



REQUEST FOR QUALIFICATIONS

ENGINEERING SERVICES FOR COMPLETION OF A WATER PRELIMINARY REPORT

**FOR THE GALLATIN CANYON COUNTY WATER AND
SEWER DISTRICT IN BIG SKY, MONTANA**

**PROPOSALS MUST BE RECEIVED NO LATER THAN:
Wednesday, August 9, 2023 at 3:00 PM MST**



REQUEST FOR QUALIFICATIONS (RFQ) FOR THE GALLATIN CANYON COUNTY WATER AND SEWER DISTRICT WATER PRELIMINARY ENGINEERING REPORT

NOTICE TO ENGINEERING CONSULTING FIRMS: Notice is hereby given by the Gallatin Canyon County Water and Sewer District (GCCWSD) that it will receive written Statements of Qualifications (SOQs) to perform engineering and associated public and agency outreach for the completion of a Board-approved water Preliminary Engineering Report (PER).

I. PURPOSE

1. Project Background

The GCCWSD was formed in December 2020, with the immediate intention of pursuing a new solution to wastewater management in the Canyon Area. They have since seen the need to consider a possible public water management solution as well.

The Canyon Area, along the Gallatin River and Highway 191 near Big Sky, MT, is an unincorporated community of approximately 1,000 people. The Canyon Area consists of a sprawling mix of commercial-industrial area, residential areas with relatively low density, and open space. The area is developing rapidly. The existing population is served by a patchwork of private individual wells and a few small privately owned public systems. Numerous drinking water wells in the project area are shallow and draw from the same aquifer that the septic systems discharge to, and therefore are more susceptible to contamination.

GCCWSD is planning construction of a centralized sewer collection system that will progressively retire septic systems and provide significantly improved effluent and aquifer quality. Treatment will be provided at the Big Sky County Water and Sewer District's upgraded wastewater reclamation and reuse facility (WRRF), resulting in high quality effluent that is returned to the Canyon Area for groundwater discharge using large central recharge galleries. Although the human health risk is substantially improved, the scale of planned discharge results in increased Montana Department of Environmental Quality (DEQ) requirements with respect to documenting risk to down-gradient drinking wells.

Additionally, limited water rights are an issue for some existing and many potential users in the area. The GCCWSD would like to explore the impacts of consolidation of water rights for use as a public water system. They also would like to evaluate the potential to promote water conservation through comprehensive water supply planning and management.

GCCWSD believes it is time to start evaluating current and anticipated drinking water conditions and exploring potential improvements. The GCCWSD has secured \$25,000 in American Rescue Plan Act (ARPA) grant funds from Gallatin County for this PER and an additional \$25,000 in matching funds. The estimated timeline for completion is three- to six-months.

II. SCOPE OF WORK

Engineering

Professional services may include, but are not limited to the following:

1. Engineering Services: Complete a preliminary engineering report (PER) evaluating drinking water conditions and potential solutions for the GCCWSD and its anticipated future extent that meets Montana Uniform Application requirements. This includes presenting at and facilitating at least one public meeting prior to board adoption of the PER.

Water Rights

Professional services may include, but are not limited to the following:

1. Water Rights Services: Evaluate available water rights and the potential to consolidate for municipal use, along with identifying options for water right capacity expansion through means of mitigation or other mechanisms available based on current Montana Department of Natural Resources and Conservation (DNRC) standards.

III. PROPOSAL SUBMITTAL

Prospective firms should include the following in their Statement of Qualifications:

1. Firm Qualifications: This section should support the company experience and competence associated with the scope of work described herein. The firm must be familiar with all applicable Montana laws as it relates to the scope of work. Describe related experience on three to five projects similar in scope. List any firm experience working with the GCCWSD.

Statements must clearly identify any elements of the proposed scope of work that would not be provided by the prime engineering consulting firm. Any sub-consultants which comprise the respondent team must be identified along with their qualifications and a description of past working history between the firms.

2. Key Personnel: List key personnel assigned to the project, including applicable education, applicable experience, any relevant specialized training and the person's primary office location. No substitutions of key personnel listed in the proposal will be allowed without written approval of the GCCWSD.
3. Project Approach: Provide a description of the firm's project understanding and technical approach for completing Part II. SCOPE OF WORK, and any supplemental services that may be in the best interest of the GCCWSD.
4. Availability: Demonstrate capability to meet time and project budget requirements including present and projected workloads of proposed team members.
5. Additional Information: Any relevant information the consultant believes the GCCWSD officials should consider during SOQ review and ranking.

The submitted documents shall be limited to 10 pages, excluding cover letter, table of contents, cover/divider sheets and resumes. Page size is to be 8.5 x 11 inches.



Questions or clarifications regarding this RFQ will be considered in writing until 5:00 p.m. local time on July 24, 2023. Responses to questions or clarifications will be published by the GCCWSD and posted on the GCCWSD website on July 28, 2023. Questions should be submitted in writing to:

Scott Altman, District President
Gallatin Canyon County Water & Sewer District
gallatincanyonwsd@gmail.com

Interested firms should submit three printed and one digital copy (PDF format on CD or thumb drive) of their SOQ in an enclosed envelope titled "Gallatin Canyon Water SOQ" by 3:00 p.m. local time on August 9, 2023, to the Big Sky County Water & Sewer District office:

Big Sky County Water & Sewer District
ATTN: Scott Altman, GCCWSD President
P.O. Box 160670 561 Little Coyote Rd Big Sky, MT 59716

IV. SELECTION OF CONSULTANT

All SOQs submitted in accordance with these instructions will be evaluated by a selection committee assigned by the GCCWSD Board. At the committee's discretion, one or more qualified candidates may be interviewed at which time additional information may be requested. Tentative consultant selection scheduling anticipates contract negotiations following Board award consideration at the September 2023 meeting. Notice to Proceed is expected immediately following execution of the Professional Services Agreement. There is no guaranteed minimum amount of work.

Evaluation Criteria

- 10% Overall quality of the proposal including clarity of the submittal and responsiveness to the Request for Qualifications.
- 25% Qualifications of personnel who would be assigned to the project and the project team's experience, as a group.
- 25% Prior experience with similar projects.
- 25% Present and projected project workloads and ability to meet time and budget requirements.
- 5% The firm's recent and current work for the GCCWSD.
- 10% Office location for personnel who would be assigned to the project.

The GCCWSD Board reserves the right to select the firm and accept the proposal deemed to be in the best interest of the GCCWSD. This solicitation is being offered according to federal and state statutes governing the procurement of professional services. Accordingly, the GCCWSD Board 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. Compensation for activities will be negotiated following selection of an engineering firm. The GCCWSD is an Equal Opportunity Employer.