

**REQUEST FOR PROPOSAL  
PROFESSIONAL ENGINEERING SERVICES  
CITY OF HELENA, MONTANA  
Calendar Year 2024**

The City of Helena is requesting qualification statements from qualified professional engineering firms to continue established groundwater monitoring, surface water monitoring and landfill gas monitoring programs at the old City of Helena Landfill. The landfill site is monitored in accordance with the closure plan and Sampling and Analysis Plan approved by the Montana Department of Environmental Quality (MDEQ). The work includes but is not limited to:

**Groundwater Monitoring:**

- Semi-annual sampling of 29 wells for commons, metals, and volatile organic compounds (VOCS).
- Validation of lab results.
- Preparation and submittal to MDEQ of semi-annual data validation and statistical analyses report to fulfill the requirements provided in ARM Title 17, Chapter 50.

**Surface Water Monitoring:**

- Monthly sampling of sprinkler system during irrigation season for VOCs.
- Annual sampling of storage pond for VOCs.
- Preparation and submittal to MDEQ of annual land application summary report.

**Methane Monitoring:**

- Monthly sampling of 69 landfill gas monitoring sites using portable landfill gas meter.
- Quarterly sampling of additional 39 landfill gas monitoring sites.
- Preparation and submittal to MDEQ of monthly landfill gas sampling reports.

**Operation and Maintenance of Groundwater Extraction System (GWES):**

- Annual calibration of GWES flowmeters.
- Annual startup of GWES.
- Monthly monitoring of GWES components during irrigation season.
- Annual winterization of GWES.

**Operation and Maintenance of Three Landfill Gas Extraction Systems (LGES):**

- Monthly monitoring of LGES components.
- Quarterly sampling of LGES stack gas for VOCs.
- Preparation and submittal to MDEQ of annual LGES performance report.

**Non-Routine Services:**

- Repair or replacement of extraction well pumping equipment.
- Repair/replacement of monitoring wells and extraction wells.
- Preparation for and attendance of meeting with regulatory agencies.
- Drilling, boring, installing or abandoning groundwater or methane monitoring wells

Special Projects:

- Design and/or implementation of an evaluation/monitoring program.
- Design and/or implementation of a correction action program.
- Completion of a risk assessment or an engineering feasibility study.
- Development of a new program in response to orders by local regulatory agencies.

**SUBMITTAL FORMAT AND PROPOSAL OF QUALIFICATIONS CONTENT:**

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

City of Helena  
Attn: Kim Cross, Public Works Administrative Coordinator  
316 North Park Avenue, Room 417  
Helena, MT 59601

Submit the response by 12:00 p.m. (local time) on Wednesday, June 5, 2024, in a sealed envelope clearly marked on the outside **“City of Helena Landfill Monitoring – Professional Environmental Services Qualifications Statement”**. Legibility, clarity and completeness are essential. Proposals should provide assurance that the firm has the professional capability to satisfactorily complete all tasks outlined herein.

The qualifications proposals shall contain the following information:

- The firm’s legal name, address and telephone number.
- The principal(s) of the firm, and the firm’s experience and qualifications (maximum of four pages)
- Capsule resume(s) of the individual(s) to be assigned to the project with special emphasis on recent experience with similar projects. (One page per individual)
- A brief description of the firm’s experience with similar projects, particularly experience with government agencies, including the City of Helena. Provide at least five (5) references including name of client, address, phone number and total cost of the project. (Maximum of five pages)
- A brief description of the firm’s current workload and capabilities to continue monitoring in the future. (Maximum of two pages)
- Consultant’s basic understanding of the project and a description of the firm’s approach to completing the project. (Maximum of two pages)

More specific additional information regarding this project may be obtained by contacting Pete Anderson, by telephone at 406-447-8088, in person at 1975 N. Benton, Helena MT, or email [panderson@helenamt.gov](mailto:panderson@helenamt.gov).

**GENERAL INFORMATION:**

For the professional services required, the City may select one or more firms submitting qualifications statements as finalists. Finalists may be interviewed to further establish qualifications. One firm will be selected to submit a formal proposal for the 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 may be invited to submit a proposal and negotiate a contract with the city, and so on.

The City reserves the right to reject any or all statements of qualification and readvertise, to waive any irregularities in the proposals, and to accept the proposal that best benefits the City. The City of Helena 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 qualifications 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.