

REQUEST FOR PROPOSALS  
FOR  
ENGINEERING SERVICES  
MOUNTAIN TO MEADOW WATER LINE PROJECT  
RFP # 2008-01

The Big Sky County Water and Sewer District 363 is soliciting proposals for engineering design, construction management, surveying and resident project inspection services for its Meadow Village Water Well Completion project. This project is being funded by a State Revolving Fund (SRF) loan. All engineering services shall be in conformance with the requirements of the Department of Environmental Quality requirements, and any other state and federal funding agencies that may be involved.

**I. Proposed Project Description**

This is a drinking water system project. The District drilled and cased 2 new water wells in the Meadow Village area of Big Sky. A new water main needs to be designed to connect the 2 wellheads to the existing water distribution system. Pump test information conducted on the water wells showed that the static groundwater level is less than 25 feet in both wells. As such, the District anticipates that these wells will need to have a chlorine disinfection system designed and installed before these wells can be placed into service.

The District is requesting proposals for design and construction phase engineering services for this project. A secondary component to this project is an engineering report on recommendations for additional water distribution system disinfection methods and installations in anticipation of the Groundwater Rule impacts to the public water system. The District will procure engineering services in accordance with 18-8-201 MCA.

**II. Project Location**

The Big Sky Water and Sewer District is located in both Gallatin and Madison Counties. The District currently provides water and sewer service to the Mountain Village and Meadow Village areas of Big Sky. A map of the District boundary is attached as **Exhibit A**.

A map view of the Meadow Village water line project area for this RFP is attached as **Exhibit B**. This project area is located within the District boundary. The District also has a Watercad model of the water distribution system that will be made available to the firm selected for this project.

**III. Scope of Services**

At a minimum, the services to be provided will include:

- A. Engineering design services for the 2 main extensions (approximately 1,600 feet) to the 2 wellheads, well pump installations, and a chlorine disinfection system for the 2 new wells.
- B. Submit all plans and specifications to the DEQ for approval
- C. Attend pre-bid, bid opening and pre-construction meetings

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- D. Full time Resident Project Inspection (RPI) services
- E. Construction Management Project Engineering
- F. RPI to attend weekly construction meetings Certify quantities and payroll
- G. Certify all contractor pay requests
- H. Assist the District with procurement of easements associated with the project
- I. Surveying and construction staking
- J. A summary report of recommendations for additional chlorination system installations for the remainder of the District's public water system.
- K. Any other engineering related duties that may be required by the District for this project as they arise.

**IV. Deliverables**

At a minimum the engineering firm selected for this project must provide:

- A. Engineering plans and specifications
- B. Bid documents and bid tabs
- C. Daily inspection reports
- D. Weekly summary reports
- E. GPS Coordinates of all valves and line location
- F. Construction photos and an index for those photos copied to digital media and a hard copy print out
- G. Construction field notes for as-built drawings As-built plans in digital and hard copy formats. Plans must be provided on digital media in Autocad and PDF file formats. 2 sets of hard copy plans must be submitted as 24x36 inch and 11x17 sheet formats, and 1 set of each as mylars.

**V. Responses**

Responses must include the following:

- A. Engineering firm's legal name, address, and telephone number;
- B. Qualifications of the professional personnel to be assigned to the project;
- C. Capability to meet time and project budget requirements;
- D. Present and projected workload for key project staff;
- E. Related experience on similar projects including the name and phone number of a local official knowledgeable of the firms work;
- F. Recent and current work for the District;
- G. Proposed project approach and schedule for activities to be performed.

**VI. Evaluation Criteria**

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Proposals will be evaluated according to the following factors:

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| 1. Overall understanding of the project and project approach | 40% |
| 2. Staff qualifications                                      | 25% |
| 3. Overall quality of the proposal                           | 10% |
| 4. Experience with water system designs                      | 10% |
| 5. Experience with planning and chlorination system designs  | 10% |
| 6. Geographic Location of Firm                               | 5%  |

**VII. Selection Criteria**

The selection of firms to be interviewed will be based on the evaluation of the written responses, if deemed necessary. The District reserves the right to select a firm directly from the written proposals. The award will be made to the most qualified firm whose proposal is deemed most advantageous to the District, all factors considered. Unsuccessful firms will be notified as soon as possible.

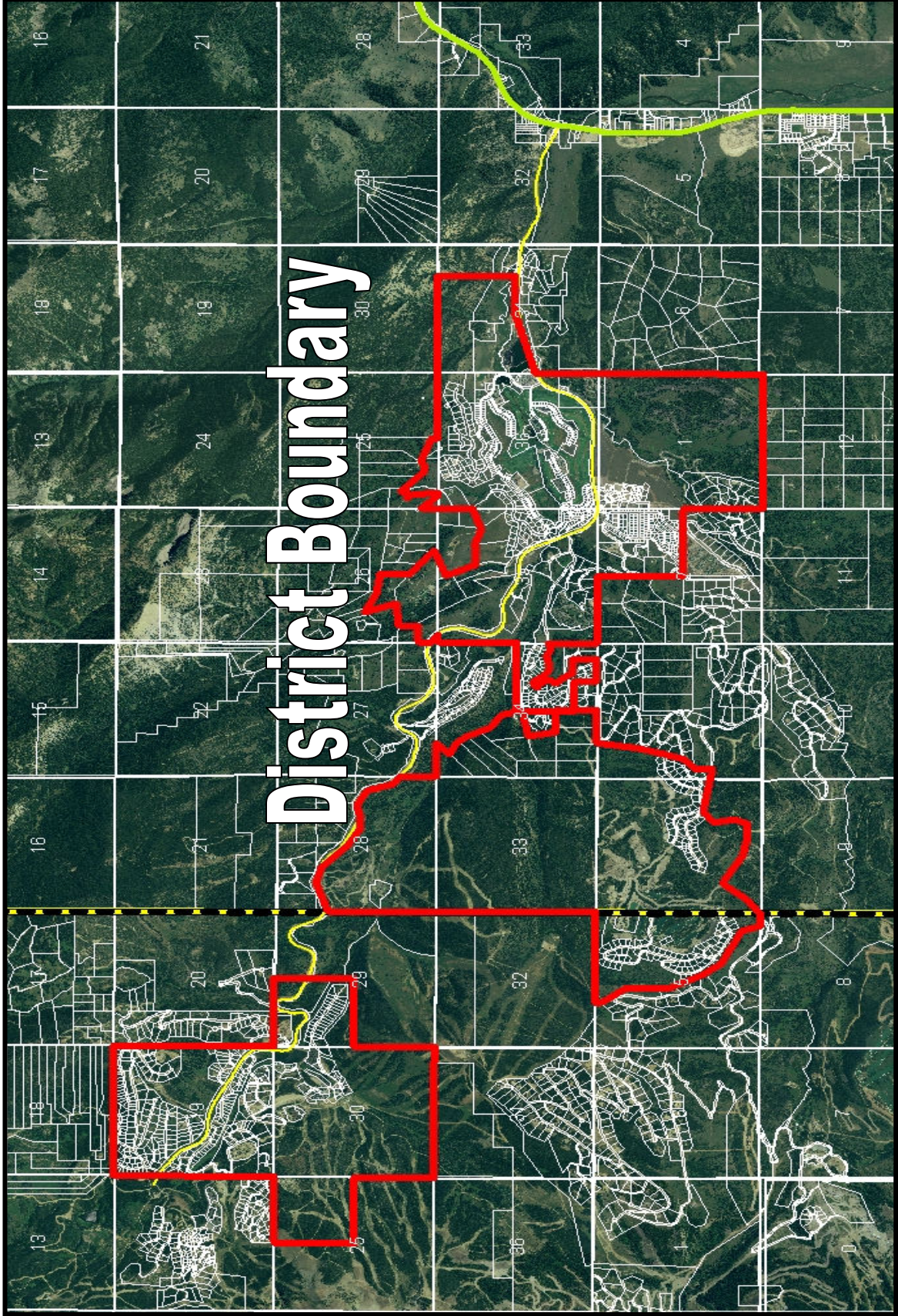
Questions and responses should be directed to:

Ron Edwards, District Manager  
561 Little Coyote Road  
Big Sky County Water and Sewer District 363  
P.O. Box 160670  
Big Sky MT 59716

**Five (5) copies of the proposal must be received by 5:00 PM FRIDAY, MARCH 7, 2008.** Please state “**Meadow Village Water Well Completion Project Proposal**” on the outside of the response package.

This solicitation is being offered in accordance with federal and state requirements governing the procurement of professional services. Accordingly, the Big Sky Water and Sewer District reserves the right to negotiate an agreement with the selected firm based on fair and reasonable compensation for the scope of work and services proposed as well as the right to reject any and all responses deemed unqualified, unsatisfactory, or inappropriate.

**Exhibit A**  
**Map of the Big Sky County Water & Sewer District**



**Exhibit B**  
**Map of the Project Area**

