I. PROJECT OVERVIEW

The purpose of this Request for Proposals (RFP) is to seek proposals from qualified firms to provide Engineering Services necessary to design and implement City Project 22-03, “The Ten Mile Diversion Structures Replacement Project.” The City of Helena utilizes the Ten Mile Raw Water System and the Red Mountain Flume to supply raw water to the Ten Mile Water Treatment Plant. The Flume consists of 5.2 miles of open and lined ditch, buried pipe, and trestles with diversion structures. The raw water system in the Ten Mile Creek Drainage has a diversion structure at Banner Creek for diversion to the Red Mountain Flume, and five additional diversion structures for the Ten Mile Water Treatment Plant Pipeline at Walker, Minnehaha, Moose and Beaver Creeks and another on Ten Mile Creek in the Town of Rimini. The diversion structures have reached the end of their serviceable lives and need to be redesigned and replaced.

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. One respondent will be selected as the finalist and 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. Production of project documentation as required by funding agencies (DWSRF & ARPA).
3. Provide a detailed analysis of the existing diversion structures and alternatives for their replacement. Provide a comprehensive plan to replace the existing diversion structures with recommendations. There are six diversion structures as follows: Ten Mile/Rimini, Banner Creek, Beaver Creek, Minnehaha Creek, Moose Creek, and Walker Creek.

4. The plan will address demolition and removal of the existing diversion structures and installation of new diversion structures along with stop log gates, fish screen and vaults as needed. Chain link fence will need to be installed around the diversion structures with gates.

5. Provide a Geotechnical analysis of site conditions around the diversion structures to prepare for any issues that may arise during construction.

6. Provide detailed cost estimates for implementation of the design. Also need to provide a schedule for completing the design and replacement of the new diversion structures. Also provide costs analysis needed to reach 60%, 90% and final design.

7. The consultant will ultimately be required to deliver the detailed assessment and recommendations to move forward with the replacement of the diversion structures by the 1st of November 2022.

8. Production of 60%, 90% and final bid documentation for the project. Final design to be completed by March 30th, 2023.

9. Complete all design level permitting requirements for the project and outline permitting necessary for completion of the project.

10. 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” – Shows an overall location of the project diversion structures

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 Ten Mile Diversion Structures Replacement 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 9:30 AM on Tuesday June 28, at the Ten Mile Water Treatment Plant.

C. References

List a minimum of four recent relevant 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, engineering fee(s) charged, services provided, final project construction cost and the type of project the respondent completed for the reference. Projects referenced should be of similar scope and magnitude to this project.

VI. EVALUATION CRITERIA

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

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Points</th>
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</thead>
<tbody>
<tr>
<td>1  The qualifications of professional personnel to be assigned to the project</td>
<td>20</td>
</tr>
<tr>
<td>2  The capability to meet time and project requirements</td>
<td>10</td>
</tr>
<tr>
<td>3  Related experience on similar projects</td>
<td>15</td>
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<tr>
<td>4  Previous and current work with the City of Helena</td>
<td>10</td>
</tr>
<tr>
<td>5  Overall quality of the proposal</td>
<td>15</td>
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<tr>
<td>6  The proposer’s methodology for the scope of work</td>
<td>20</td>
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<tr>
<td>7  Project Schedule</td>
<td>10</td>
</tr>
<tr>
<td>TOTAL</td>
<td>100</td>
</tr>
</tbody>
</table>
The selection committee may select one or more respondents 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

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Request for Proposals Released</td>
<td>June 11th, 2022</td>
</tr>
<tr>
<td>Proposal Packets Due – Close date</td>
<td>July 6th, 2022</td>
</tr>
<tr>
<td>Service Provider Selection and Negotiation</td>
<td>July 20th, 2022</td>
</tr>
<tr>
<td>Agreement Approval</td>
<td>June 27th, 2022</td>
</tr>
<tr>
<td>Work to Begin</td>
<td>August 15th, 2022</td>
</tr>
</tbody>
</table>

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 Thursday, June 30th, at 5:00PM. Written reply to all inquiries will be sent to all RFP holders on July 1st, 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 6th, 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.