point forward. Please format your proposal in an organized fashion addressing the information below.

Responses shall include the following sections in order:

1. **Organization and Qualifications of Firm:** Include Firm's legal name, address, and telephone number. Provide a discussion of how your firm is best qualified to respond to the requirements of this project. Discussion should focus on the requirements for this specific project, particularly:
 - Identify the consultant team proposed for this project and demonstrate ability to perform the desired services within the established schedule.
 - Your firm's expertise and experience, as it relates to the work. Provide examples of previous related project experience.
 - Subconsultants/ support services that you anticipate utilizing and describe their expertise.
 - Quality assurance/quality control procedures.
2. **Firm's Representation:** Discuss the experience and qualifications of the key staff to be assigned to project and their availability during the project time period.
 - Identify the project manager and the principal in charge of the project and their qualifications. The project manager should be the proposed point of contact for the city and manager of day to day operations of the project.
 - Describe anticipated work activities for key personnel within the term of the project and how these would be coordinated.
 - Include relevant licenses issued by the State of Montana.
 - Provide hourly rates for all key personnel.
 - Resumes may be provided for key personnel by appendix. Limit resumes to one page.

3. **Proposed Method to Accomplish the Work:** Proposal shall demonstrate an understanding of the requested scope of services. Proposal shall show interest and insight into the details of the Project.
 - Demonstrate ability, strategy and approach to meet project/contract requirements.
 - Propose a schedule with relevant milestones; demonstrate ability and strategy to meet schedule.
4. **Experience with Similar Projects:** Provide a description of the firm's prior experience, including a minimum of three similar projects, **a minimum of one of which must be a public drinking water well with a design flow of at least 1000 GPM completed in Montana within the past 7 years.** Discuss size of community, location, and estimated and final construction costs. Provide a reference for the projects, including name and contact number. Reference should be a local official knowledgeable regarding the firm's performance.
 - Discuss any recent and/or ongoing work with the City of Columbia Falls.
5. **Acknowledge all Addenda.**

VI. PROPOSAL EVALUATION

Respondents' Proposals will be evaluated according to the following listed criteria (see 18-8-204(2), MCA) and weight of each factor:

1. Qualifications of firm(s) – 150 Points
2. Qualifications of personnel – 175 Points
3. Capability to meet time (including present and projected workloads) and budget requirements – 100 Points
4. Proposed method to accomplish the work – 200 Points
5. Related experience on similar projects – 175 Points
6. Location – 50 Points
7. Past performance for the City of Columbia Falls and/or on related work – 100 Points
8. Quality of proposal/Conformance to proposal requirements – 50 Points

All Proposals will be evaluated using the following basic scoring methodology:

- Outstanding/Exceptional response: 90-100% of the available points
- Good response: 70-90% of the available points
- Average response: 50-70% of the available points
- Poor response: 30-50% of the available points
- Qualifications not clearly met: 0-30% of the available points

The City of Columbia Falls reserves the right to narrow the list of responding firms to an appropriate short list. Short-listed firms may be asked to provide a supplemental proposal, interview, or presentation. Scores from the proposals, supplement project proposals (if used), and interviews (if used) will be tabulated to make final selection.

VII. COST AND AWARD PROCEDURE

The City of Columbia Falls utilizes a "qualifications based" selection process to select the most qualified firm and negotiate a contract with the firm determined to be the most qualified at a price which is determined to be fair and reasonable. Costs will not be discussed until the top ranked respondent has been selected for contract negotiations. The provisions of 18-8-205(1) and (2), MCA, will be applied to the contract negotiations.

The City of Columbia Falls reserves the right to accept or reject any and all qualification statements, or parts of statements; waive technicalities; and to make its decision on the basis of merit, appropriateness, and any other factor. Unless all statements are rejected or the solicitation is canceled, a contract will be awarded to the firm whose qualifications best meet the requirements and criteria set forth in this solicitation.

RFP Attachments:

1. Columbia Falls Water System Preliminary Engineering Report – April 2018
2. Columbia Falls RRGL Grant Schedule – May 2018