

**REQUEST FOR PROPOSAL  
PROFESSIONAL ENGINEERING SERVICES  
CITY OF HELENA, MONTANA**

**Storm Water Master Plan Update**

The City of Helena Public Works Department is requesting a proposal for professional services from an engineering firm to assist with revising and updating the Storm Water Master Plan prepared in 2003. The goals of the Storm Water Master Plan target three areas: existing system evaluation, future system planning and 5-year system priority planning. The goals and objectives for each of these areas of the Storm Water Master Plan Update are as follows:

**Existing System Evaluation:** Gain a comprehensive understanding of the existing system conditions, capacity and flood hazards.

- Provide a recommendation for a hydrologic modeling approach in the Storm Water Master Plan Update by including an evaluation of the current SWMM model and the use of other hydrologic models.
- Update the hydrologic model based on the current limits for the City of Helena and storm sewer infrastructure information in the City database.
- Update storm sewer infrastructure condition ratings.
- Identify existing regional storm water Best Management Practices (BMPs) including water quality/detention and retention ponds, and open-channels.
- Identify regional storm water BMPs survey needs.
- Input stage/storage/discharge relationships for all regional storm water BMPs.
- Analyze the existing system capacity during the water quality, minor and major storm events.
- Identify the general location flood hazard areas from historical data, City personnel and analysis of the 100-year storm event.
- Include mapping which will show, at a minimum: overall drainage basin map, hydrologic routing map, storm sewer system layout, outfalls from the MS4 and regional BMPs.

**Future System Planning:** Develop a major storm water infrastructure plan for future build-out of the drainage basins tributary to Prickly Pear and Ten Mile Creek.

- Identify potential outfall alignments from City of Helena MS4 outfalls to Prickly Pear Creek and Ten Mile Creek.
- Evaluate capacity needs for potential outfall alignments.
- Identify improvements to existing regional ponds which would improve water quality and storm water management.
- Identify potential regional water quality and storm water pond sites.
- Identify major infrastructure capacity improvement needs.
- Include mapping which will show future storm water infrastructure identified in the section.

**5-year System Priority Plan:** Prepare a storm water system capital improvement plan based on available funding in the next ten years which focuses on replacement of major infrastructure and modifications to regional ponds.

- Identify and prepare cost estimates for major storm sewer infrastructure in poor condition which needs replacement.
- Identify and prepare cost estimates for regional water quality and storm water pond improvements.
- Identify and prepare costs estimates for storm water system improvements to reduce flood hazards.

#### Other Items

- Limit proposal to 6 pages, one sided including cover sheet and no smaller than 10 pt. font, with one hard copies and one electronic copy of the proposal for review.

A City selection committee will select one or more firms submitting a proposal as finalists. Finalists may be interviewed and members of the project team designated in the proposal will be asked to present their qualifications, proposal, and answer questions from the selection committee. One finalist will be selected to submit a formal scope of work and to negotiate a contract with the City. If an appropriate agreement cannot be reached with the highest-ranked firm, the second-ranked firm will be invited to submit a proposal and negotiate a contract with the City, and so on.

The City of Helena reserves the right to reject any or all proposals and re-advertise, to waive any irregularities in the proposals, and to accept the proposal that best benefits the City. The City 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. All proposals become the property of the City of Helena. The City is not responsible for costs associated with preparing qualifications statements and proposals in response to this RFP.

Questions should be directed to Ryan Leland, P.E., City of Helena, 316 North Park, Helena, MT 59623, **(406) 447-8433**.

**Deadline:** Thursday, April 14, 2016 at 4:00 p.m. Submit proposals to the following address:

City of Helena  
Public Works Department  
Attn: Ryan Leland, City Engineer  
316 N. Park Avenue, Room 417  
Helena, Montana 59623

The **City of Helena** is committed to providing access to persons with disabilities for its meetings, in compliance with Title II of the Americans with Disabilities Act and the Montana Human Rights Act. The City will not exclude persons with disabilities from participation at its meetings or otherwise deny them the City's services, programs, or activities. Persons with disabilities requiring accommodations to participate in the City's meetings, services, programs, or activities should contact the City's ADA Coordinator, Elroy Golemon, as soon as possible to allow sufficient time to arrange for the requested accommodation, at any of the following: (406) 447- 8490 TTY Relay Service [1-800-253-4091](tel:1-800-253-4091) or 711 [citycommunitydevelopment@helenamt.gov](mailto:citycommunitydevelopment@helenamt.gov)  
316 North Park, Avenue, Room 440, Helena, MT 59623