

**REQUEST FOR PROPOSALS
PREPARATION OF PRELIMINARY ENGINEERING REPORT,
FINAL CONSTRUCTION DESIGN AND INSPECTION, ENGINEERING SERVICES,
[TOWN OF/COUNTY/WSD]**

The [TOWN/CITY OF/COUNTY/WSD] is soliciting Proposals from qualified Engineering firms for the development of a Preliminary Engineering Report (PER) for the [system] located in [town/location] Montana. The town has received partial funding to develop the Preliminary Engineering Report outlining both short- and long-range recommendations based upon community water system needs. The budget for the PER is expected to be at least [\$ amount].

The PER must be prepared in a manner that is consistent with the outline included in the most current version of the Uniform Application for Montana Public Facility Projects prepared by the Montana Water, Wastewater and Solid Waste Action Coordinating Team.

I. INSTRUCTIONS TO APPLICANTS / SUBMISSION PROCEDURES

All questions concerning the request or scope of work should be directed to [appropriate local government contact], [Town/City of/County/WSD].

Respondents are required to submit their response to this Request for Proposals no later than [time] on [date]:

[Town/City of/County/WSD]
[Address 1]
[Address 2]
[Town/City], MT [ZIP]

Respondents will need to submit five (5) copies of their response to this Request for Proposals (hereafter “RFP”). Responses to this RFP are to be delivered in one box or envelope. The outside of the box or envelope must be clearly labeled on the front with:

**“Response to Request for Proposals -
Preliminary Engineering Report”**

II. PROJECT DESCRIPTION and SCOPE OF WORK

The PER will include: an analysis of the [town’s/city’s/WSD’s] existing [system], including the [specific details as applicable]; identification of future system needs; development of improvement alternatives; selection of preferred action items, including final capital project needs, funding sources, and projection of future operating and maintenance costs.

Following pre-design approval, the selected consultant may also be asked at the discretion of the [Town/City of/County/WSD] to assist in grant writing, develop a final construction design, prepare construction bid documents, assist in bidding, and monitoring construction activities, including related grant administration and management, as well as other engineering services. Minority and women's business enterprises and labor surplus area firms (as determined by the U.S. Dept. of Labor) are encouraged to apply. *

III. RESULTING CONTRACT

The contract will require that the Respondent and all subcontractors comply with all applicable requirements of State and Federal funding agencies that will be funding the Preliminary Engineering Report as well as anticipated, subsequent construction.

IV. SECTION 3 OF THE HOUSING AND URBAN DEVELOPMENT ACT OF 1968

Consistent with the requirements of Section 3 of the federal Housing and Community Development Act of 1968, to the greatest extent feasible, opportunities for training and employment arising in connection with project activities will be extended to local lower-income residents. Further, to the greatest extent feasible, business concerns located in or substantially owned by residents of the project area will be utilized.

V. EVALUATION

Respondents' RFPs will be evaluated according to the following listed criteria and weight of each factor [MDOC suggested percentages but adjust accordingly]:

1. The qualifications of professional personnel to be assigned to the project – 40%
2. Related experience on similar projects – 40%
3. Capability to meet time and project budget requirements – 5%
4. Location – 5%
5. Present and projected workloads – 5%
6. Recent and current work for [Town/City of/County/WSD] – 5%

Vi. GUIDELINES FOR RESPONSES

Responses should include:

1. the firm's legal name, address, and telephone number.
2. the principal(s) of the firm and their experience and qualifications.
3. the experience and qualifications of the staff to be assigned to project.
4. a description of the firm's prior experience, including any similar projects, size of community, location, total construction cost, and name of a local official knowledgeable regarding the firm's performance.

5. a description of the firm's current work activities and how these would be coordinated with the project, as well as the firm's anticipated availability during the term of the project; and,
6. The proposed work plan and schedule for activities to be performed.
7. Any proposed subcontractors should also be clearly identified, and their profiles described, as well.

VI. COST AND AWARD PROCEDURE

The [Town/City of/County/WSD] utilizes a “proposals based” selection process to negotiate a contract with the firm determined to be the most qualified at a price which is determined to be fair and reasonable. Costs will not be discussed until the top ranked respondent has been selected for contract negotiations. Interviews may or may not be held either in person or “on-line” electronically with the top ranked firms.

The [Town/City of/County/WSD] reserves the right to accept or reject any and all Proposals, or parts of Proposals; waive technicalities; and to make its decision on the basis of merit, appropriateness, and any other factor. Unless all Proposals are rejected or the solicitation is canceled, a contract will be awarded to the Respondent whose Proposal best meets the requirements and criteria set forth in this solicitation.

*Firms located in Big Horn County, Glacier County, Lincoln County, Mineral County, and Sanders County, Montana.