



Town of West Yellowstone

Engineering Services

Request for Qualifications

I. INTRODUCTION AND PURPOSE OF REQUEST

The Town of West Yellowstone located in Gallatin County, hereinafter referred to as “the Town”, is soliciting Statements of Qualifications from engineering firms, hereinafter referred to as “the Firm” or “Town Engineer”, which have five (5) years or more of comprehensive experience in providing engineering services as outlined in the SCOPE OF SERVICES section of this request.

On an on-going basis and as subject to contract renewal terms as defined by the Town, the Town intends to have the Town Engineer review proposed commercial and residential development plans in order to determine compliance with applicable laws and ordinances implemented or adopted by the Town, and also to function as a consultant to the Town in development matters. The Town further may have the Town Engineer design and/or monitor the construction of municipal projects, including roadway/street, water, sewer, storm water, and drainage as well as a variety of other projects. The services requested will require the Firm to be licensed to practice engineering in the State of Montana and must also employ Professional Engineers licensed in the State of Montana. The Town reserves the right to select an engineer other than the designated Town Engineer on a specific project basis as determined by Town Council and the Town Manager.

II. GENERAL INFORMATION

The Town of West Yellowstone is a small community of approximately 1,200 people and covering approximately one square mile. During the summer months due to tourists visiting Yellowstone National Park, the daily population of Town approaches 10,000.

The Town has a Council/Manager form of government with a Town Council of 5 elected officials and an appointed Town Manager. The Town has approximately 30 full-time employees.

The Town has 15.527 lane miles of roadway and an additional 3.4 miles of unpaved alleyways. All major utilities are within the towns alley ROW's. There are 14 miles of SAS mainline and 5.5 miles of STS. The Town's mainline water source from Whiskey Springs feeds through 24,820' of distribution line with an additional 2 primary wells and 2 backup wells. The Town currently has a failing facultative lagoon system and two lift stations. With our primary station seeing upwards of 760k gallons of influent at peak flow.

The Town recently annexed 80 acres of Forest Service Land that it intends to develop in the coming years, and just awarded a \$31,209,995 bid to construct a 1.5 MGD Mechanical Wastewater Treatment Plant which should be operational in the spring of 2026.

The Town's FY2024 General Fund Expenditure Budget is \$7,354,327 and the Enterprise Fund Expenditure Budget is \$41,702,870 which includes \$37,211,600 budgeted for our new wastewater treatment plant. Fortunately, with the Town being a tourist community, we have a 3% resort tax that funds the general operations of the Town and 1% resort tax that is for infrastructure. The average amount collected for the 3% resort tax

over the last 3 fiscal years is \$5,000,499 and the average amount collected for the 1% resort tax over the last 3 fiscal years is \$1,663,353.

III. SCOPE OF SERVICES

West Yellowstone is searching for a firm that will provide professional contracted services for engineering. The Town Engineer will not be an employee of the Town for any purpose, including but not limited to the application of the Social Security Act, the Fair Labor Standards Act, the Federal Insurance Contribution Act and the Montana Unemployment Compensation Act. The general work elements are outlined below:

- A. **Plan Review Services:** The selected consulting Town Engineer will provide technical review of, and answer inquiries relating to, site plans, subdivision plans, improvement plans, land disturbance plans, and construction plans relating to projects proposed by applicants to be developed in the Town to ensure conformance to codes adopted by the Town, the Town's infrastructure, sewer and water capacity, as well as federal and state laws.
- B. **Town Project Design Services:** The selected consulting Town Engineer must have the capability to design a full array of public works type projects including transportation infrastructure systems, water and sewer systems, stormwater management programs, park and trail design, landscape design, surveying, and structural analysis including historic preservation experience in a manner that is functional and cost effective. In house planning staff is also a plus. The selected consulting Town Engineer must be able to provide structural/engineering guidance and any necessary design work for municipal projects.
- C. **Environmental Services and Regulatory Agency Interactions:** The selected consulting Town Engineer shall be well-versed in regulatory compliance and permitting and be familiar with approval procedures of regulatory agencies including but not limited to the following: Department of Transportation, Department of Environmental Quality, Department of Natural Resources and Conservation, and the State Historic Preservation Office (SHPO).
- D. **Grant and Funding Assistance:** The selected consulting Town Engineer shall, as requested, complete or assist in the completion of grant and other funding request applications for Town projects.
- E. **Surveying, Easements and Related Services:** The selected consulting Town Engineer shall have the capability of performing or subcontracting boundary surveys, topographic surveys, construction staking, prepare easement plans and easement documents, and assist in easement acquisition.
- F. **CAD and GIS Capabilities:** The selected consulting Town Engineer shall have computer-aided drafting and geographical information system capabilities upon request.
- G. **Meeting Attendance and Participation:** The Town Engineer may be expected to attend a variety of meetings in West Yellowstone, including, but not limited to, planning and zoning meetings, Town Council meetings, meeting of affected property owners and meetings with Town staff and developers.
- H. **Work Product:** The selected consulting Town Engineer will be expected to provide the Town with copies of all work products without limitation, which shall include reports, analyses, correspondence, plans, proposals, submittals, schematics, exhibits, drawings and any other documents produced in connection with the consulting relationship with the Town in printed form, as well as in electronic form to include portable document format and the root files(s).
- I. **Assignment of Professional Engineer:** The selected consulting Town Engineer shall assign to the Town a minimum of one (1) staff person who is a professional engineer.

- J. Responsiveness: The selected consulting Town Engineer must commit to provide services to the Town in a timely manner, without unreasonable delays.
- K. Proximity: The selected consulting Town Engineer must be located within reasonable proximity to the Town of West Yellowstone to ensure meeting attendance, meeting coordination and the conveyance of documents when sent via courier.
- L. Must be able to utilize technology to tele-conference and video conference on projects with Town Council, Town staff, and other related parties.

IV. SUBMISSION OF STATEMENT OF QUALIFICATIONS (SOQ)

- A. All proposals shall be submitted to and all other correspondence shall be directed to:

Dan Walker, Town Manager
Phone: (406) 646-7795
Email: dwalker@townofwestyellowstone.com

- B. All proposals must be received no later than 4 p.m. MST on Friday, March 29, 2024 for full consideration. Please email your Firm's complete RFQ, in a single PDF file, to dwalker@townofwestyellowstone.com.

- C. Inquiries and Interpretations

Responses to inquiries which directly affect an interpretation or change to this RFQ will be issued in writing by the Town staff as an addendum and emailed to all parties recorded by the Town as having received a copy of the RFQ. All such addenda issued by the Town prior to the time that proposals are received shall be considered part of the RFQ, and the Respondent shall be required to consider and acknowledge receipt of each addendum in its Qualifications. Only those inquiries the Town replies to by addenda shall be binding. Oral and other interpretations or clarifications will be without legal effect.

- D. Point of Contact

Respondents shall restrict all contact and questions regarding this RFQ to the individual named below. Questions concerning terms and conditions and technical specifications shall be directed via email to:

Dan Walker, Town Manager
Email: dwalker@townofwestyellowstone.com

Respondents or their agents are prohibited from lobbying members of the West Yellowstone Town Council members or its staff or consultants on this project. Failure to comply with this clause shall be grounds for rejection of their RFQ as non-responsive.

- E. All requests for information shall be made to the Town Manager. The Town Manager will then direct them to the proper staff for follow up.

V. STATEMENT OF QUALIFICATIONS (SOQ) REQUIREMENTS

The ideal firm should have extensive experience in municipal engineering as detailed in the Scope of Services. The qualifications and commitment of the key personnel assigned to this community is critically important in the selection of a firm. Please provide the following in your proposal:

- A. Cover letter and introduction including the name, phone number and email address of the person(s) authorized to represent the company regarding all matters related to the proposal.

- B. A description of the Firm, including brief history, number of employees and their disciplines, philosophy regarding client and customer service, location, years in business, biographies of principals, biography of the individual who will be assigned as primary representative to the Town, etc.
- C. A statement indicating how the candidate envisions being able to provide services to the Town and a demonstrated understanding of the high expectations of the Town and its residents.
- D. A statement detailing how the firm and its staff are qualified to complete tasks related to the Scope of Services.
- E. An organizational chart identifying team members and their areas of responsibility. A description of the history of the firm and description of the personnel in the regional office.
- F. The names and resumes of the professional staff who will be assigned to the Town of West Yellowstone with a statement committing the aforementioned staff to Town.
- G. Listing of current and relevant projects.
- H. List of current municipal and related clients for engineering services.
- I. Information regarding the Firm's current and projected workload and its ability to meet project schedules and be available for consultation with Town staff.
- J. Five references (past or current clients). Firms shall provide contact information for at least five municipal client references specifying entity name, address, services provided, contact person, email address, and telephone number.
- K. Firms shall also describe any contracts for services awarded to your firm that have been canceled or terminated for unsatisfactory performance in any respect and a phone number and contact person for that organization. Please also provide a description of any legal proceedings involving your firm related any municipal client or municipal projects that were unresolved or active January 1, 2010, to present.

VI. EVALUATION AND SELECTION

A. Qualification-Based Selection Process

Professional services are procured in accordance with State and local laws. Selection of the most highly qualified respondent will be made on the basis of demonstrated competence and qualifications submitted in response to this RFQ.

The Town Manager, with the assistance of the Town staff, will evaluate qualifications based on requirements described in Section V. All qualifications will be evaluated with the highest qualified respondents being selected to attend a formal interview with Town Council. The interview will allow the invited respondents to further discuss their qualifications with Town Council and staff and to respond to questions. The Town Manager shall make a recommendation to Town Council in a regular public meeting. The Town reserves the right to reject any or all proposals, and is not bound to accept the lowest cost proposal if that proposal is contrary to the best interest of the Town.

B. Selection of the firms to be interviewed shall be based on the following criteria:

- 1. **Firm's Ability.** The ability of the Firm to provide quality municipal engineering services at a reasonable cost.

2. Firm's Experience. The Firm's experience with and expertise in municipal engineering services as listed in the Scope of Services.
3. Primary Experience. The experience and qualifications of the Firm's staff that will have primary contact with Town staff.
4. Timeliness. The Firm's commitment to delivering work on time and within budget.
5. Avoidance. The Firm's demonstrated avoidance of personal or organizational conflicts of interest regarding any matters of litigation or otherwise.
6. Commitment. The extent of involvement by the Firm's key qualified personnel and the likelihood that key personnel will develop a long term and intimate knowledge of the Town's infrastructure.
7. References. The extent to which previous clients have found the Firm's services acceptable.
8. Location. Geographical location in relation to the Town.
9. Familiarity and experience with Federal, State, and County agencies.

VII. PROPOSED AWARD SCHEDULE

The Town anticipates conducting interviews for selected firms on April 9, 2024.

VIII. RESERVATION OF RIGHTS AND CONTRACT REQUIREMENTS

- A. The Town reserves the right to select one or no Firm in response to this RFQ
- B. The Firm, if selected, will be the firm whose SOQ is deemed most advantageous to the Town as determined by Town Council.
- C. The Town will require the selected Firm to execute a contract, in a form substantially similar to the Attached in Exhibit "A", to be negotiated with the Town, no more than fourteen (14) calendar days after the Town gives notice of award. Contract documents are not binding on the Town until reviewed by legal counsel. In the event the parties cannot negotiate and execute a contract within the time specified, the Town reserves the right to terminate negotiations with the selected Firm and commence negotiations with another Firm.
- D. This RFQ does not commit the Town to enter into a Contract, or award any services related to this RFQ.
- E. Independent Contractor: Firm agrees and understands that, if selected, it and all persons designated by it to provide services in connection with a contract is and shall be deemed to be an independent contractor(s), responsible for its respective acts or omissions, and that the Town shall in no way be responsible for Firm's actions, and that none of the parties hereto will have authority to bind the others or to hold out to third parties, that it has such authority.
- F. Insurance

By signing and submitting a proposal under this solicitation, the Firm certifies that if awarded the contract, it will have the following insurance coverages at the time the work commences:

Coverage	Policy limits of not less than:
Workers' Compensation	
State	Statutory
Employer's Liability	
Each accident	\$1,000,000
Each employee	\$1,000,000
Policy limit	\$1,000,000
Commercial General Liability	
General Aggregate	\$2,000,000
Personal and Advertising Injury	\$1,000,000
Bodily Injury and Property Damage—Each Occurrence	\$1,000,000
Automobile Liability	
Bodily Injury	
Each Person	\$See Combined
Each Accident	\$See Combined
Property Damage	
Each Accident	\$See Combined
Or	
Combined Single Limit	
Combined Single Limit (Bodily Injury and Property Damage)	\$1,000,000
Excess or Umbrella Liability	
Each Occurrence	\$5,000,000
General Aggregate	\$5,000,000
Professional Liability	
Each Claim	\$2,000,000
Annual Aggregate	\$2,000,000
Unmanned Aerial Vehicle Liability Insurance	
Each Claim	\$1,000,000
General Aggregate	\$1,000,000
Other Insurance [Specify]	
Each Claim	\$NA
General Aggregate	\$NA

The Town is to be named as additional insured on the Comprehensive General Liability and Automobile Liability policies and this is to be so noted on applicable Certificates of Insurance. The Certificates shall be delivered to the Town prior to the commencement of work.