

**REQUEST FOR PROPOSALS  
FOR  
WASTEWATER ENGINEERING CONSULTING SERVICES  
TOWN OF TERRY, MONTANA  
RFP No. 2020-01**

**SECTION 1 – GENERAL INFORMATION**

**1.1 PURPOSE**

The Town of Terry (Town) is soliciting Proposals from qualified engineering consulting firms to complete final design and to provide construction administration/inspection services for wastewater treatment lagoon upgrades. The Town intends to solicit contractor bids in the fall of 2020 with construction commencing in summer of 2021. Three copies of the Proposal, along with one electronic PDF file, must be submitted to the Town no later than 4:00 PM local time on June 11, 2020 at the address listed below.

**1.2 QUESTIONS**

Questions regarding this RFP shall be submitted to:

Town of Terry  
Attn: Lynn Schilling, Town Clerk  
114 Laundre Avenue  
PO Box 650  
Terry, MT 59349

Phone: (406) 635-5411

**1.3 PREPARATION COSTS**

The Town shall not be responsible for RFP preparation costs, nor for costs including attorney fees associated with any challenge to the selection of a preferred firm. By submitting an RFP, each firm agrees to be bound in this respect and waives all claims to such fees and costs.

**SECTION 2 – PROPOSAL CONTENT AND FORMAT**

The Proposal shall be in letter format and shall not exceed 10 pages (excluding resumés). Any information in pages exceeding the page limit will not be considered. One page shall be interpreted as one side of typed single-spaced text (including images) on an 8½"x 11" sheet. The Proposal shall be

signed by a representative authorized to bind the firm. The Proposals shall contain, at a minimum, the following information:

## **2.1 TITLE PAGE**

Include the firm's legal name, address, telephone number, name of contact person, and date.

## **2.2 STATEMENT OF UNDERSTANDING OF THE PROJECT**

Summarize the firm's understanding of the project along with its ability to provide the services required for the project.

## **2.3 EXPERIENCE AND QUALIFICATIONS**

This section is to describe the education, key skills, and past experience of the firm's personnel to be assigned to the project team. Emphasis should be given to the team's familiarity with the Town's municipal utility system. Include resumés of personnel to be assigned to the project. Resumés do not count towards the maximum page total of the Proposal.

## **2.4 CAPABILITY TO MEET DEADLINES AND BUDGETS**

Describe the firm's capability to dedicate key personnel in order to deliver the project within the desired timeframe and budget.

## **2.5 LOCATION**

Provide the firm's location(s). Describe the firm's capability and plan to provide personnel as necessary within the Town throughout the duration of the project.

## **2.6 PRESENT AND PROJECTED WORKLOADS**

Provide projected workloads of members of the project team over the course of the next 18 months.

## **2.7 RELATED EXPERIENCE ON SIMILAR PROJECTS**

Include related experience of team personnel on similar wastewater projects.

## **2.8 RECENT AND CURRENT WORK FOR THE TOWN**

Describe recent and current work conducted by proposed team personnel in the Town. Similar work conducted in Eastern Montana communities may also be included for consideration.

## **2.9 PROJECT APPROACH**

Provide information detailing the firm’s approach to successful delivery of the project. Include a projected timeline of critical events.

### **SECTION 3 – SELECTION PROCESS**

A selection committee consisting of Town Staff and Town Council Members will choose, in its opinion, the most qualified consultant with which to negotiate a Contract. Proposals will be evaluated per the criteria described in the requirements of MCA 18-8-204. The relative weighting of the scoring criteria is as follows:

A. Qualifications of professional personnel to be assigned to the project	25%
B. Capability to meet time and budget requirements	15%
C. Location	5%
D. Present and projected workloads	15%
E. Related experience on similar projects	10%
F. Recent and current work for the Town	10%
G. Project approach	20%

The selection committee may choose to interview a short-list of firms. However, the selection committee may select directly from the Proposals without conducting interviews.

### **SECTION 4 – SCOPE OF SERVICES**

The scope of services desired by the Town includes, but is not necessarily limited to the following:

#### **4.1 FINAL DESIGN AND PERMITTING**

Team personnel of the selected firm shall complete final construction plans and specifications for the wastewater treatment lagoon upgrades. The construction plans and specifications shall be submitted to the Montana Department of Environmental Quality (MDEQ) for review. The selected firm shall respond to comments received from MDEQ to aid in the approval process. The construction plans and specifications shall also conform with funding agency requirements of the Renewable Resource Grant and Loan (RRGL) Program, the Treasure State Endowment Program (TSEP), and the Water Pollution Control State Revolving Fund (WPCSRF).

#### **4.2 BIDDING ASSISTANCE**

Upon approval of the project by MDEQ, the selected firm shall create a bidding package including construction plans, specifications, and supporting information/documentation necessary to solicit contractor bids for the project. The bid package shall conform with funding agency requirements of the RRGL Program, TSEP, and WPCSRF. The firm shall facilitate a pre-bid conference for potential contractors to be held in the Town. The selected firm will assist the Town in advertisement of the

construction bid. The firm will facilitate a public bid opening and assist the Town in vetting potential contractors. The selected firm shall draft a notice of award for the Town.

#### **4.3 CONSTRUCTION ADMINISTRATION**

The team personnel of the selected firm shall provide services during construction including, but not limited to preparation of a notice to proceed for construction, review of contractor submittals, responses to questions from the contractor(s), processing of contractor pay applications, processing of change directives/change orders, preparation of a certificate of substantial completion, documentation of punch list items, and conduction of onsite meetings/walk-through(s).

#### **4.4 CONSTRUCTION INSPECTION**

Team personnel of the selected firm shall provide full-time construction inspection by qualified personnel to ensure that the project is built per the approved plans and specifications.

#### **4.5 FUNDING ADMINISTRATION**

The selected firm shall assist the Town in administration of grant and loan funding for the project. Specific tasks may include (but are not necessarily limited to) creation of funding draw requests, compilation of a Uniform Status of Funds, and project closeout documentation.

#### **4.6 PROJECT CERTIFICATION**

The selected firm shall provide certification (by a professional engineer) to MDEQ stating that the project was constructed in accordance with the approved plans and specifications. As-built drawings shall be provided by the firm to both MDEQ and the Town.

**END OF RFP**