

REQUEST FOR PROPOSALS  
FOR  
ENGINEERING SERVICES  
SILVERBOW CONDOMINIUM WATER SYSTEM  
REHABILITATION PROJECT  
RFP # 2008-02

The Big Sky County Water and Sewer District 363 is soliciting proposals for engineering construction management, surveying and resident project inspection services for its **Silverbow Water System Replacement Rehabilitation Project**. This project is an SRF project that has been bid. All engineering services shall be in conformance with the requirements of the Department of Environmental requirements, and the various state and federal funding agencies.

**I. Proposed Project Description**

This is a drinking water system rehab project. The District is replacing water mains and services that service the Silverbow Condominium tract in the Meadow Village of Big Sky. The District is requesting proposals for construction phase engineering services for this project. 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 Silverbow project area for this RFP is attached as **Exhibit B1** and **B2**. The area is located entirely within District boundary.

**III. Scope of Services**

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

- A. Full time Resident Project Inspection (RPI) services; and
- B. Construction Management Project Engineering
- C. RPI to attend weekly construction meetings
- D. Certify quantities and payroll
- E. Certify all contractor pay requests
- F. Procurement of easements associated with the project
- G. Surveying and construction staking
- H. Any other engineering related duties that may be required by the District for this project as they arise.

**Request For Proposals: 2008-02**  
**Engineering Services: Silverbow Condominium Water System Rehabilitation**  
**Project**

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**IV. Deliverables**

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

- A. Daily inspection reports
- B. Weekly summary reports
- C. Construction photos and an index for those photos copied to digital media and a hard copy print out
- D. 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**

Proposals will be evaluated according to the following factors:

- |  |     |
|--|-----|
| 1. Overall understanding of the project and project approach | 50% |
| 2. Staff qualifications                                      | 20% |
| 3. Overall quality of the proposal                           | 10% |
| 4. Experience with planning and wastewater system design     | 10% |
| 5. Geographic Location of Firm                               | 5%  |
| 6. Cost  | 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.

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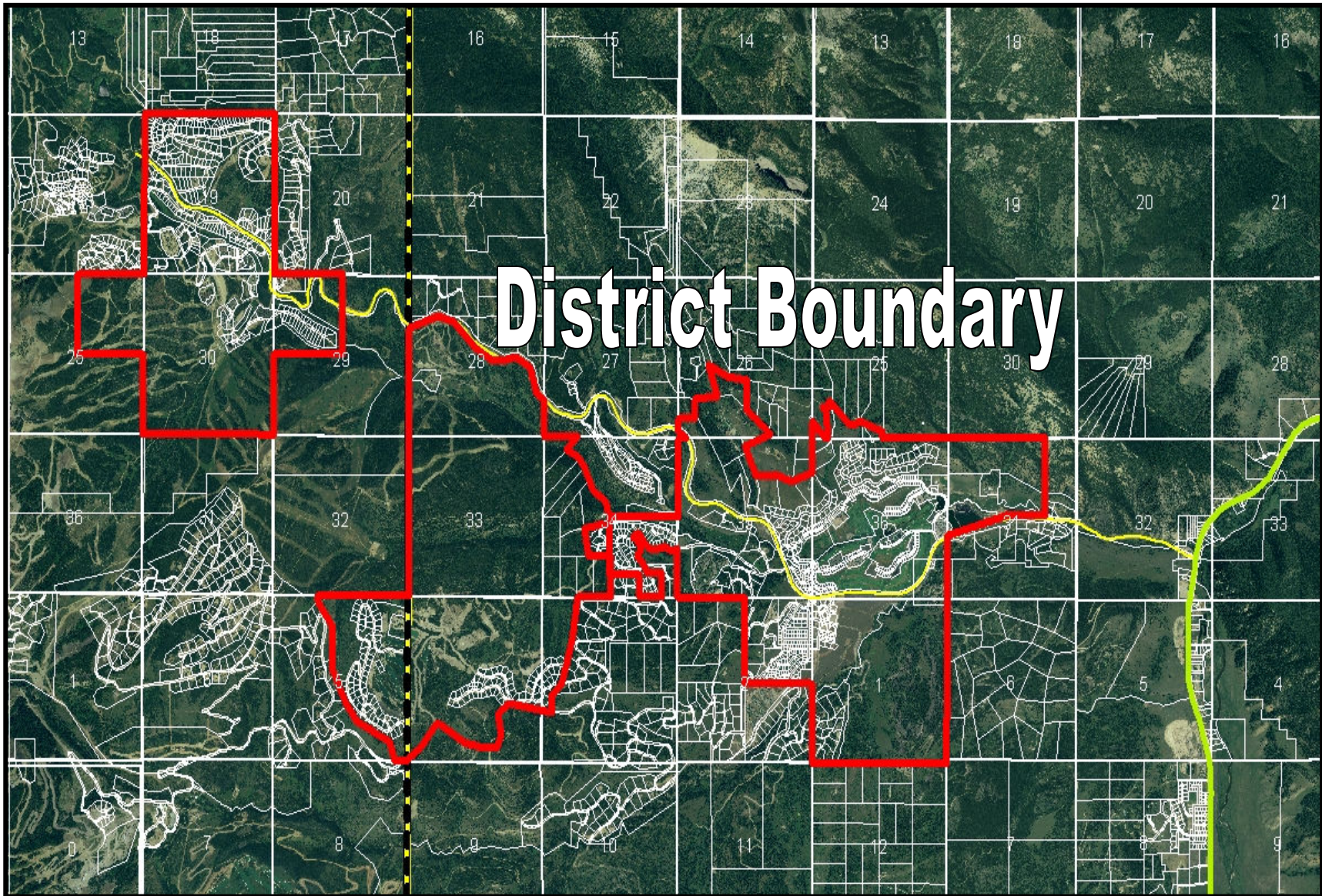
Questions and responses should be directed to:

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

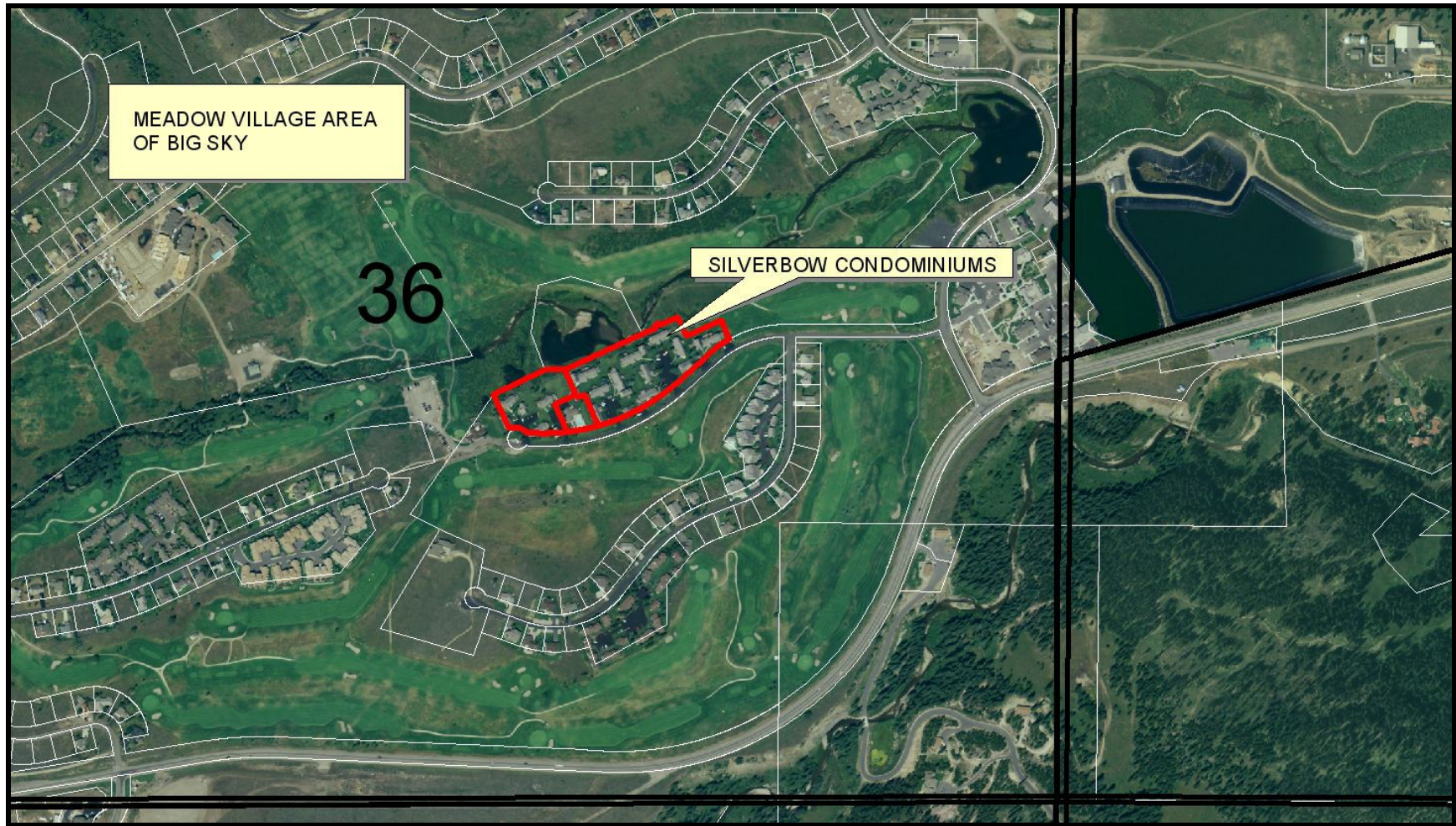
**Three (3) copies of the proposal must be received by 3:00 PM SEPTEMBER 30, 2008.** Please state "**Silverbow Condominium Water System Rehab Project Proposal**" on the outside of the response package.

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-1**  
**Map of the Project Area: Silverbow Water System Replacement Project**



**Exhibit B-2**  
**Map of the Project Area: Silverbow Water System Replacement Project**

