



# **REQUEST FOR QUALIFICATIONS**

## **ENGINEERING SERVICES FOR WASTEWATER COLLECTION AND DISPOSAL**

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

PROPOSALS MUST BE RECEIVED NO LATER THAN: **Friday,**

**November 30, 2022 at 3:00 PM MST**



REQUEST FOR QUALIFICATIONS (RFQ) FOR THE  
GALLATIN CANYON COUNTY WATER AND SEWER DISTRICT  
WASTEWATER COLLECTION AND DISPOSAL ENGINEERING SERVICES

NOTICE TO ENGINEERING CONSULTING FIRMS: Notice is hereby given by the Gallatin Canyon County Water and Sewer District (District) that it will receive written Statements of Qualifications (SOQ's) to perform engineering, bidding facilitation, construction administration, startup and funding program assistance services for planned wastewater collection and disposal infrastructure as documented in the Preliminary Engineering Report (PER).

**I. PURPOSE**

1. Project Background

The Gallatin Canyon County Water and Sewer District (District), Big Sky County Water and Sewer District (BSCWSD), and Big Sky Resort Area District (BSRAD) are currently working towards a centralized sewer system in the "Canyon Area" along the U.S. Highway 191 corridor east of Big Sky. The project is needed to better manage wastewater from new development and progressively retire existing septic systems to protect public health and mitigate environmental impacts. The project also provides the base infrastructure to progress towards several community goals 1) protecting the long-term health of the Gallatin River watershed, 2) construct more workforce housing, 3) increase water conservation, and 4) improve sewer capacity and redundancy.

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 mix of commercial-industrial area, residential areas with relatively low density, and open space. Sewer service in the Canyon Area currently consists of numerous septic systems and larger "public" wastewater systems servicing individual development areas – Buck's T-4, Ramshorn subdivision, Ophir Elementary and Lone Peak High School, among others. These septic systems and their drainfields release low quality effluent that elevates nutrient loading to the Gallatin River while increasing human health risks to those on private wells.

Currently, approximately 115,000 gallons per day (gpd) of septic system effluent is discharged from 70-100 systems in the Canyon Study Area (engineer's estimate, measured flow is not available and state and county databases do not capture all existing systems). A groundwater nitrogen loading model was completed as part of the 2020 Feasibility Study. The model identified Canyon Area septic systems as a primary nutrient source to the Gallatin River. Additionally, there are numerous drinking water wells in the project area that draw from the same aquifer that the septic systems discharge to, and therefore are more susceptible to nitrate and pathogen contamination.

To address these concerns, a preliminary engineering report (PER) was completed by WGM Group in 2021 with assistance from AE2S, followed by funding and grant applications through 2021 and 2022. A copy of the PER is available on the District's Website ([www.gallatincanyonwsd.com](http://www.gallatincanyonwsd.com)). Secured funding sources include Big Sky Resort Area District (BSRAD) and American Recovery and Protection Act (ARPA) through Montana Department of Natural Resources and Conservation (DNRC) and Gallatin

County. The District has also submitted grant applications to the Montana Coal Endowment Program (MCEP) and Renewable Resource Grant and Loan (RRGL) Program grant funding which will be reviewed during the Montana 2023 Legislative Session. Loan funding from the Montana Wastewater State Revolving Fund and/or USDA Rural Development program will also be pursued.

## **II. SCOPE OF WORK**

### **1. Engineering**

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

1. Engineering Services: The basis for the scope of work can be found in the District's 2021 PER. All design will be in accordance with the Montana Department of Environmental Quality (DEQ), Montana Public Works, and US Environmental Protection Agency (EPA). The District may choose to negotiate for services as a whole or in phases to best meet their needs and to assess performance of the selected team. The services to be provided may include but are not limited to the following.

#### **A. Project Management**

- i. Develop and manage project scope, schedule and budget.
- ii. Facilitate meetings with the District and provide meeting minutes for a project kickoff meeting and any other necessary scoped meetings.
- iii. Prepare and submit monthly invoices for progress payments.
- iv. Develop and manage a QA/QC plan to ensure quality of deliverables prior to District review, as well as to incorporate any District comments.

#### **B. Wastewater Collection and Disposal Design**

- i. Basis for the design can be found in the 2021 Preliminary PER. All design work will be in accordance with the Montana Department of Environmental Quality, Montana Public Works, and the Environmental Protection Agency.
- ii. Detailed Plans, Specifications, & Contract Documents for bidding purposes in phases as directed by the District.
- iii. Surveys and easements.
- iv. Geotechnical studies.

#### **C. Bid Services**

- i. Coordinate public bidding documents complying with funding agency and Montana state bidding requirements.
- ii. Respond to questions from bidders and issue all needed Addenda.
- iii. Schedule and coordinate bid opening.

### **2. Environmental Permitting**

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

1. Environmental Permitting Services: The 2021 PER identified groundwater

discharge and irrigation reuse for wastewater disposal. A Montana Groundwater Pollution Control System (MGWPCS) discharge permit will need to be obtained through Montana DEQ. Final discharge locations and irrigation reuse opportunities remain to be determined and will require further field investigation and landowner coordination. Additional environmental permitting needs may include 310 and 404 permitting through the Conservation District and Army Corps of Engineers depending on potential impacts to streams, wetlands and/or water bodies located in the project area. The District may choose to negotiate for services as a whole or in phases to best meet their needs and to assess performance of the selected team. The services to be provided may include but are not limited to the following.

A. Water Quality Data Collection

- i. Identify preferred and/or prioritized groundwater discharge locations and methods.
- ii. Develop sampling and analysis plan (SAP) to meet DEQ discharge permitting requirements.
- iii. Consultation with DEQ to coordinate and refine planned data collection.
- iv. Finalize SAP and perform all necessary field work and documentation to support a complete MGWPCS application and submittal package.

B. Subsurface Characterization

- i. Identify subsurface data collection needs to support regional and localized non-degradation analyses.
- ii. Develop and coordinate a subsurface characterization plan with DEQ.
- iii. Perform all necessary field work and documentation to support required groundwater and/or surface water non-degradation analysis.

C. Non-degradation Analysis

- i. Perform hydrogeologic modeling and analyses to evaluate disposal locations and discharge capacity estimates.
- ii. Perform and document analyses demonstrating compliance with the State of Montana's Non-degradation Policy (ARM 17.30.702).

### 3. Water Rights

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

1. Water Rights Services: The planned effluent quality is compliant with Montana DEQ Class A-1 standards for reuse and is eligible to be utilized as water right mitigation. The services to be provided may include but are not limited to the following.
  - A. Evaluate water right credit and trading potential from groundwater recharge.
  - B. Evaluate water right variables associated with irrigation reuse.
  - C. Develop water right based recommendations as it relates to potential District and BSCWSD long-term planning and collaboration for utilizing and optimizing existing water rights.

- D. Prepare necessary change applications or other water right use documentation that may be required by DNRC.

### **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 law as it relates to the scope of work. This section should include a list of similar projects or studies done by the firm.

Proposals 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 District.
3. Project Approach: Provide a detailed 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 District. Clearly articulate project objectives and identify unique and innovative concepts, project challenges and critical decisions. Identify overall manpower requirements and time commitments for key staff. Indicate any issues that may require special consideration. Interested firms are encouraged to review the 2021 PER and all associated reference documents.
4. Project Schedules: Design and Permitting: Prepare and submit a project schedule that reflects activities identified in PART II. SCOPE OF WORK through DEQ, Owner & Agency approval of Construction Documents. Tasks shall be arranged in chronological order with critical decisions, major milestones and typical contract deliverables identified by date or duration. A CPM format is not required, however administrative and technical services shall be presented in a manner that illustrates a successful organization and project management approach.
5. Related Experience: Describe related experience on three to five projects similar in scope. List any firm experience working with the District.
6. Additional Information: Any relevant information the consultant believes the District officials should consider during SOQ review and ranking.

The submitted documents shall be limited to 15 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 pm local time on November 16, 2022. Responses to questions or clarifications will be published by the



District and posted on the District's website on November 18, 2022. Questions should be submitted in writing to:

Scott Altman, District President  
Gallatin Canyon County Water & Sewer District  
[gallatincanyonwsd@gmail.com](mailto:gallatincanyonwsd@gmail.com)

Interested firms should submit three printed and one digital copy (PDF format on CD or thumb drive) of their Statement of Qualifications in an enclosed envelope titled "Gallatin Canyon Sewer SOQ" by 3:00 pm local time on November 30, 2022 to the BSCWSD 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 SOQ's submitted in accordance with these instructions will be evaluated by a selection committee assigned by the District 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 in December 2022 for District Board award consideration at the January 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 Proposals.
- 35% Qualifications of personnel who would be assigned to the project and the project team's experience, as a group, with design, permitting and bidding wastewater collection and disposal projects.
- 35% Prior experience with similar projects.
- 10% The firm's past work for the District.
- 10% Office location for personnel who would be assigned to the project.

The District Board reserves the right to select the firm and accept the proposal deemed to be in the best interest of the District. This solicitation is being offered according to Federal and State statutes governing the procurement of professional services. Accordingly, the District 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 District is an Equal Opportunity Employer.