



**MONTANA DEPARTMENT OF NATURAL
RESOURCES AND CONSERVATION**

**REQUEST FOR QUALIFICATIONS AND PROPOSALS
RFQ-RFP**

Engineering Design Services

**Gate Tower
Safety Improvements Project
Three Locations
Gallatin, Meagher and Powell County**

March, 2016

INTRODUCTION

The Montana Department of Natural Resources and Conservation (DNRC) is seeking proposals from professional engineering firms qualified to perform engineering design for the construction of gate tower safety improvements at three dams owned by the DNRC. DNRC will evaluate proposals from firms desiring to be considered for this project

The gate towers selected for improvements are at:

Middle Creek (Hyalite) Dam	Gallatin County
North Fork of Smith Dam (Lake Sutherland)	Meagher County
Nevada Creek Dam	Powell County

The consultant's work will consist of evaluating each of the project sites for ladder safety, fall protection, personnel retrieval capabilities, and electric / lighting installation within the gate towers to comply with current OSHA standards. Design and provide separate plans, specifications and estimates (PS&E) for the improvements at each specific site.

Estimated project cost is \$20,000, which includes all project related expenses. Funding for the project is from the DNRC.

EXISTING INFORMATION

Attached are specific gate tower photo's and drawings for each site giving tower dimensions and depths to the lower grillage and bottom of the tower. A conceptual drawing of a generic gate tower improvement is attached but is not meant to be used for design purposes.

SCOPE OF WORK

Montana Department of Natural Resources & Conservation (DNRC), Owner, is requesting engineering design services to produce plans, specifications and estimates (PS&E) for the construction of gate tower safety improvements for each of the listed project sites.

- **Ladders** –The existing ladders at each site will be removed and new OSHA compliant ladders designed for installation.
 - Possibly add ladders to access each side of the conduit from the lower grillage. Existing grillage may need to be modified.
- **Top Grillage and Guard Rails** – Modify existing top grillage for new ladders and incorporate guard rails around hatches.
- **Fall Protection** – Evaluate OSHA compliant wire rope and aluminum rail types of lifelines with compatible fall arrest devices and provide recommendations.
 - Salvage the wire rope fall protection at the Nevada Creek site if possible. The system was installed in 2010; it may just need a longer cable.
 - Middle Creek and the North Fork of the Smith systems will be replaced.
- **Tower Lighting** – Lighting will be added within the tower. Design will accommodate power supply by portable generator (no onsite power).
- **Power Receptacles**– 110V power receptacles will be mounted near the base of the tower, accessible from the lower grillage and at the top of the tower.
- **Retrieval** – There is no reasonable means to retrieve an individual in the event that they are incapacitated. A davit and winch or other means of retrieval will be designed for recovery from the bottom of the tower.
- **Lower Grillage** – Extend lower grillage to reduce likelihood of falling into sump (Middle Creek and Nevada Creek only), include access hatches to reach sump area on either side of conduit for all sites.
- **OSHA Compliance** – Assure that the ladders, fall arrest and retrieval systems are OSHA compliant.

PROJECT SCHEDULE AND DELIVERABLES

<u>June 20, 2016</u>	<u>Firm Contracted by DNRC</u>
•	<u>Conceptual Design Meeting</u> Discuss conceptual designs and conditions unique to each site. Plan for site visits
•	<u>Site visits</u> Personnel should be prepared to descend to the tower bottom to take any necessary measurements. The DNRC will have the necessary climbing harnesses, fall arrestors and air monitors necessary for safe tower access.
•	<u>Meeting to discuss design options and recommendations.</u> Submit a report of options for design of ladders, lifelines, fall arrest devices and retrieval systems.
•	<u>Submit Draft PS&E to DNRC.</u> Plans and specifications should be 90% complete with a firm estimate of construction at each site. <i>Two weeks for DNRC to review and provide comments.</i>
•	<u>Submit Draft Final PS&E to DNRC.</u> <i>Two weeks for DNRC to review and approve final design.</i>
<u>November 18, 2016</u>	<u>Submit Final PS&E's to DNRC. Project Complete.</u> Submit four hardcopies of the PS&E for each site. Submit one e-copy of the PS&E that includes construction documents for all sites.

PROPOSALS - eMACS

If you intend to submit your proposal through eMACS, The PROPOSALS – HARDCOPIES SECTION does not apply and you are not required to submit hardcopies. Please read the PROPOSAL – HARDCOPIES SECTION if you are unable to submit your proposal through eMACS and intend to submit a hardcopy proposal.

(If your business is not registered with the eMACS system, The State strongly suggests that you register your Business)

For registration assistance:

406-444-2575 General Assistance

emacs@mt.gov Email

vendorportal.mt.gov to register!

[Vendor Registration and Data Management](#) Handbooks

PROPOSALS - HARDCOPIES

Failure to include complete contact information may result in proposal disqualification. It is also requested that you contact the procurement officer prior to the bid closing date to notify them of your intention to manually submit a bid.

You must include a bid coversheet with the following information:

- ✓ Company Name and Address
 - Type of Entity (e.g. corporation, LLC, etc.)
 - Federal Tax ID #
- ✓ Contact Person's Name
 - Title
 - Authorized Bidder Signature
 - Phone number
 - Fax Number
 - Email address
- ✓ RFQ/RFP #
- ✓ RFQ/RFP Project Name
- ✓

Offerors must submit **one original proposal and 5 bound copies** to the Department of Natural Resources and Conservation.

EACH PROPOSAL MUST BE SEALED AND LABELED ON THE OUTSIDE OF THE PACKAGE clearly indicating it is in response to RFQ/RFP #DNRC-RFQ/RFP2016-1046. Proposals must be received by the Department of Natural Resources and Conservation, Water Resources Division, State Water Projects Bureau, 1424 9th Ave, PO Box 201601, Helena, MT 59620-1601 prior to 3:00 p.m., Mountain Time, April 20, 2016. Offeror is solely responsible for assuring delivery to the reception desk by the designated time.

Late Proposals. Regardless of cause, the State shall not accept late proposals. Such proposals will automatically be disqualified from consideration. Offeror may request the State return the proposal at offeror's expense or the State will dispose of the proposal if requested by the offeror. (See Administrative Rules of Montana (ARM) 2.5.509.)

To enable the State to determine the capabilities of an offeror to perform the services specified in the RFQ/RFP, the offeror shall respond to the following regarding its ability to meet the State's requirements.

1. *Overall and Specialized Experience of the Project Team.* Describe the firm's and project team's overall and specialized experience and qualifications as it relates to performing the tasks, or similar tasks, identified in the Scope of Work. **Limit to two pages.**
2. *Project Team Experience on Similar Projects in the Last 10-Years.* Provide a description of the projects that members of the project team have been involved with that are similar in nature to this project. Provide a description of the project, project dates, services provided by the project team, members of the proposed team involved with the project, and contact information (contact name and phone number) for the project Owner. **Limit to two pages.**

3. *Office location(s)*. Indicate the location of the office(s) from which the work would be performed. If work would be shared between main and branch offices at different locations, indicate office locations and what work would be directed or performed from each office. **Limit to one page.**
4. *Organization Chart*. Provide an organizational chart that includes **only** the names of the personnel who will actually work on each major component of each task. Show proposed relationships among key personnel, support staff, and any sub-consultants who would participate, identifying which aspects of work each person would perform. Work assignments should correspond to work described in the “Scope of Work” section plus additional items identified by the Consultant. **Limit to one page.**
5. *Project Budget and Schedule*. Provide a person-hour estimate and work schedule to fulfill all project tasks listed in this RFP. Include the estimated completion dates for each of the major tasks, any other milestone dates, and the personnel and the classification of the personnel who will work on each component shown in the schedule. Address the team’s capability to meet the schedule and project budget requirements. **Limit to two pages.**
6. *Resumes*. Provide resumes for each employee shown on the organization chart who will perform the work and the supervisory personnel who will be responsible for the work proposed. Include education, professional or technical certifications or licenses, and work history relevant to each person’s job assignment on this project. Again, if a main and a branch office would be involved, please identify the offices from which the employees would work. **Individual resumes must be limited to no more than two pages each.**

The DNRC may request additional information, clarification, or references at its discretion.

EVALUATION CRITERIA

DNRC will use the following evaluation criteria to rate firms responding to this request:

1. Capability to meet time schedule and project budget requirements. The firm must show that they have the resources to complete all phases in a timely and efficient manner. Include a description of present and projected workloads. Listing of project personnel who will actually complete project tasks must be clearly identified. (40 points)
2. Qualifications and experience of the firm and professional personnel relevant to mechanical systems, fall protection and safety requirements for confined spaces. (40 points)
3. Past successful work for DNRC and/or other public agencies on similar projects. Provide Project Manager or reference contact information. (10 points)
4. Location of the firm and personnel. Both proximity to the project and co-location of the core team will be considered, particularly as it may relate to improved project efficiencies. (10 points)

GENERAL

Work on this project must be done under the direction of a Professional Engineer licensed in the State of Montana.

SELECTION PROCESS

A team of evaluators will review the Proposals using the previously described evaluation criteria. DNRC may determine, as part of the evaluation, that interviews are necessary. Based on DNRC's rating of proposals, the Department will then negotiate an agreement with the most qualified firm to conduct the work. The method and schedule of reimbursement will be stipulated in the agreement. If a satisfactory agreement cannot be negotiated with the most qualified firm, negotiations will be terminated and negotiations will be undertaken with the second most qualified firm.

QUESTIONS AND SUBMITTALS

Please address questions and Proposals to:

David C Larson, P.E., Project Engineer
Department of Natural Resources and Conservation
Water Resources Division, State Water Projects Bureau
1424 9th Avenue, P.O. Box 201601
Helena, Montana 59620-1601
Phone: (406) 444-6653
Email: dclarson@mt.gov

RECEIPT OF PROPOSALS AND PUBLIC INSPECTION

Public Information

All information received in response to this Request for Proposals (RFP), including copyrighted material, is deemed public information and will be made available for public viewing and copying shortly after the time for receipt of Proposals has passed with the following four exceptions: (1) bona fide trade secrets meeting the requirements of the Uniform Trade Secrets Act, Title 30, chapter 14, part 4, MCA, that have been properly marked, separated, and documented; (2) matters involving individual safety as determined by the State; (3) any company financial information requested by the State to determine vendor responsibility, unless prior written consent has been given by the offeror as set out in section 18-4-308, MCA; and (4) other constitutional protections. See Mont. Code Ann. § 18-4-304.

Procurement Officer Review of Proposals

Upon opening the Proposals received in response to this RFP, the procurement officer in charge of the solicitation will review the Proposals and separate out any information that meets the referenced exceptions in **Public Information Section** above, providing the following conditions have been met:

- Confidential information is clearly marked and separated from the rest of the Proposal.
- An affidavit from an offeror's legal counsel attesting to and explaining the validity of the trade secret claim as set out in Title 30, chapter 14, part 4, MCA, is attached to each SOQ containing trade secrets. Counsel must use the State of Montana "Affidavit for Trade Secret Confidentiality" form in requesting the trade secret claim. This affidavit form is available on the General Services Division's website at: <http://vendorresources.mt.gov/VendorForms> or by calling (406) 444-2575.

Information separated out under this process will be available for review only by the procurement officer, the evaluation committee members, and limited other designees. Offerors must be prepared to pay all legal costs and fees associated with defending a claim for confidentiality in the event of a "right to know" (open records) request from another party.