

Hon. Brandon E. Dewey
Mayor of Stevensville

Steve Kruse
Public Works Director



Stevensville Town Hall
206 Buck Street
Stevensville, MT 59870
Phone: 406-777-5271
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Date: March 10, 2021

Subject: **Request for Qualifications**
Stevensville Water Rights Project

To Whom It May Concern:

The Town of Stevensville (Stevensville) is accepting Statements of Qualifications (SOQ) from consulting firms interested in the preparation of Global Permit Application and Mitigation Change Application for the Twin Creeks Well Field and Well 1. One firm will be selected to perform the work specified herein.

Teams may be established as necessary; however, it is expected that the prime consultant will be capable of completing the vast majority of the work, and the SOQ must clearly identify the prime for this contract. As a rule, the prime consultant must complete at least 50% of the work for a specific project or assignment unless written exception is given.

Montana professional engineering licensure is required for this work and must be in-hand at the time your proposal is submitted. If this requirement is not met and clearly identified in the proposal, your proposal will be considered non-responsive.

If your firm is interested, please submit a proposal as described herein.

Sincerely,

Steve Kruse
Public Works Director

SCOPE OF WORK

The primary task is to prepare a Global Permit Application and Mitigation Change Application for the Twin Creeks Well Field and Well 1. In summary, the existing Infiltration Gallery and Wells 2 and 3 need to be replaced by shifting production to the new Twin Creeks Well Field. Well 1 would be included in the Global Permit Application to maintain a consistent Place of Use for all municipal water rights.

The New Global Permit would seek a combined total pumping capacity of approximately 2,427 GPM and an annual Volume of approximately 3,907.5 Acre-Ft/Year. Stevensville is currently conducting a Future Water Rights Needs Assessment which will confirm or modify the Global Permit Application rate and annual volume.

The New Global Permit Application and Mitigation Change Application would be comprised of the following components:

1. Change the water rights for the Infiltration Gallery to the new Purpose of Mitigation,
2. Change the water rights for Wells 2 and 3 to the new Purpose of Mitigation,
3. Use these “Mitigation Rights” to “mitigate” the effects of new or increased pumping of the Twin Creeks Well Field via a Mitigation Change Application,
4. Application for a New Global Permit for the Twin Creeks Well Field and Well 1 to support increased pumping from these wells and service to an expanded Place of Use.
5. Terminate the Post-1973 Duplicate “back-up” Permits,
6. Decommission the Infiltration Gallery, and
7. Decommission Well-2 and Well-3.

Stevensville has hired Ross D. Miller, of Miller Law, PLLC, to provide the legal counsel regarding Stevensville’s water right’s needs. Stevensville has hired HDR to conduct the Future Water Rights Needs Assessment. Additional team members are being sought to provide hydrologic and water rights analysis. Such team members may also need to provide expert witness testimony in the event the Application is litigated.

The following are the key project elements:

Hydrologic and Water Right Analysis, and Permit Preparation

A large portion of the work necessary to complete the Global Permit Application and Mitigation Change Application will require a firm with expertise in hydrology and water rights analysis, and experience with municipal water right applications. The qualified firm must have qualified personnel and experience in the following:

- 1) Hydrology and groundwater modeling.
- 2) Surface water hydrology.
- 3) Aquifer testing and well field analysis and design.
- 4) Depletion analysis of potentially effected streams from increased groundwater pumping.
- 5) Adverse effects analysis on groundwater users from increased groundwater pumping.
- 6) Adverse effects analysis on surface water users from increased groundwater pumping.
- 7) Mitigation plan development.
- 8) Preparation of water right Change Applications for municipal use,
- 9) Historical water use analysis,

- 10) Expert witnessing in water right contested case hearings, district court, and the Montana Water Court.

Depending on the results of the Future Water Rights Needs Assessment, the qualified firm may preferably have experience in Change Applications that exceed the threshold of 4,000 Ac-Ft/Yr and 5.5 CFS (2,468.4 GPM), under the provisions of MCA 85-2-402(4).

Additional information can be obtained by contacting Ross Miller at:
ross@millerlawmontana.com

The selected team will be responsible for providing all the technical needs including but not limited to the following:

- Project Management
- Design Development
- Preliminary and Final Application project elements
- Agency Coordination and Permitting

Stevensville is funding the project. Stevensville will contract with the selected team to provide services as stipulated and manage the application, submittal, and legal process as it ensues.

LOCATION

The location of the project is the Town of Stevensville, a community in Ravalli County, MT.

PROJECT SCHEDULE AND DELIVERABLES

The project schedule and deliverables will be developed and negotiated prior to executing the contract agreement and will be dependent upon funding of the project, qualifications, and timing.

STANDARDS, SPECIFICATIONS, AND POLICIES

Work is expected to follow all applicable local, state, and federal requirements.

SOQ SUBMITTAL

Submit five (6) hard copy proposals, one (1) memory stick containing the SOQ in Adobe Acrobat Portable Document Format (.pdf) by mail or in person.

SOQ's must be
submitted to:
Town of Stevensville
Attn: Steve Kruse
206 Buck Street
Stevensville, MT 59870

Town of Stevensville must receive the SOQ for this no later than 3:00 PM MST, APRIL 12, 2021.

Regardless of cause, late SOQ's will not be accepted and will automatically be disqualified from further consideration. It shall be solely the vendor's responsibility to assure delivery at the specified office by the specified time. Offeror may request the Town of Stevensville return late SOQ's at vendor's expense or the Town of Stevensville will dispose of late SOQ's if requested

by the offeror. (See Administrative Rules of Montana (ARM) 2.5.509.). If no request is made, late SOQ's become the property of the Town of Stevensville. All SOQ's submitted on time become the property of the Town of Stevensville.

The costs for developing and delivering responses to this solicitation are entirely the responsibility of the offeror. The Town of Stevensville is not liable for any expense incurred by the offeror in the preparation and presentation of this submittal.

TENTATIVE SOQ/SELECTION SCHEDULE

The anticipated schedule for consultant solicitation and selection for this contract is as follows (subject to change):

March 10, 2021:	RFQ released
April 12, 2021:	SOQ due to be submitted to Town of Stevensville
By April 30, 2021:	SOQ reviewed, rated, and ranked by the evaluation committee
May 13, 2021:	Contract approval by Town Council

There are three (3) members on the evaluation committee for this SOQ (subject to change):

1. Mayor Brandon Dewey
2. Public Works Director Steve Kruse
3. Ross Miller, Miller Law, PLLC

SOQ CONTENTS

The SOQ must contain the information listed in this section. The proposal is **limited to ten (10) pages**, not including the required appendices. A single cover jacket/title page is allowed if desired and will not count in the page limit. Each page is defined as one side of a letter size sheet (no larger than 8 ½" x 11"), with a minimum font size of 11. Evaluation of information will begin with the first page immediately following the cover jacket/title page, and every page will be counted, in order, from that point forward, including any table of contents or divider pages the firm wishes to include. Once the page limit is reached, any information included thereafter will be removed and not considered or scored. Please organize your SOQ in the same order and numbering format as shown below, which will assist the committee in reviewing your proposal:

1) Team Qualifications

- Provide a discussion on how the team you propose to use for this project (including sub-consultants, if used) is best qualified to respond to the requirements of this project. Discussion should focus on the requirements for this specific project, particularly your team's expertise and experience, as it relates to the work described in the "Scope of Work" section above.

2) Previous Project Experience

- Provide examples of previous related project experience as it relates to these services.

3) Key Personnel

- Identify key personnel assigned to the project, location, and professional licensure of staff that satisfy the requirements for this contract.
- Include an organizational chart of your team for this project.

4) Project Approach

- Describe your understanding of the project, related projects, and requirements of the DNRC Applications.
- Describe your approach to project management and project delivery.
- Discuss the challenges you foresee as they relate to this project and its requirements, your strategy for addressing these challenges, and your specific experience in implementing the strategies identified.
- Describe your quality assurance/quality control process.

Appendix A: Resumes

Include brief resumes for the key personnel to be assigned to the project.

Appendix B: References

Submit references that include a minimum of three (3) separate projects from the past five (5) years of similar projects. If applicable, you may submit multiple projects for a single client. Each project must pertain to work similar to the proposed scope of services.

Include client name, a currently employed primary contact person, an alternative contact person, corresponding valid phone numbers and emails for both contacts, a range of contract value, and a brief description of the work performed.

EVALUATION OF SOQ's

All SOQ's will be evaluated in accordance with the following factors:

- 1) Team Qualifications (10 points possible)**
- 2) Previous Project Experience (20 points possible)**
- 3) Key Personnel (20 points possible)**
- 4) Project Approach (50 points possible)**

All Proposals will be evaluated using the following basic scoring methodology:

- Outstanding/Exceptional response: 90-100% of the available points
- Good response: 70-90% of the available points
- Average response: 50-70% of the available points
- Poor response: 30-50% of the available points
- Qualifications not clearly met: 0-30% of the available points

Following a review, the Selection Team will select the most qualified firm(s) to perform the work.

AGREEMENT REQUIREMENTS

Contract agreements will generally be administered on a cost-plus fixed fee basis. The contracts will have negotiated cost ceilings. If a consulting firm is selected for a specific project and a contract agreement is successfully negotiated, certain financial information will be required as part of the contract agreement. All consultants and sub-consultants must provide the Town of Stevensville with an Indirect Cost Rate based on the firm's latest completed fiscal year's costs. Personnel rates, profit, and direct expenses must be clearly outlined and provided to the Town of Stevensville.

Do not submit actual numerical financial information within this proposal.

OPTION TO AWARD

While the Town of Stevensville has every intention to award a contract resulting from this SOQ, issuance of the RFQ in no way constitutes a commitment by the Town of Stevensville to award and execute a contract. Upon a determination such actions would be in its best interest, the Town of Stevensville, in its sole discretion, reserves the right to:

- Cancel or terminate this RFQ (18-4-307, MCA);
- Reject any or all proposals received in response to this SOQ (ARM 2.5.602);
- Waive any undesirable, inconsequential, or inconsistent provisions of this SOQ that would not have significant impact on any proposal (ARM 2.5.505);
- Not award a contract, if it is in the Town's best interest not to proceed with contract execution (ARM 2.5.602); or
- If awarded, terminate any contract if the Town determines adequate funds are not available (18-4-313, MCA).

POINT OF CONTACT

From the date this solicitation is issued until the consultant selection is finalized by the evaluation committee, offerors are not allowed to communicate with any Town of Stevensville staff or officials regarding this solicitation, except at the direction of the Public Works Director. If unauthorized contact is made and the Town of Stevensville determines the context of the contact gives the firm an unfair advantage, the firm will be disqualified from the solicitation. Please provide any questions or points of clarification in writing. Contact information for the point of contact is as follows:

Town of Stevensville Contact
Steve Kruse
Public Works Director
steve@townofstevensville.com

Legal Contact
Ross Miller
Miller Law,
PLLC
ross@millerlawmontana.com

NONDISCRIMINATION COMPLIANCE

Consultants will be subject to Federal and Montana nondiscrimination laws and regulations.