CITY OF HELENA, MT
REQUEST FOR PROPOSALS (RFP) NO. 22-02 TO
HIRE A CONSULTANT TO/FOR WEST MAIN-HALE CONNECTOR
PROJECT

INTRODUCTION

The Engineering Division of the City of Helena Seeks the services of an engineering firm to provide services necessary to design and implement upgrades to the City of Helena’s existing Reeder’s Village and West Main pressure zones. The selected firm will work closely with City Engineering, Utility Maintenance and Water Treatment Staff.

I. PROJECT OVERVIEW

Currently both the Reeder’s Village and West Main pressure zones lack water storage and are pressurized by pump stations. At the present time the City wishes to install new water mains from the Eureka Pump House to the Hale Water tank, new mains to connect the Reeder’s Village and West main pressure zones, replace and upgrade the existing control valve at Woolston Reservoir and decommission the existing Reeder’s Village Pump house with the proposed project. This will take both pressure zones off of pump stations and on to the Hale Storage Tank, allowing for consistent pressure and water delivery in the event of power outage. One of the new mains will be a submerged connection to the Hale storage tank allowing the city to provide adequate pressure and fire flows without the use of booster pumps.

II. AGREEMENT FOR SERVICES AND COMPENSATION

The City will select one or more respondents as finalists. Finalists may be interviewed and/or asked to make a presentation to the selection committee to further establish qualifications. The selected finalist will be offered an opportunity to negotiate an agreement with the City. If an appropriate agreement cannot be reached with the highest-ranked respondent, the second-ranked respondent may be invited to negotiate an agreement with the City, and so on.

A sample agreement is provided as Attachment “A” hereto, however, the City reserves the right to change any terms prior to entering into an agreement with the successful respondent.

☒ Evaluation criteria will NOT include consideration of the proposed compensation schedule and respondents are NOT to submit compensation proposals as part of their responses.

☐ Evaluation criteria WILL include consideration of the proposed compensation schedule and responders are required to submit a compensation proposal as part of their response.

III. SCOPE OF WORK, DELIVERABLES, AND TIMELINE

The scope of services outlined in this section represents the minimum to be provided by the Engineering Consultant. Proposers are encouraged to suggest additions or modifications to the scope required in this section that will enhance and clarify the scope of work per the proposer’s experience, knowledge, and expertise.
The scope of services to be provided by the Engineering Consultant shall include the following:

1. Enter into and provide required documentation specified in the sample agreement and provide said documentation within 30 days of the approval of the agreement by the City Commission.

2. Provide a detailed analysis of the existing infrastructure currently providing pressure to both the Reeder’s village and West Main Pressure zones. Provide a comprehensive plan to connect the two pressure zones, connect the Eureka Pump house to the Hale Storage Tank and make connection to the new pressure zone, decommission the Reeder’s village pump house and to replace and upgrade the existing elevation valve at Woolston Reservoir.

3. The plan will need to address replacement of the existing 8” water line from Hale Tank to the Eureka Pump Station, installation of a new 12-inch main from Hale Tank to the 12-inch water main installed in 2018 with the City’s West Main Street Project, the installation of a new water main from West Main Street to South Harrison Ave along Reeder’s Village Drive., along with the replacement and redesign/upgrade of the existing elevation valve, valve vault and connections at Woolston Reservoir.

4. Provide a Geotechnical analysis of ground conditions between the Eureka pump house and Hale Tank to determine what conditions may arise during the installation of the two new water mains.

5. Provide detailed cost estimates for implementation of the proposed design. Also provide cost analysis needed to reach 60%, 90% and final design.

6. The consultant will ultimately be required to deliver the detailed assessment and recommendations to move forward with the upgrades to the existing pressure zones by the 15th of December 2022.

7. Production of 60%, 90% and final bid documentation for the project are to be completed and approved by the city by April 15th, 2023.

8. The city will reserve the right to amend the contract during bidding to include construction management and inspection if needed.

IV. ATTACHMENTS
The following information is provided for informational purposes only:

Attachment “A” - City of Helena Agreement for Services

Attachment “B” – Existing As-builts for Eureka Well, Hale Tank, and water mains.

Attachment “C” – City of Helena Water Distribution and Storage Master Plan Completed in 2020

V. PROPOSAL SUBMISSION REQUIREMENTS

A. Proposal submission must be:

- no more than fifteen one-sided bound pages, inclusive of a cover page and back page;
- no smaller than 11-point font;
• must contain the information required by this RFP and address all required topics;
• acknowledgment that responder has reviewed any addenda issued for this RFP; and
• signed by an authorized agent.

B. Proposal submission must include all of the following:

1. Respondent’s legal name, address, and contact information.
2. Brief description of the respondent firm, including but not limited to, identification of the principal(s), the approximate number of employees, how long the firm has been in business, and how long the respondent has been engaged in relevant types of work. Include information that demonstrates the respondent’s experience in completing projects similar to the West Main-Hale Connector Project.
3. Identify individuals who will be assigned to this project, their role on the project team, a brief resume, billing rates, and their experience and qualifications on similar projects.
4. Description of how the respondent will accomplish the tasks, goals, and objectives identified in section III of this RFP.
5. Provide a detailed anticipated project schedule including a description of how this project will fit with the firm’s current workload.
6. If this project includes a public participation requirement, describe proposed public participation process.
7. A description of any recent and/or current work for the City of Helena.
8. Only one facility tour/meeting will be held for all RFP respondents if needed. The tour will be held on 10:30 AM on Tuesday July 12, at the City County Building Room 426.

C. References

List four recent professional references who can provide information regarding the respondent’s ability to perform the services described herein. References must include the name of the person to be contacted, phone number, email, and the type of project the respondent completed for the reference.

VI. EVALUATION CRITERIA

Proposals will be evaluated by a selection committee, based on the following criteria:

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<th>Criteria</th>
<th>Points</th>
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<td>1 The qualifications of professional personnel to be assigned to the project.</td>
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<td>2 The capability to meet time and project requirements.</td>
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<td>3 Related Experience on similar projects/references provided.</td>
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<td>4 Previous and Current Work with the City of Helena</td>
<td>10</td>
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The selection committee may select one or more respondent’s submitting proposals as finalists. Finalists may be interviewed to further establish qualifications. If the selection committee determines that interviews are appropriate, the finalists will be contacted to schedule the interviews.

**VII. SOLICITATION SCHEDULE**

Request for Proposals Released  
June 19<sup>th</sup>, 2022

Proposal Packets Due – Close date  
July 15<sup>th</sup>, 2022

Service Provider Selection and Negotiation  
July 27<sup>th</sup>, 2022

Agreement Approval  
August 3<sup>rd</sup>, 2022

Work to Begin  
August 22<sup>nd</sup>, 2022

**VIII. CONTACT:**

The city contact for the purposes of this RFP is:

Jamie Clark  
City Engineer  
316 N Park Ave, Helena MT 59623  
447-8098  
jclark@helenamt.gov

**IX. QUESTIONS AND INQUIRIES**

All inquiries, questions, or requests for interpretation, correction, or clarification must be submitted in writing to the city contact listed above. Whenever responses to inquiries would constitute a modification or addition to the original RFP, the reply will be made in the form of an addendum to this RFP, a copy of which will be posted on the city’s website. Inquiries regarding this RFP will be accepted in writing until Tuesday, July 12<sup>th</sup>, at 5:00PM. Written reply to all inquiries will be sent to all RFP holders on July 13<sup>th</sup>, by 5:00PM.
X. SUBMITTAL INSTRUCTIONS

Proposals must be submitted in a sealed envelope clearly marked on the outside with the RFP number and project name.

One hard copy and one electronic copy (PDF format) of the proposal must be submitted to:

City of Helena
Attn: Jamie Clark
316 N. Park Avenue
Helena, MT 59623

PROPOSALS MUST BE RECEIVED NO LATER THAN: July 15th, 2022, at 5:00 p.m. (MST)

Proposals may be withdrawn either personally or by written request at any time prior to the due date stated above for receiving proposals. No proposal may be withdrawn or modified after the due date and time, unless and until the award of the agreement is delayed for a period exceeding ninety (90) days.

The City is not responsible for costs associated with preparing proposals in response to this RFP.

XI. RESERVATION OF RIGHTS BY THE CITY

The City reserves the right to reject any or all proposals, readvertise, to waive any irregularities in the proposals, and to accept the proposal that best benefits the City. The City reserves the right to reject any and all responses deemed unqualified, unsatisfactory, or inappropriate.

XII. PUBLIC RECORDS DISCLOSURE

All proposals become the property of the City of Helena and may be subject to release to the public pursuant to Mont. Const. art. II, § 9 and Mont. Code Ann.§ 2-6-1001 et. seq.

XIII. LOBBYING

Respondents are prohibited from lobbying the City Commission, the Mayor, or members of the selection committee relative to the respondent’s proposal or response to this RFP.