



CITY OF BELGRADE
REQUEST FOR PROPOSALS (RFP)

WORK ORDER 22-01

Municipal Well #8

Issued: Wednesday, January 5, 2022

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REQUEST FOR PROPOSALS (RFP)

WORK ORDER (WO) 22-01 MUNICIPAL WELL #8

SUMMARY OF REQUEST FOR PROPOSALS

Introduction

The City of Belgrade is soliciting proposals from licensed engineering firms to provide engineering and design and construction administration services for a public supply water well, updates to water system hydraulic modeling, and water supply interconnection. The proposals will include design engineering, preparation of construction documents, bidding assistance, and construction administration services required for the Project. Services would include field investigations, geotechnical support, engineering analysis and design recommendation of well location, pump and associated mechanical equipment, building, interconnection piping, preparation of bid documents for construction, contract recommendation of award and noticing, construction progress meetings, processing of pay application requests, administering changes during construction, and observation and certification of the performance of the work included with the Project.

Project Summary

The City of Belgrade proposes to construct Municipal Well #8. A location for the new public supply water well has not been determined. The project will include identifying up to two (2) potential test well locations for the new well with design based on the location selected by the City of Belgrade from those alternatives. Proposers should anticipate preparing preliminary information to be used by the City of Belgrade in the location selection process such as potential casing requirements, well depth, potential public water supply yield, and proximity to existing infrastructure plus anticipated growth areas within the city.

The well project will include the installation of a pump having a water lubricated design, line-shaft turbine; installation of electrical control components to also include variable frequency drive (VFD) technology; quiet operation technology; building suited to mixed climates experienced in the area that is constructed of durable and easily maintainable materials; generator that may include diesel or natural gas fuel supply; associated discharge piping; utilizing standard, regionally available construction materials; and associated site work.

The selected Firm shall have experience in the design and water right permitting of municipal public supply water wells as well as Montana Department of Environmental Quality (MDEQ), Montana Department of Natural Resources and Conservation (DNRC), and other regulatory agency review and permitting, developing construction schedules, construction cost estimates, utility design, providing review of construction bids received, and preparing a recommendation for contract award.

GENERAL INFORMATION

Purpose

The City of Belgrade is soliciting proposals from qualified Consultants to provide engineering and design services for a public water supply well, water system hydraulic modeling, and water system connection. The proposals will include design engineering, preparation of construction documents, bidding assistance, and construction administration services required for the project. Services are to include field investigations, geotechnical support, engineering analysis, water right application submittal and agency coordination through permitting completion, design recommendation of well pump and associated mechanical and electrical equipment, building enclosure for well and associated equipment, preparation of bid documents for construction, and construction administration services.

General Submission Information

The City of Belgrade intends to award a single contract for engineering services. The proposal should address the Consultant's capabilities for performing all aspects of the project development process while presenting specific project information and substantiating the Consultant's methodologies and approach for completing the work requested.

Questions

Questions regarding this proposal shall be submitted to:

By Mail: _____

City of Belgrade
ATTN: Tom Eastwood, PE, PTOE
Public Works Department
205 East Main Street
Belgrade, MT 59714

By Phone or Email: _____

Tom Eastwood, PE, PTOE
(406) 595-2606
teastwood@cityofbelgrade.net
8:00 a.m. – 5:00 p.m., local time,
Monday through Friday

Preparation Costs

The City of Belgrade shall not be responsible for proposal preparation costs, nor for costs including attorney fees associated with any (administrative, judicial, or otherwise) challenge to the determination of the highest-ranked Proposer and/or award of contract and/or rejection of proposal. By submitting a proposal, each Proposer agrees to be bound in this respect and waives all claims to such costs and fees.

RULES GOVERNING COMPETITION

Submission of Proposal

Five (5) hard copies and one electronic copy (PDF on thumb drive or similar), of the proposal must be received by the City of Belgrade prior to 4:00 p.m., Wednesday, February 9, 2022. Proposals must be sealed in an envelope, and the outside of the envelope shall be marked with the following information:

City Clerk's Office
City of Belgrade
91 E Central Ave
Belgrade, MT 59714

Name of the company submitting the Proposal
WO 22-01 Municipal Well #8

Late Submissions

Proposals not received prior to the date and time specified in the advertisement will not be considered and will be returned unopened after recommendation of award.

Disposition of Proposals

All materials submitted in response to this RFP become the property of the City of Belgrade. One copy shall be retained for the official files of the Public Works Department and will become public record after award of the Contract.

Modification/Withdrawal of Proposals

A respondent may withdraw a proposal at any time prior to the final submission date by sending written notification of its withdrawal, signed by an agent authorized to represent the agency. The respondent may thereafter submit a new or modified proposal prior to the final submission date. Modifications offered in any other manner, oral or written, will not be considered. A final proposal cannot be changed or withdrawn after the time designated for receipt, except for modifications requested by the City of Belgrade after the date of receipt and following oral presentations.

Oral Change/Interpretation

No oral change or interpretation of any provision contained in this RFP is valid whether issued at a pre-proposal conference or otherwise. Written addenda will be issued when changes, clarifications, or amendments to proposal documents are deemed necessary by the City of Belgrade.

Rejection of Proposals

The City of Belgrade reserves the right to withdraw this Request for Proposal at any time and makes no representations to this Request for Proposal. The City of Belgrade reserves the right to postpone consideration of the proposals and to reject any or all proposals if determined to be in the best interest of the City without indicating any reasons therefore.

Errors in Proposal

Proposers or their authorized representatives are expected to fully inform themselves as to the conditions, requirements, and specifications before submitting proposals. Failure to do so will be at the company's own risk. If an error is made before submitting the proposal, the error should be crossed out, corrections entered and initialed by the person signing the proposal. The City of Belgrade reserves the right to waive any informalities, technical defects, and minor irregularities in proposals received.

Examination of Request for Proposals

Proposers should carefully examine the entire RFP, any addenda thereto, and all related materials and data referenced in the RFP. Proposers should become fully aware of the nature of the Work and the conditions likely to be encountered in performing the Work.

Proposal Acceptance Period

Award from this RFP is anticipated to be announced within **forty-five (45) calendar days**, although all offers must be completed and irrevocable for **ninety (90) days** following the submission date.

Confidentiality

The content of all proposals will be kept confidential until the selection of the Consultant is officially announced. At that time, the selected proposal is open for review. After the award of the Contract, all proposals will then become public information.

Proposal Format

Proposals are to be prepared in such a way as to provide a straightforward, concise delineation of the Proposer's capabilities to satisfy the requirements of this RFP. Emphasis should be placed on:

- Conformance to the RFP instructions;
- Responsiveness to the RFP requirements; and
- Overall completeness and clarity of content.

Proposals should not exceed thirty (30) pages. Maximum page limits for specific sections are noted in the following paragraphs:

1. Request for Proposal Signature Cover Page: *Maximum of One (1) Page*
 - A. Includes profile, name address, location, phone number, email address, and contact person(s).

B. Signature Requirements

Cover letter shall be considered as the authorized proposal submittal form and shall be signed. An officer or other agent of a corporate vendor, if authorized to sign Contracts on its behalf; a member of a partnership; the owner of a privately owned vendor; or other agent if properly authorized by a Power of Attorney or equivalent document may sign a proposal. The name and title of the individual(s) signing the proposal must be clearly shown immediately below the signature.

2. Introduction *Maximum of One (1) Page*
3. Response to General Proposal Requirements:
The Proposer should describe in detail its ability to perform the work as generally outlined in the Scope of Work included with this RFP.
4. Project Team Qualifications & References: *Maximum of Three (3) Pages*
Provide an organization chart with the personnel to be used on this project, their area of expertise, registration, special training, and chain of command. Please identify the office location for each person proposed to be utilized on this project.
5. Experience on Similar Projects (Emphasis on Past Five Years) *Maximum of Three (3) Pages*
Include with this section a list of references for similar projects to the proposed Scope of Work included with this RFP. Include client name, contact person, email address, and phone number.
6. Project Schedule: *Maximum of Two (2) Pages*
Proposer is to include a current schedule of projects and demonstrate how this Project may fit into that schedule.
7. Supplemental Information:
The Proposer may include additional relevant information such as corporate history and stability, additional services and capabilities, or community involvements, as deemed necessary, in support of its proposal.

Project Development Schedule

- February 9, 2022 @ 4:00 p.m. Deadline for Receiving Proposals
- February 14 – 24, 2022 Staff Evaluation of Proposals
- March 21, 2022 City Council Award of Professional Services Agreement
- February 2023 Complete Design / Public Bidding
- Late Spring 2023 Begin Construction

Actual schedule to be discussed and agreed to with selected Proposer.

Evaluation Criteria

A selection committee comprised of members as determined by the City of Belgrade will evaluate all proposals conforming to the submittal requirements utilizing the following criteria.

1. Qualifications of Proposer in executing water Municipal Water Well projects, and qualifications related to collaborating with design partners in constructability and Value Analysis in this delivery method.

0 – 25 Points

2. Experience on similar projects (with an emphasis on the past five years) related to Municipal Water Well experience, as well as completed and ongoing projects of the Proposer and individuals that would be assigned to this Project.

0 – 25 Points

3. Understanding of the Project illustrated through the Proposer's evaluation and response to the proposed Scope of Work included in the RFP and related Project activities, including familiarity with local conditions, area geology, and available water resources. Describe the Proposer's involvement in similar projects concerning functional requirements, development, and project planning. Describe the Proposer's involvement in projects that included Montana Department of Environmental Quality (MDEQ) and Department of Natural Resources and Conservation (DNRC) agencies. Be specific and identify project dates and results.

0 – 20 Points

4. Available resources to complete the Project demonstrated through personnel, resources, and methodologies commonly used by the Proposer that may be applicable to the Project. The proposal must identify specific staff to be committed to this Project. Describe their experience as it is related to work experience within the last five (5) years in the design and water rights process of municipal water wells permitted through MDEQ and DNRC.

0 – 20 Points

5. Corporate history, stability, and references as it relates to the historical stability of the Proposer, its corporate structure and longevity, its history involving litigation or arbitration with owners and subcontractors, and a statement of any liquidated damages that have previously been withheld by public owner clients of the Proposer on projects in the last five (5) years. Provide company name, contact name, title, address, telephone number, and email address for included references.

0 – 10 Points

Interviews

Interviews may be conducted with the top scoring Proposers. If interviews are held, the City of Belgrade will schedule a time and location for each interview and notify respondents accordingly.

Schedule Adherence

Proposers shall indicate their ability to begin work on the Project within thirty (30) days of contract award. The Proposer's history in completing all deliverables on schedule should be documented.

All Information True

Respondent represents and warrants to the City of Belgrade that all information provided in the response shall be true, correct, and complete. Respondents that provide false, misleading, or incomplete information, whether intentional or not, in any of the documents presented to the City of Belgrade, shall be removed from consideration.

News Releases

News releases and other marketing pertaining to the award resulting from the RFP shall not be made without prior written approval of the City of Belgrade.

Contract Negotiations

This RFP is not to be construed as a contract or as a commitment of any kind. If this RFP results in a contract offer by the City of Belgrade, the specific scope of work, associated fees, and other contractual matters will be determined during contract negotiations.

Proposer Responsibilities

The Proposer is responsible for Federal and State Unemployment Insurance coverage and Standard Workers' Compensation Insurance coverage.

Replacement Personnel

Replacement of the selected Firm's Project Manager, Resident Project Representative (RPR), or other on-site inspection staff shall require the approval of the City of Belgrade. If the City of Belgrade determines in accordance with the contract documents that the selected Firm's Project Manager is unable to perform satisfactorily or to communicate effectively, the City of Belgrade may cause their immediate removal from the contract. Replacement personnel shall have comparable qualifications, as approved by the City of Belgrade, and be provided at the contracted rate. Any request by the selected Firm to replace the selected Project Manager shall be submitted in writing to the City of Belgrade, inclusive of a resume for the proposed replacement. The City of Belgrade may reject the proposed replacement if qualifications, references, or past working performance are questionable or unfavorable. If the selected Firm's Project Manager is removed and the City of Belgrade did not initiate the request, the Firm has five (5) working days to provide a replacement.

City of Belgrade Responsibilities

The City of Belgrade will provide guidance and coordination, water utility and building record drawings, and other available City of Belgrade historical and archival information.

SCOPE OF WORK

Proposers should carefully examine the entire RFP, any addenda thereto, and all related materials and data referenced in the RFP. Proposers should become fully aware of the nature of the Work and the conditions likely to be encountered in performing the Work.

1. Project Coordination:
 - A. Project kick-off meeting with the City of Belgrade.
 - B. Monthly coordination meetings with City of Belgrade.
 - C. Weekly project updates via email and/or telephone to discuss budget, schedule, and project issues.
 - D. Coordination meeting with other project stake holders and agencies.
 - E. Monthly report summarizing project budget and schedule. Provide one (1) hard copy and one (1) electronic copy (PDF).
 - F. Presentations to City of Belgrade staff at the site selection phase as well as the 30%, 60%, and 90% design phases to discuss the project, construction schedule, costs, and constraints.
2. Well Site Evaluation:
 - A. Proposer shall review suitability of up to two (2) proposed well sites for intended use including access for drilling, laydown, testing, and future maintenance needs.
 - B. The Proposer shall also identify the need for sound attenuation with proposed well site locations or other potential issues that may present conflicts with nearby property owners or land uses.
3. Environmental & Permitting:
 - A. The Proposer shall identify any permit requirements that will be required for the project and submit permit applications on the City of Belgrade's behalf to the permitting agency or agencies. Consultant shall incorporate comments from the agencies and revise the contract Documents, as necessary.
 - B. Anticipated permits or agreements that the Proposer shall obtain for construction of the proposed City of Belgrade Municipal Well #8 may include the following:
 - i. Montana Department of Environmental Quality (MDEQ) – Public Water Supply Well.
 - ii. Montana Department of Natural Resources and Conservation – Water Rights Permitting through Change and Beneficial Use Applications.
 - iii. City of Belgrade – Building Permit.

- iv. NorthWestern Energy – Customer Agreement for Power and Gas Service.
 - v. Communications Service Provider(s) – Agreements for Required Communications Facilities to Serve the Project.
 - vi. Supervisory Control and Data Acquisition (SCADA) software and hardware elements compatible with the City of Belgrade’s current control system. As of January 2022, Micro-Comm is the current vendor.
4. Well Drilling Specification:
- A. Preparation of contract documents:
 - i. The Proposer shall prepare Contract Bid Documents consisting of specifications and associated information necessary for the construction of City of Belgrade Municipal Well #8.
 - ii. Contract documents shall be prepared in accordance with City of Belgrade and regulatory agency requirements. The Proposer shall supplement the City of Belgrade’s existing technical specifications, as required.
 - iii. The Proposer shall submit contract documents to the City of Belgrade Planning/Building and Public Works Departments as well as MDEQ for review at the 90% design level. Comments from all jurisdictional agencies shall be addressed and/or incorporated into the 100% design submittal.
 - iv. The Proposer shall submit three (3) sets of the specifications and three (3) sets of the construction cost estimate and calculations at the 60%, 90%, and 100% design levels and additional sets to other agencies as required. Also, one (1) electronic copy of all documents shall be submitted along with the required hard copies at each design level. Comments from the 100% design submittal shall be incorporated into the final design submittal consisting of two (2) sets of specifications and associated figures and/or plans signed by a professional engineer licensed in the State of Montana. One (1) set of the final cost estimate, calculations, and design and specification files shall also be provided electronically (AutoCAD, PDF, Microsoft Word, Microsoft Excel, and original formats on USB 2.0 or newer flash drive or external drive) to the City of Belgrade.
5. Services During Bidding:
- The Proposer shall perform the following services during bidding:
- A. The Proposer shall conduct the construction pre-bid meeting and provide technical support to City of Belgrade staff relative to immediate contractor questions.
 - B. Respond to any questions from the contractor during the bidding period.
 - C. Prepare necessary addenda that will be distributed by the City of Belgrade.

- D. Be present at bid opening, tabulate bids, evaluate bids, evaluate contractor qualifications, and provide a recommendation for award.
6. Support Services for Construction:
- A. Prepare final construction contract documents for signatures and noticing of Participate in and chair a pre-construction conference prior to commencement of work at the Project site.
 - B. The Proposer shall assist the Contractor with questions relative to Contract Documents and specifications.
 - C. The Proposer shall support the City of Belgrade in accordance with specifications during construction.
 - D. Consult with the City of Belgrade and act as the City's representative as provided in the construction contract.
 - E. Furnish a qualified Resident Project Representative (RPR) at the Project site to assist the Proposer and to provide more extensive observation of the contractor's work.
 - F. Assist the City of Belgrade in the selection of an independent testing laboratory to perform required explorations, sampling, tests, and other services during construction of the Project.
 - G. Make visits to the Project site at intervals appropriate to the various stages of construction.
 - H. Process change proposals, claims, and applications for payment.
7. Field technical support:
- Provide hydrogeological field technician support for well drilling activities including;
- A. Formation sampling and logging.
 - B. Well bore hole and ream hole electronic logs and caliper and deviation logs observation.
 - C. Well casing installation and gravel packing.
 - D. Well disinfection activities.
 - E. Well mechanical development observation.
 - F. Well video observation and comments.
 - G. Well development and test pumping.

STANDARD TERMS AND CONDITIONS

1. The Proposer certifies, by submission of a proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal, state, or local agency. Where the Proposer is unable to certify to any of the statements in this certification, such Proposer shall attach an explanation to this Proposal.
2. The City of Belgrade intends to utilize the Engineers Joint Contract Documents Committee (EJCDC) Agreement Between Owner and Engineer for Professional Services (EJCDC® E-500).
3. The Contractor shall have and maintain throughout the contract period, insurance as required by City of Belgrade as noted by the below minimums:

| | |
|--|----------------|
| A. Workers' Compensation | Statutory |
| B. Employer's Liability: | |
| i. Bodily Injury, Each Accident | \$1,000,000.00 |
| ii. Bodily Injury, By Disease, Each Employee | \$1,000,000.00 |
| iii. Bodily Injury/Disease, Aggregate | \$1,000,000.00 |
| C. General Liability: | |
| i. Each Occurrence (Bodily Injury & Property Damage) | \$5,000,000.00 |
| ii. General Aggregate | \$5,000,000.00 |
| D. Excess or Umbrella Liability: | |
| i. Per Occurrence | \$5,000,000.00 |
| ii. General Aggregate | \$5,000,000.00 |
| E. Automobile Liability – Combined Single Limit (Bodily Injury & Property Damage) | \$1,000,000.00 |
| F. Professional Liability | |
| i. Each Claim Made | \$2,000,000.00 |
| ii. Annual Aggregate | \$2,000,000.00 |
4. The awarded company agrees that they shall not delegate, subcontract or assign all or any portion of the project to any third party without the express written consent of the City of Belgrade.

5. **Indemnification:**

Company shall indemnify and hold City harmless from and against all liability, loss, damages, or injury, and all costs and expenses (including attorneys' fees and costs of any suit related thereto), suffered or incurred by City, to the extent arising from Company's or its Contractors' negligent performance of the Services under this Agreement, intentional misconduct, negligent acts or omissions, or breach of any term, covenant, representation or warranty of this Agreement.

6. **Freedom of Information Act:**

All proposals will be public information, per Freedom of Information Act guidelines.

7. **Non-Appropriation of Funds:**

This Agreement shall be subject to the availability and appropriation of funds by City Administration and City Council. If the Council does not appropriate the funding needed by the City to make payments under this Agreement for a given fiscal year, the City will not be obligated to pay amounts due beyond the end of the last fiscal year for which funds were appropriated. No act or omission by the City, which is attributable to non-appropriation of funds, shall constitute a breach of or default under this Agreement.

8. **Disadvantaged Business Enterprise (DBE) Statement:**

- A. It is the policy of the City of Belgrade to provide minorities and women equal opportunity for participating in all aspects of the City's contracting and procurement programs, including but not limited to employment, construction projects, and lease agreements consistent with the laws of the State of Montana.
- B. It is further the policy of the City of Belgrade to prohibit discrimination against any person or business in pursuit of these opportunities based on race, color, national origin, religion, sex, age, handicap, or veteran status.
- C. It is further the policy of the City of Belgrade to conduct its contracting and procurement programs to prevent such discrimination and to resolve all claims of such discrimination.

9. **Excluded Companies:**

- A. Proposals from companies may be excluded for any of the following reasons:
 - i. Reason to believe collusion exists among the companies.
 - ii. The company is involved in any litigation against the City of Belgrade.
 - iii. The company is in arrears on any existing contract or has defaulted on a previous contract with the City of Belgrade.
 - iv. Lack of financial stability.

- v. Failure to perform under previous or present contracts with the City of Belgrade.
- B. Excluded Vendors/Companies can resubmit complete company information with references for City of Belgrade review after a minimum of one (1) year from the last excluded bid/proposal. City of Belgrade will contact Vendor/Company with its decision within thirty (30) days of company information submittal. City of Belgrade reserves the right to include or exclude said Vendor/Company based on findings.

INTENT TO RESPOND FORM

Fax or email the following Intent to Respond Form to Lisa Blank, Public Works Administrative Assistant within two (2) days of the Proposal Submittal date of February 9, 2022, even if your company chooses NOT to participate. Failure to submit the Intent to Respond Form **shall not** be considered as grounds for rejection of a proposal.

To: City of Belgrade – Public Works Department

Attn: Lisa Blank, Public Works Administrative Assistant

Phone: (406) 388-3668

Fax: (406) 388-4996

Email: lblank@cityofbelgrade.net

From: _____

Contact Name
 Company Name
 Company Address
 Email Address
 Phone Number
 Fax Number

Please indicate whether you intend to submit a proposal on the WO 22-01 City of Belgrade Municipal Well #8 by checking Yes or No.

We intend to respond by the specified due date:

Yes No

Company Name: _____

Signature of Contact Person: _____

Contact Name (please print): _____

Title: _____

Date: _____

By signing the above, I certify that I am authorized by the Company named above to respond to this request.