

# **REQUEST FOR QUALIFICATIONS (RFQ) FOR ENGINEERING SERVICES: BIGFORK STORMWATER PROJECT DESIGN**

---

he Flathead County Board of Commissioners is releasing a Request for Qualifications (RFQ) for final design engineering for the Bigfork Stormwater Upgrade Project, located in the Village of Bigfork, Flathead County. The objective of the project is to provide an upgraded system to control stormwater flooding, and provide treatment for the effluent before entering Bigfork Bay.

Questions about this RFQ must be received in writing (e-mail or hard copy) by January 4, 2010. Response to questions will be posted by January 6, 2010 on the Flathead County webpage, <http://flathead.mt.gov/commissioner/>. Select the Bigfork Stormwater Project RFQ link.

Engineering Statement of Qualifications (SOQ) must be **received no later than 5:00 p.m. on Wednesday, January 13, 2010**. Proposals should be directed to the **single point of contact** for this solicitation:

**Debbie Pierson, Flathead County Commissioners Office,  
800 South Main Street, Kalispell, MT 59901  
(406) 758-2467, [dpierson@flathead.mt.gov](mailto:dpierson@flathead.mt.gov).**

Please state "Engineering Services SOQ: Bigfork Stormwater Project" on the outside of the response package. Include six (6) copies of the SOQ. The SOQ may not exceed a total of 20 one-sided pages, excluding a one-page cover letter and personnel resumes. Minimum font size for all text is 12 pt.

## **SCHEDULE OF EVENTS**

<b><u>EVENT</u></b>	<b><u>DATE</u></b>
<b>Deadline for Receipt of Written Questions on RFQ</b>	<b>January 4, 2010</b>
<b>Written Responses to RFQ Questions Posted on the Flathead County Website</b>	<b>January 6, 2010</b>
<b>SOQ due to Single Point of Contact</b>	<b>January 13, 2010</b>
<b>Intended Date for Contract Award</b>	<b>February 12, 2010</b>
<b>Projected Completion Date for Design Plans Phase I: Grand Drive Improvements</b>	<b>June 30, 2010</b>

## **SCOPE OF WORK FOR ENGINEERING SERVICES FOR: THE BIGFORK STORMWATER PROJECT**

The Flathead County Board of Commissioners is soliciting an SOQ for engineering services to include a basis of design report, final design plans, construction cost estimates, construction bid packages, and construction management/inspections. The project includes stormwater infrastructure improvements to five (5) drainage sub-basins (hereinafter called the WORK) centered around Bigfork Bay, and within the Village of Bigfork.

# **REQUEST FOR QUALIFICATIONS (RFQ) FOR ENGINEERING SERVICES: BIGFORK STORMWATER PROJECT DESIGN**

---

The sub-basins include Grand Drive, River Street, Electric Avenue, South Bridge Street, and North Bridge Street. The drainage basins are defined in the Engineering Report entitled "*Bigfork Stormwater Facilities Assessment Report*". Information on this report can be referenced at: Flathead County webpage, <http://flathead.mt.gov/commissioner/>. Select the Bigfork Stormwater Project RFQ link. Flathead County has received only partial funding for the overall Stormwater Upgrade Project, and therefore the project will be developed in phases as the planning and funding is available. The WORK will be released with Work Orders defining the specific scope of services to be provided under the terms of the Contract. The work will be performed over a period of approximately three (3) years. Funding for the initial design phase, Grand Drive Upgrades, is available and is projected to commence by February 2010.

All services shall be provided in compliance with all applicable state requirements of the Department of Environmental Quality and various state and federal agencies. The project involves planning only at this stage, and no future work is implied or guaranteed. Once the additional funding for the proposed project has been identified and approved, the Flathead County Board of Commissioners may opt to utilize the selected engineering consultant for grant administration, final design and construction services, or perform another selection process to hire a different team for construction management of the WORK.

## **STATEMENT OF QUALIFICATION GUIDELINES**

**Respondents will be evaluated according to the following factors: Overall quality of the SOQ (20%); Consultant qualifications and experience, including reference checks (20%); Prior experience with non-development related stormwater projects (20%); Availability and capacity of the consultant (15%); Recent and/or current work for Flathead County (10%); Experience with establishing Rural Special Improvement Districts (RSID) (10%); Time loss accident reports (5%). The selection of the engineering consultant will be based on the evaluation of the written responses. Interviews may be held with short-listed respondents, if deemed necessary by the County. The award will be made to the most qualified consultant whose SOQ is deemed most advantageous to the County, all factors considered. Unsuccessful respondents will be notified as soon as possible.**

SOQ responses should include:

1. The engineering firm's legal name, address, and telephone number;
2. The principal(s) of the firm and their experience and qualifications;
3. The experience and qualifications of the staff to be assigned to the project;
4. A description of the firm's prior experience, including any similar projects, location, total construction cost, and name of a local official knowledgeable regarding the firm's performance.

# **REQUEST FOR QUALIFICATIONS (RFQ) FOR ENGINEERING SERVICES: BIGFORK STORMWATER PROJECT DESIGN**

---

5. A description of the firm's current work activities and how these would be coordinated with the project, as well as the firm's anticipated availability during the term of the project;
6. The proposed work plan and schedule for activities to be performed;
7. List, including contact names, of the past five projects involving stormwater facilities.
8. List of Proposed Subcontracts that will be required for the WORK
9. Provide Experience with assisting in establishing and developing Rural Special Improvement Districts (RSID) in accordance with the State of Montana requirements for Counties.
10. Experience with the design and implementation of stormwater retention devices and systems.
11. Information on safety compliance including loss time accidents for contractor and subcontractor according to OSHA 300 log.
12. Recent and/or current work for the agency.

Upon receipt of the responses, committee members will review and assign a score for each question and then select firms to interview or simply open direct negotiation with the firm that presents the highest scoring proposal. This solicitation is being offered in accordance with federal and state governing procurement of professional services. Accordingly, the County reserves the right to negotiate an agreement 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.

Payment and Contract terms will be negotiated with the selected Engineering Consultant. The services to be provided will include, but are not limited to:

- Develop a Design Basis Document early in the design phase to be reviewed and approved by the County. This document should include but not be limited to:
  1. Treatment System sizing criteria
  2. Stormwater Conveyance System sizing criteria
  3. Rainfall Intensity Curves
  4. Runoff Quantity Calculation Procedure
  5. Storm Intensity Design for the System
  6. Other Design Criteria
  7. Industry Standards and Recommended Practices for Stormwater Design that will be used.
  8. State and County standards as they apply
  9. Treated Stormwater Effluent standards that will apply to the design

# **REQUEST FOR QUALIFICATIONS (RFQ) FOR ENGINEERING SERVICES: BIGFORK STORMWATER PROJECT DESIGN**

---

- Obtain all data required for the design work
  1. Groundwater profiles
  2. Topographic Surveys
  3. Underground Utility information
  4. Property, Roads and Right of Way mapping information
  5. Soil Data
  6. Existing Stormwater system information
  7. Information on the new Bigfork School District Infiltration designs and projected overflows.
- Prepare Final Design Plans for the WORK as follows:
  1. Demolition Drawings for removal of the existing system where applicable
  2. Stormwater and Treatment System Flow Diagrams
  3. Material and Construction Specifications
  4. Electrical One-Lines and detailed electrical/control drawings if required
  5. Site Preparation and Finish Grading Drawings
  6. Stormwater Sewer Profile Drawings
  7. Detailed Drawings for Manholes, Treatment Systems etc.
- Prepare a Scope of Work and Instructions to the bidders for Construction of each phase of the WORK.
- Prepare a Construction Cost Estimate at approximately 60% completion of the Engineering for each phase of the WORK.
- Conduct progress status meetings with the County during the duration of the Engineering, including updates to the Engineering Schedule and Cost Estimate.
- Before detailed engineering begins, evaluate the preliminary engineering reports and determine what additional information/investigations are required. Advise Flathead County if additional data, information, or services are necessary and assist Flathead County in obtaining such reports, data, information or services.
- Provide project management services throughout the duration of the design phase, including internal staff management, management of sub-consultants, and coordination with State Agencies and Flathead County.