

**REQUEST FOR PROPOSAL (RFP)  
FOR ENGINEERING SERVICES**

The Flathead County Board of Commissioners is requesting statement of qualification proposals from firms interested in providing engineering services to Flathead County pursuant to the requirements of Section 18-8-201 *et seq.*, M.C.A. Services needed include final design engineering and construction management, site survey, final geotechnical investigation with analysis and recommendations, slope mitigation, drainage, and pond sediment removal design, sanitary sewer hookup design, stormwater best management practices and design, construct drainage and fill to reconstruct slope, repair storm water pipe, remove pond sediment and repair gravel access road, construct and hook 3 residences to sanitary sewer, vegetate areas disturbed during construction, construction monitoring, observation and reporting. Construction will ideally begin in the fall of 2015.

Copies of the detailed RFP, including a description of services to be provided by respondents, the minimum content of responses and the factors used to evaluate the responses can be found at <http://flathead.mt.gov/oes/> or at the Flathead County Commissioners' Office, 800 South Main, Kalispell, Montana. All proposals must be submitted to the Flathead County Commissioners' Office by 5:00 p.m. (local time) on April 27, 2015. No facsimile or electronic submissions will be accepted.

Flathead County is an Equal Opportunity Employer.

Dated the 26<sup>th</sup> day of March, 2015.



BOARD OF COUNTY COMMISSIONERS  
Flathead County, Montana

By *Pamela J. Holmquist*  
Pamela J. Holmquist, Chairman

ATTEST:

Debbie Pierson, Clerk

By *Diana Kille*  
Deputy

Publish on March 31 and April 7, 2015.



## FLATHEAD COUNTY, MT REQUEST FOR PROPOSALS FOR ENGINEERING SERVICES

RFP Title: Whitefish Stage Slope Stabilization Mitigation Project

RFP Response Due Date and Time:  
April 27, 2015 5:00 p.m., local time

Number of Pages  
(including cover): 8

Issue Date:  
March 26, 2015

### ISSUING AGENCY INFORMATION

Flathead County  
800 South Main, Room 302, Kalispell MT 59901

Single Point of Contact (SPOC): Mike Pence: (406) 758-5501, mpence@flathead.mt.gov

Website: <http://flathead.mt.gov/oes>

### INSTRUCTIONS TO FIRMS

Return Sealed Proposal To:  
Flathead County  
800 South Main, Room 302  
Kalispell, MT 59901

Mark Face of Envelope/Package with:  
Request for Proposals  
Whitefish Stage Mitigation Project

Special Instructions:

### FIRMS MUST COMPLETE THE FOLLOWING

Firm Name/Address

\_\_\_\_\_  
(Name / Title)

\_\_\_\_\_  
(Signature)

Print name and title and sign in ink. By submitting a response to this RFP, offeror acknowledges it understands and will comply with the RFP specifications and requirements.

Type of Entity (e.g., corporation, LLC, etc.):

Phone Number:

E-mail Address:

Fax Number:

**PLEASE RETURN THIS COVER SHEET WITH RFP RESPONSES**

REQUEST FOR PROPOSALS

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WHITEFISH STAGE SLOPE STABILIZATION MITIGATION PROJECT

**Table of Contents**

INSTRUCTIONS TO FIRMS .....1

TARGET SCHEDULE OF EVENTS .....2

BACKGROUND INFORMATION .....2

SCOPE OF WORK .....3

STATEMENT OF QUALIFICATIONS & CONTENT .....5

    Proposal Submittal .....5

    References.....6

    Proposal Content.....6

BASIS OF EVALUATION .....7

SELECTION PROCESS.....8

## REQUEST FOR PROPOSALS

### WHITEFISH STAGE SLOPE STABILIZATION MITIGATION PROJECT

The Flathead County Board of Commissioners is requesting Proposals from firms interested in providing engineering services related to the Whitefish Stage Slope Stabilization Mitigation Project. Services needed include:

- Final Design Engineering and Construction Management
- Site Survey
- Final Geotechnical Investigation with Analysis and Recommendations
- Slope Mitigation, Drainage, and Pond Sediment Removal Design
- Sanitary Sewer Hookup Design
- Stormwater Best Management Practices and Design
- Construct Drainage and Fill to Reconstruct Slope
- Repair Storm Water Pipe
- Remove Pond sediment and Repair Gravel Access Road
- Construct and Hook 3 Residences to Sanitary Sewer
- Vegetate Areas Disturbed During Construction
- Construction Management, Observation and Reporting

Flathead County is sponsoring a FEMA Hazard Mitigation Grant on behalf of the landowners impacted by the slope failure. The total amount approved for the entire project is \$400,000. The project is located on the edge of the jurisdictions of the City of Kalispell and Flathead County, east of Whitefish Stage Road and west of the Village Greens golf course, in between the Stillwater and Whitefish Rivers. Properties impacted by mitigation: 1461 Whitefish Stage Road, Kalispell, MT – land/property 1377 Whitefish Stage Road, Kalispell, MT – private residence 1373 Whitefish Stage Road, Kalispell, MT – private residence 123 Granary Ridge Drive, Kalispell, MT – private residence 121 Granary Ridge Drive, Kalispell, MT – private residence 119 Granary Ridge Drive, Kalispell, MT – private residence 117 Granary Ridge Drive, Kalispell, MT – private residence 195 West Nicklaus Avenue, Kalispell, MT – homeowners association.

#### INSTRUCTIONS TO FIRMS

It is the responsibility of each firm to:

- **Follow the format required in the RFP** when preparing your response. Provide responses in a clear and concise manner.
- **Provide complete answers/descriptions.** Read and answer all questions and requirements. Proposals are evaluated based solely on the scoring criteria listed in the RFP and the information and materials provided in each firm's written statement of qualifications proposal.
- **Submit your response on time.** Note all the dates and times listed in the Schedule of Events and within the document. Late proposals are *never* accepted.
- Questions about this RFP must be submitted via e-mail or in writing to the SPOC by **April 13, 2015**. No additional project questions will be addressed after this date. A Response addendum

# REQUEST FOR PROPOSALS

## WHITEFISH STAGE SLOPE STABILIZATION MITIGATION PROJECT

listing all questions received and Flathead County's responses will be posted by 5:00 p.m. local time on **April 17, 2015** at <http://flathead.mt.gov/oes>.

- Proposals must be submitted to the SPOC no later than 5:00 p.m. (local time) on **April 27, 2015**. No facsimile or electronic submissions will be accepted.
- Six (6) copies of the RFP response must be submitted as well as one (1) electronic disk copy.
- Please label outside of response package envelope as: *Request for Proposals Whitefish Stage Mitigation Project*
- Proposals are scheduled for opening by the Board of Commissioners at **9:30 a.m., April 28, 2015**, in the Commissioners Chambers.

The Single Point of Contact (SPOC) for this solicitation is:

Mike Pence, Flathead County Administrator  
800 South Main, Room 302  
Kalispell, MT 59901  
mpence@flathead.mt.gov  
406 / 758-5501

### TARGET SCHEDULE OF EVENTS

<u>Event</u>	<u>Date</u>
RFP Issue Date	March 26, 2015
Deadline for Receipt of Written Questions on RFP	April 13, 2015
RFP Question Responses Posted on County Website	April 17, 2015
RFP Response Due Date	April 27, 2015
R Opening	April 28, 2015
Approximate Date for Selection	May 15, 2015
Project Completion	September 2016

### BACKGROUND INFORMATION

In recent years, significant erosion events, coinciding with increased groundwater levels and the flooding of the Stillwater River, have led to massive failure and sloughing of the bluff along Whitefish Stage Road in Kalispell, Montana. If unabated the annual erosion rate of the slope will catalyze catastrophic failure of six residences over the next three to eight years. In addition, landslide activity has led to substantial sedimentation of the six-acre stormwater management pond that sits directly underneath the area of slope failure. Reduced capacity of this pond has significant ramifications for continuing effective abatement of stormwater in the area.

Since 2006, periodic monitoring of the slope indicates the slumps are increasing in size. In addition, perched groundwater seepage in this area has significantly increased and is flowing out of the hillside. The increased flows have significantly increased erosion rates in the last couple of years, specifically in 2011. An additional slump failure occurred to the north of the original failure in 2009 and has increased

## REQUEST FOR PROPOSALS

### WHITEFISH STAGE SLOPE STABILIZATION MITIGATION PROJECT

in size and propagation rate in 2013, likely due to increased spring activity. The failures are rapidly incorporating more and more of the slope and if a significant effort to install drainage and rebuild the slope in a safe engineered manner is not completed in the near future, the slump failures will propagate back to existing residential structures. While the potential losses are significant, effective mitigation of the landslide area is straightforward and comparatively inexpensive. It is anticipated that the proposed mitigation efforts would abate any measurable annual erosion on the project site. While minor cosmetic maintenance might be required to encourage propagation of surface vegetation, no major ongoing maintenance is expected to be necessary.

The proposed project is a hazard mitigation project. The homeowners in the impacted area retained the services of CTA Engineers and Architects to provide project planning and preliminary design and engineering services. CTA completed its planning and preliminary design and compiled its findings and recommendations in 2013.

#### SCOPE OF WORK

The project will achieve the following five goals, effectively addressing both immediate dangers and root causes of the damage: (1) construct safe slopes to significantly reduce the risk of future large precipitation and runoff events adversely affecting the stability of the slope or residential properties; (2) install adequate subsurface and surface drainage channels for seeps and springs to reduce the risk of flowing water removing soil from the intact slope and/or eroding the silt soils and depositing them into the stormwater detention pond; (3) restore the stormwater pond's capacity and ability to manage storm water runoff; (4) repair stormwater pipes that were damaged during the significant erosion and slumping events; (5) reduce of additional sources of water into the area as possible. The cumulative impact of slope mitigation is expected to stop measurable erosion on the project site for the 30 year lifespan expected duration of the project.

Subsurface and surface drainage will be added during slope reconstruction to abate further slope erosion. Channeling the seep and spring flow will assist with dewatering the sensitive slope area and will allow the pond to function as intended with less risk of sediments being deposited that will affect the pond's capacity. The project will also repair existing storm water pipes damaged during erosion and slumping events. Repair of the pipes will reduce the risk of water flow from the pipes affecting the stability of the slope and transporting sediment to the detention pond. As a part of this project, recommendations for irrigation rates for the properties near the crest of the slope will be provided to assist with reducing unneeded water flows that could increase the seep and spring activity on the slope.

The three septic tanks and drain fields closest to the slope failures, albeit on the front side of the houses, more than 200 feet from the significantly eroded and slumped areas, will also be abandoned and the residences will be connected to the city sanitary sewer. Connecting these residences to sanitary sewer will reduce the risk of increased water flow affecting the seeps and springs in the slope area, and reduce the risk of effluent reaching the planned subsurface drainage that will outlet into the detention pond. Most importantly, the activity will collectively address the presently predictable threat to loss of property and life in the project area.

The activities to be incorporated into this project include, but may not be limited to:

## REQUEST FOR PROPOSALS

### WHITEFISH STAGE SLOPE STABILIZATION MITIGATION PROJECT

- Obtain all data required for the design work which includes, but may not be limited to:
  - Groundwater profiles
  - Topographic Surveys
  - Underground Utility information
  - Property, Roads and Right of Way mapping information
  - Soil Data
  - Existing Stormwater system information in the affected area
  - 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.
- Final Design Engineering and Construction Management
  - Preparation of a Scope of Work and Instructions to Bidders for Construction, if appropriate
  - Preparation of Construction cost estimates
  - Site Survey
  - Final Geotechnical Investigation with Analysis and Recommendations
  - Slope Mitigation, Drainage, and Pond Sediment Removal Design including Removal of Soft Disturbed Soils that Sloughed due to Slope Failure and Removal of Pond Sediment that Occurred as a Result of Extensive Erosion of Project Hillside
  - Sanitary Sewer Hookup Design
  - Construct Drainage and Fill to Reconstruct Slope including:
    - Sub-surface and Surface Drainage Structures with Appropriate Natural Channel Design and Construction Methodologies with Native Materials and Bio-Degradable Manufactured Product
    - Structural fill, using as much native material (and comparable) as possible
    - A buttress (possible) may be added if deemed critical to ongoing sustainability of slope after further engineering work has been conducted
    - Vegetative cover: native shrubs, trees, and herbaceous plants along reaches where vegetation cover is inadequate
- Stormwater Best Management Practices and Design including Reduction of Additional Sources of Water
- Repair Storm Water Pipe
- Restoration of the stormwater pond's capacity and ability to manage storm water runoff
- Remove Pond Sediment and Repair Gravel Access Road
- Construct and Hook 3 Residences to Sanitary Sewer
- Vegetate Areas Disturbed During Construction
- 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.
- Construction Management, Observation and Reporting
  - Conduct monthly progress status meetings with the County during the duration of the Engineering, including updates to the Engineering Schedule and Cost Estimate

## REQUEST FOR PROPOSALS

### WHITEFISH STAGE SLOPE STABILIZATION MITIGATION PROJECT

All work will be done in accordance with applicable codes and standards as they pertain to this project, and shall comply with all application provisions of state and federal law and regulations in regard to procurement of goods and services and shall comply with all environmental requirements and obtain appropriate permits that may be necessary, including, but not limited to:

- Stormwater permits (EPA's NPDES; Section 401 of the Clean Water Act)
- Dike permit
- Army Corps of Engineers Section 10 or 404 permits
- Floodplain development permit
- Local permits for debris removal; abandonment of private wells, asbestos, etc.
- Documentation that agency recommendations such as Best Management Practices (mitigation) were followed
- Documentation that applicant received coordinated approvals from agencies on final design or plan where requested

#### STATEMENT OF QUALIFICATIONS & CONTENT

##### Proposal Submittal

Firms are solely responsible for all costs incurred in the preparation and submittal of the RFP. Firms should submit six full copies of their statement of qualifications response proposals and one electronic disk copy to the single point of contact for this solicitation by **5:00 pm, April 27, 2015**. **No late, faxed, or e-mail submittals will be accepted.**

Proposals should 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 point. Questions about the RFP must be submitted via e-mail or in writing to the single point of contact on or before **April 13, 2015**. A Response Addendum listing all questions received and Flathead County's responses will be posted by **April 17, 2015**, at <http://flathead.mt.gov/oes>. It is the responsibility of each firm to check the website if they are interested in the questions received and the responses provided by Flathead County.

Subject to exceptions provided by Montana Law, all information received in response to this RFP, including copyrighted material is public information. Proposals will be made available for public viewing and copying shortly after the proposal due date and time. The exceptions to this requirement are (1) bona fide trade secrets meeting the requirements of the Uniform Trade Secrets Act, title 30, chapter 14, part 4, MCA, that have been properly marked, separated, and documented; (2) matters involving individual safety as determined by the County; (3) other constitutional protections. The County will provide a hard copy of the RFP responses for interested parties to review during regular business hours at the Flathead County Commissioners' Office, 800 South Main, Kalispell, MT. Proposals failing to comply with these instructions may be deemed a nonresponsive proposal. The proposal may be disqualified from further consideration if it does not follow the response format, is difficult to read or understand, or is missing requested information.

## REQUEST FOR PROPOSALS

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### WHITEFISH STAGE SLOPE STABILIZATION MITIGATION PROJECT

#### **References**

Firms shall provide a minimum of three references that are using or have used services of the type proposed in this RFP. The references may include state or local governments for whom the firm, has successfully completed a project similar to the one described in this RFP. Preferably, reference will be related to work that was completed within the last five years. At a minimum, the firms shall provide the company name, location where the services were provided, contact person(s), contact telephone number, e-mail address, a complete description of the services provided, and dates of service. These references may be contacted to verify the firm's ability to perform the contract. The County reserves the right to use any information or additional references deemed necessary to establish the ability of the firm to perform the contract. Negative references may be grounds for proposal disqualification.

#### **Proposal Content**

Proposals should demonstrate that the firm has the professional capability and availability to satisfactorily and timely complete all the tasks as described in the Scope of Work section of this RFP.

Responses should include:

- The firm's legal name, address, e-mail address and telephone number
- The principal(s) of the firm and their experience and qualifications
- How long the individual/company submitting the proposal has been in the business of providing services similar to those requested in this RFP
- The training, experience and qualifications of any and all staff to be assigned to the project, including any sub-contractors
- The names, addresses, telephone numbers and e-mail addresses of anticipated subcontractors. County maintains the right to pre-approve all subcontractors.
- The firm's experience in administering similar projects, including design and construction management of any similar projects, location of project, and total cost
- The proposed work plan and schedule for activities to be performed

# REQUEST FOR PROPOSALS

## WHITEFISH STAGE SLOPE STABILIZATION MITIGATION PROJECT

### BASIS OF EVALUATION

The Evaluation Committee will review and score the offers according to the following criteria based on a total number of 1,000 points.

Any response that fails to achieve a minimum score as noted below will be eliminated from further consideration. A "fail" for any individual evaluation criterion may result in proposal disqualification at the discretion of the evaluation committee.

### EVALUATION CRITERIA

References	Pass/Fail
<b>Category</b>	<b>Point Value</b>
1. References	Pass/Fail

Company Profile and Experience	1000 points
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Category	Point Value
2. Overall quality of the Statement of Qualifications (15%)	150
3. Qualifications and experience of the professional personnel to be assigned to the project (20%)	200
4. Capability to meet time and project budget requirements and the availability of personnel to respond and provide services in a timely manner (15%)	150
5. Offeror Location (10%)	100
6. Present or projected workload that would affect completion of the project (15%)	150
7. Related experience on similar projects (20%)	200
8. Recent or current work related to Flathead County (5%)	50

Any proposal that fails to achieve 60% of the total available points or a total of 600 points will be eliminated from further consideration. A "fail" for any individual evaluation criteria may result in proposal disqualification at the discretion of the Evaluator/Evaluation Committee.

## REQUEST FOR PROPOSALS

### WHITEFISH STAGE SLOPE STABILIZATION MITIGATION PROJECT

#### SELECTION PROCESS

Upon receipt of responses, selection committee members will evaluate all responsive proposals and assign scores based on the stated evaluation criteria provided. Highest ranking firms may be asked to attend an interview or Flathead County may opt to open direct negotiations with the firm that presents the most qualified, highest scoring proposal. If interviews are conducted, finalists are encouraged to bring renderings/photos of related examples of work and any other pertinent past project information. Contract negotiations will commence with the highest-ranked engineering firm. The contract will be awarded upon reaching an appropriate price for this work. If an appropriate agreement cannot be reached with the highest-ranked firm, the second-ranked firm will be approached, and so on. Unsuccessful firms will be notified as soon as possible.

This solicitation is being offered in accordance with federal and state statutes 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.

The project involves design and construction management, and no future work is implied or guaranteed. Flathead County reserves the right to increase the scope of work with the selected firm as long as the increase is within the firm's ability. Payment and contract terms will be negotiated with the selected firm. Firms interested in contracting with Flathead County will minimally be required to provide independent contractors insurance showing at least \$1,000,000 worth of business liability insurance, \$1,000,000 worth of auto coverage, and proof of work compensation coverage (or an independent contractor's exemption certificate).

In no event shall any official, officer, employee or agent of Flathead County be in any way personally liable or responsible for any covenant or agreement herein contained whether expressed or implied, not for any statement, representation or warranty made therein or in any connection with the agreement.

While Flathead County has every intention to award a contract resulting from this RFP, issuance of the RFP in no way constitutes a commitment by the County to award and execute a contract. Upon a determination such actions would be in its best interest, the County, in its sole discretion, reserves the right to:

- Cancel or terminate this RFP;
- Reject any or all proposals received in response to this RFP;
- Not award a contract, if it is in the County's best interest not to proceed with contract execution; or
- If awarded, terminate any contract if the County determines adequate funds are not available.

Flathead County is an Equal Opportunity Employer.