

REQUEST FOR QUALIFICATIONS

Flathead Area Wastewater Technical Assistance Project

The Flathead County Board of Commissioners is requesting interested persons/firms to submit their qualifications and proposal to provide engineering and mapping services to Flathead County. The work will focus on activities that may create a better understanding of sewage collection treatment.

This Request for Qualifications (RFQ) is issued under authority of Title 18, Montana Code Annotated, and the Administrative Rules of Montana, Title 2, chapter 5; and public contracting laws for local governments.

OBJECTIVE

The objective of this RFQ is to develop a list of proposals from qualified firms to respond to a need for a work product identified by the Flathead Regional Wastewater Management Group (FRWMG), a working group comprised of elected municipal and county officials, public waste water district board members, citizen members appointed by the Flathead Basin Commission and membership from the Confederated Salish and Kootenai Tribal Council. The FRWMG will use the list to select a candidate to develop a basin-wide plan that clearly identifies our existing sewage treatment resources and establishes fiscally sound and effective public policy around sewage treatment to protect our water quality resources into the future.

PURPOSE

The purpose of the Flathead Area Wastewater Technical Assistance Project is to provide the Flathead County Board of Commissioners with important information on wastewater management throughout the Flathead basin.

SCOPE OF SERVICES REQUESTED

The scope of work will involve the Flathead Lake and Stillwater River watersheds as delineated on Exhibit A. Utilizing a Geographical Information System (GIS) the firm selected will provide specific mapping services and reporting to Flathead County that may assist with understanding the treatment contribution in Flathead Lake and Stillwater River watershed.

1. Generate a report that fulfills the requirements of the Grantee – The Montana Department of Natural Resources and Conservation (DNRC).
2. Map on a GIS that is completely compatible with Flathead County government's GIS the following features:
 - A. Sewer District Service Areas. Sewer Districts will be defined as all public sewer systems to include municipal and non-municipal services.
 - B. Sewer mains owned and operated by Sewer Districts
 - C. Identification of parcels of land with an operational septic system and a means of classification as to the age of the system.
 - D. Identify developed properties not served by public sewer.
 - E. Identify areas used for disposal of septage from septic tanks.

The report will provide the GIS-Map of wastewater infrastructure in the Flathead Valley and provide an overview of the FRWMG process, and present a region-wide approach to wastewater management in the Flathead Valley and Flathead Watershed. The report will include an attachment that compiles the existing infrastructure in the Flathead Valley for each of the Stakeholders. The report shall identify the most likely service provider for areas evaluated based on existing sewer service districts' abilities to collect, transport and treat sewage. The evaluation shall include assessment of sewer service provider treatment capacity within its wastewater treatment plant (WWTP), capacity within its wastewater collection system, and the cost associated with providing service to the area evaluated. Cost estimates shall be based on best professional judgment for providing sewer service collection infrastructure and installation of collection system infrastructure consistent with the sewer service providers' current system.

Cost estimates for providing additional capacity with the sewer service provider's existing system and at its wastewater treatment facility are beyond the scope of this effort, but shall be noted, as appropriate, in the reporting phase of this project. If it is determined that capacity within existing systems may not be available, alternatives for collection system and treatment capacity development will be developed.

The initial project description is available at www.flatheadhealth.mt.gov/wastewater_management/ or www.flathead.mt.gov/commissioner or picked up at the Flathead County Commissioners Office, 800 South Main, Kalispell, MT.

EVALUATION

Applicants shall submit a qualification statement (proposal) addressing the points outlined in the following section entitled "criteria of selection". Selection of a person/firm for the provision of these services will be based upon the following criteria and each must be addressed within the qualifications response submitted in order to be eligible for consideration.

CRITERIA OF SELECTION

Please prepare a response to the request presenting relevant information to the following areas. Weighting criteria is provided in parenthesis.

1. A project proposal that identifies how each of the items in the Scope of Services Requested will be addressed (30 points possible).
2. Name, address, telephone, and e-mail address of the person/firm conducting the work.
3. Related experience of the person/firm on similar projects. Qualifications of the proposed professional personnel who will be assigned to the project. Evaluation will focus on the firms' knowledge and ability to conduct assessments relating to waste load allocation from various domestic wastewater generator types to groundwater and surface water (20 points possible).
4. Capabilities to meet time and project budget requirements (20 points possible).
5. Present and projected workloads of the person/firm.
6. Recent or current work for Flathead County relating to work requested by this RFQ (15 points possible).
7. References in the written form indicating name, address and telephone number of owners for similar projects completed. At least three references must be submitted with the proposal (15 points possible).

A selection committee appointed by the Board of Commissioners will review all responses. Those persons/firms chosen for further discussions or more detailed submittals will be notified by written letter from the office of the Flathead County Board of Commissioners.

SUBMITTAL

Six original copies of the **SEALED** Statement of Qualification must be submitted to the Flathead County Board of Commissioners no later than **10:30 o'clock A.M. on July 26, 2011, and will be opened immediately thereafter.** The Statement of Qualification and the proposal to meet the scope of work must not exceed 15 pages; single spaced with one inch right and left margins. Appendixes are acceptable and will not be included towards the page limit. Such qualification statements are to be submitted to:

Flathead County Board of Commissioners
800 South Main,
Kalispell, Montana, 59901

Depending upon the number and quality of the Statement of Qualifications, submitters may be asked to present an oral presentation prior to final selection.

FOR MORE INFORMATION

Questions may be referred to Joseph W. Russell, Health Officer, Flathead City-County Health Department at (406) 751-8101 or via email at jrussell@flathead.mt.gov

Dated this 7th day of July, 2011

BOARD OF COUNTY COMMISSIONERS
Flathead County, Montana

By/s/James R. Dupont
James R. Dupont, Chairman

ATTEST:
Paula Robinson, Clerk

By/s/Diana Kile
Diana Kile, Deputy