



REQUEST FOR PROPOSALS

**LYMAN TRANSMISSION PROJECT
ENGINEERING PREDESIGN PHASE SERVICES**

CITY OF BOZEMAN
PO Box 1230
Bozeman, MT 59771-1230

March 2025

NOTICE IS HEREBY GIVEN that the City of Bozeman (City) is requesting proposals from qualified engineering consulting firms to provide predesign services with a focus on pipeline condition assessment, for the Lyman Transmission Rehabilitation Project.

Copies of the [Request for Proposals \(RFP\)](#) are available on the City's website

All statements of qualification prepared in response to this RFP must be provided as a single, searchable PDF document file and be submitted digitally as an email attachment to the submission email address below by the deadline indicated in this notice. Consultants are advised that the email attachment size limit is 25MB and that only one PDF file will be allowed per response. The subject line of the submission email shall clearly identify the RFP title, company name, and due date/time. File sizes greater than 25MB in size may be uploaded to the City Clerks' Office upon special arrangement with the City Clerk. If such arrangement is made, it is sole responsibility of the Consultant to ensure the file upload is completed, and that the City Clerk is separately notified via email of the completed transmittal, prior to deadline.

The deadline for submission of response to this RFP is **Thursday, April 24th , 2025 at 3:00 p.m. MST**. It is the sole responsibility of the responding individual to ensure their email transmittal is digitally timestamped as being sent to the Recipient's email address prior to the prescribed closing time as late submittals will not be accepted.

The email address for submission is: procurement@bozeman.net

NON-DISCRIMINATION AND EQUAL PAY

The City of Bozeman is an Equal Opportunity Employer.

Discrimination in the performance of any agreement awarded under this RFP on the basis of race, color, religion, creed, sex, age, marital status, national origin, or actual or perceived sexual orientation, gender identity or disability is prohibited. This prohibition shall apply to the hiring and treatment of the awarded entity's employees and to all subcontracts.

As such, each entity submitting under this notice shall include a provision wherein the submitting entity, or entities, affirms in writing it will not discriminate on the basis of race, color, religion, creed, sex, age, marital status, national origin, or because of actual or perceived sexual orientation, gender identity or disability and which also recognizes the eventual contract will contain a provision prohibiting discrimination as described above and that this prohibition on discrimination shall apply to the hiring and treatment of the submitting entity's employees and to all subcontracts.

In addition, pursuant to [City Commission Resolution 5169](#), the entity awarded a contract under this RFP and any subcontractors must abide by the Equal Pay Act of 1963 and Section 39-3-104, MCA (the Montana Equal Pay Act), and affirm it will abide by the above and that it has visited the

[State of Montana Equal Pay for Equal Work “best practices” website](#), or equivalent “best practices publication and has read the material.

Failure to comply with the above may be cause for the City to deem the submittal non-responsive.

Any administrative questions regarding proposal procedures should be directed to: Mike Maas, City Clerk (406) 582-2321, procurement@bozeman.net.

Technical questions regarding the project may be directed to Griffin Nielsen, Water Resource Engineer, gnielsen@bozeman.net. The respondent, and any of its associating parties, shall not contact other City staff in the preparation of its response to this RFP. Emailed questions or clarifications will be accepted until **Thursday, April 17th, 2025 at 11:59 p.m. MST** after which time the questions will be compiled, anonymized and provided with a posted response on the City’s RFP webpage. Further questions will not be entertained after the question period has elapsed.

The City reserves the right to amend or modify any element of this RFP by issuance of an addendum at any time prior to the given submittal deadline. Any addenda that may be issued for this RFP will be individually noticed on the City’s RFP webpage. It is the respondent’s responsibility to determine if any addenda have been issued.

DATED at Bozeman, Montana, this 29th day of March 2025.

Mike Maas
City Clerk
City of Bozeman

For publication on:
Saturday, March 29th, 2025
Saturday, April 19th, 2025

I. INTRODUCTION

The City of Bozeman (City) is requesting proposals from qualified engineering consulting firms (Consultants) to provide predesign phase services for the Lyman Transmission Rehabilitation Project. Qualified firms must demonstrate specific experience with current pipeline condition assessment practices and technologies and water pipeline rehabilitation.

The City will select the Consultant it deems most qualified upon review of proposals received in response to this request for proposals notice. The selected Consultant must demonstrate expertise in complex municipal water transmission projects and specific prior experience in the following: current potable and raw water pipeline condition assessment practices and technologies; potable and raw water pipeline rehabilitation; potable and raw water pipeline replacement; constructability analyses; environmental permitting; cost estimating; development of project alternatives, screening criteria, and recommendation of preferred alternatives.

Publication of this RFP shall not commit the City to enter into a Professional Services Agreement (PSA), to pay any expenses incurred in preparation of a submission responding to this RFP, or to procure or contract for any supplies, goods or services. The City reserves the right to accept or reject all responses received for this RFP if it is in the City's best interest to do so.

This procurement is governed by the laws of the State of Montana and the venue for all legal proceedings shall be in the 18th Judicial District Court, Gallatin County. By offering to perform services under this RFP, all submitters agree to be bound by the laws of the State of Montana and of the City, including, but not limited to, equal opportunity employment practices, safety, non-discrimination & equal pay, etc.

II. PROJECT BACKGROUND AND DESCRIPTION

Lyman Creek is the City of Bozeman's original municipal water supply, dating back to the late 19th century. The Lyman Creek water system is comprised of a series of spring collectors that divert Lyman Creek surface water, raw water transmission, an inlet control building with chemical treatment, 5.3-million-gallon water reservoir, outlet control building, potable water transmission, and a booster pump station. The system components vary in age and condition with the oldest components still in use with 100 years of service.

The City is initiating two procurement efforts to provide predesign phase services for the Lyman Creek systems. This RFP is specific to the system's raw water and treated water transmission, referred to here as the Lyman Transmission Rehabilitation Project. A separate RFP focused on the Lyman Reservoir is proceeding in tandem, referred to here as the Lyman Reservoir Project. The scopes of these two projects are distinct, however, there may be a minor overlap. The selected firm for the Lyman Transmission Rehabilitation Project will be expected to proceed independently but may be directed by the City to coordinate work schedules with the firm selected for the Lyman Reservoir Project.

The predesign phase of the Lyman Transmission Rehabilitation Project is intended to identify the scope of the rehabilitation effort necessary to ensure continued reliable service for systems raw and potable water transmission mains. A main failure of either portion presents significant risk to the City. Rather than proceeding with full-scale replacement of the existing transmission mains, the City's goal is to identify the scope of pipeline rehabilitation efforts needed to strategically address pipeline sections of highest risk.

The Lyman potable water transmission main runs approximately two miles from the Lyman Reservoir outlet building to the Pear Street Booster Station, traversing undeveloped agricultural lands within the County, developed residential properties in both the City and County and crossing Bridger Creek and the East Gallatin River. The main is primarily 18-inch cast iron originally installed in the 1920s, with some minor segments upgraded to ductile iron in 1969, 2006, 2007 and 2021. Segments of the potable transmission main may be taken out of service temporarily to support condition assessment work activities. The entirety of the transmission main cannot be taken out of service without simultaneously taking a portion of customers out of service.

The Lyman raw water transmission main starts as a 16-inch ductile iron pipe for a mile and a half before transitioning to 18-inch asbestos concrete which runs for approximately 1,000 feet before transitioning to an 18" cast iron pipe for its run to the reservoir's inlet building. This predesign effort will focus on the 18-inch asbestos concrete, which was installed in 1969, and the 18" cast iron pipe, which was installed in 1941. The City may consider expanding the condition assessment scope to include the 16-inch ductile iron main, which was installed in 1989. The entirety of the raw water main is located on open undeveloped lands with a mix of private and City ownership. The raw water transmission main may be taken out of service for limited periods during low demand periods.

III. PRELIMINARY SCOPE OF WORK

Release of this RFP with the preliminary scope of services contained herein does not commit the City to contracting with a selected firm for all scope items identified. For purposes of this RFP the term 'selected consultant' can mean a single engineering consulting firm, or a prime engineering consulting firm together with sub-consultant engineering firm(s) forming a respondent team.

The preliminary scope of work involved for this project is outlined below. The City desires for the scope of work to be completed in a diligent manner. Additional tasks and work elements may be inserted into the scope of work during contract negotiations with the selected firm. It is also possible that tasks or elements could be removed during negotiations or not included in an initial contract because of regulatory uncertainty, budget limitations, contracting strategy or any combination thereof. In its proposal, a firm may recommend addition/deletion of tasks and/or modification of tasks in describing its particular understanding and approach for the project.

Proposals must clearly identify any elements of the proposed scope of work that would **not be** provided by the prime engineering consulting firm. Any sub-consultants that comprise the

respondent team must be identified along with a description of past working history between the firms.

Condition assessment technologies that require temporary or permanent alterations to the system, or present risks to the City's operation of the system (such as from an in-service pipeline probe) as determined by the City, may require special insurance and bonding requirements.

Task 1 – Condition Assessment

- Review all available information for the transmission mains and consult with the City to define the requirements for the project (including objectives and constraints, options for equipment and/or personnel, operational needs access to transmission mains, schedule, and budgetary limitations) to prepare a recommended condition assessment plan outlining progressive examination steps that will be taken; including the data that will be gathered, method and location obtainment, physical and operation requirements, schedule, and triggers for progression identified for each step.
- In coordination with the City, implement the condition assessment plan; including procuring, deploying, managing, and/or operating any necessary technologies or services to obtain all necessary data. Obtain any required approvals from governmental authorities or private entities having jurisdiction. Act as the City representative during any construction activities. Receive, review, and determine the acceptability of all data obtained.
- Prepare a condition assessment report detailing the findings and conclusions along the length of transmission mains as well as recommendations for continued monitoring. The report shall include a risk ranking of distinct sections of each main. All collected data and/or reports shall be included with the report.

Task 2 – Predesign Report

- In consultation with the City, identify the serviceability objective for each main.
- Provide a pre-design report with recommendations for repairs, rehabilitation or replacement of each transmission main. Recommendations for each transmission main shall identify distinct projects with alternatives including opinions of probable design and construction cost, permitting and regulatory requirements, constructability requirements, and limitations. The report, as appropriate, may contain schematic layouts, sketches, and conceptual design criteria with appropriate exhibits to indicate requirements, considerations involved, and the Engineer's recommended solution(s).

IV. PROJECT SCHEDULE AND BUDGET

The City has an available budget of \$500,000 within the current fiscal year, however, the budget shall be divided between this project and the Lyman Reservoir Project Predesign Services. An additional budget of \$1.5 million will become available at the start of the next fiscal year, July 1st,

2025 for design and bidding of preferred alternatives selected by the City for the Lyman Reservoir and transmission main projects.

The City desires to have the Lyman Transmission Project’s predesign deliverable completed by early summer of 2026. The City has several other water supply capital projects in progress including the Sourdough Tank Rehabilitation and Sourdough Intake Improvements. Lyman transmission main shutdowns will need to be closely coordinated with the City. Shutdown of the Lyman Creek system will not be allowed during periods when these projects are limiting the City’s ability to store or deliver water.

V. RFP DEADLINES & SELECTION TIMELINES

Consultants must provide their proposal submissions in response to this RFP via email to the City Clerk at procurement@bozeman.net by Thursday, April 24, 2025, at 3:00pm local time. Submissions must be provided as a single, searchable PDF document file as an email attachment. Consultants are advised that the email attachment size limit is 25MB and that only one PDF file will be allowed per response. The subject line of the submission email shall clearly identify the RFP title, company name, and due date/time. File sizes greater than 25MB in size may be uploaded to the City Clerks’ Office upon special arrangement with the City Clerk. If this arrangement is made, it is sole responsibility of the Consultant to ensure the file upload is completed, and that the City Clerk is separately notified via email of the completed transmittal, prior to the deadline given in this notice. Late submittals will not be accepted.

Contact Information for Questions

Questions concerning this RFP or Project shall be directed to the following individuals.

Project Manager
Griffin Nielsen, P.E.
gnielsen@bozeman.net

Procurement Timeline

EVENT	DATE
RFP Notice Dates	Saturday, March 29, 2025; Saturday, April 19, 2025
SOQ Submission Deadline	Thursday, April 24, 2024 at 3:00pm local time
Deadline for Technical Questions	Thursday, April 17 th , 2025, at 11:59 p.m. MST
City Evaluation of Proposals	April 28 – May 9, 2025
Interviews (At City’s Discretion)	Week of May 12 - 16, 2025
Selection Decision	May 16, 2025
Contract Negotiation	May 19 – June 13, 2025
Contract Authorization	June 24, 2025

Except for the RFP notice dates and SOQ submission deadline, the above procurement timeline may be modified without notice by the City.

VI. SOQ SUBMITTAL CONTENTS AND FORMAT

Proposals must contain the following information and be organized under the headings below.

A. Proposal Contents

1. **Firm Background:** Provide general information about the firm, its history, strengths/weaknesses, and special capabilities that set the firm apart from its competitors. If the Consultant consists of a team of firms, provide the specific capabilities for each respective firm and the value that a team approach provides.
2. **Project Overview:** Provide a high-level overview of the Project to demonstrate the Consultant's understanding of the purpose and need for the Project.
3. **Project Approach:** Describe the specific approach to completing the Project within a detailed scope of services. The submittal should include specific scope items and deliverables that are proposed to meet the City's stated objective for the Project. If the Consultant is comprised of a team of engineering firms, the proposal submittal contents must clearly indicate which firm will be the prime firm for the PSA, and clearly distinguish the respective aspects of the detailed project approach each firm will be working on.
4. **Management Approach Staff Qualifications:** Describe the Consultant's project manager and principal-in-charge and their particular qualifications along with their respective office locations. Describe the experience and qualifications of professional personnel to be assigned to the project team and their individual roles in delivering the scope of services described in the proposed specific project approach.
5. **Related Experience on Similar Projects:** Describe the Consultant's recent or current work with the City, if any. Provide a description of not less than three projects of similar size and scope that the Consultant has successfully completed within the past 5 years. The project description shall include a brief overview, overall construction costs, overall engineering fees, and contact information for the project owner.
6. **Proposed Schedule and Consultant's Workload:** Provide a proposed project schedule with major milestones identified as well as the status of current and anticipated workload for identified staff members.
7. **Sign Nondiscrimination & Equal Pay Affirmation Form:** Provide the Nondiscrimination & Equal Pay Affirmation Form included as Attachment A, signed by an authorized representative of the consultant.
 - i. *Failure to provide a signed Nondiscrimination & Equal Pay Affirmation is cause to disqualify the firm from selection.*

B. Proposal Format

1. Proposals shall be provided as a single, searchable, PDF document file.

2. Proposals shall contain a cover letter signed by an officer or principal of the responding prime firm.
3. Submittals shall be a total of twelve (12) 8.5"x11" pages or less, with margins not smaller than 0.50", and font not smaller than 11-point type.
 - a. The following pages are exempted from the 12-page limit: cover page, cover letter, table of contents, divider pages, personnel resumes, and signed Non-Discrimination and Equal Pay Affirmation Form.
 - b. A project schedule sheet is exempted from the 8.5"x11" page size limit and may be of larger format but is included in the 12-page submittal limit.

VII. SUBMITTING THE PROPOSAL

By submitting its proposal the consulting firm makes an incontrovertible and unequivocal representation that it understands, respects, and agrees to be bound by the terms and processes described herein that the City will employ in its review, evaluation, selection and contract negotiations occurring under this RFP procurement action. The proposal shall be submitted as stated in the notice.

VIII. SELECTION PROCEDURE

Procurement of engineering services under this RFP is governed by Sec. 18-8-201 MCA et. Seq. and the specific processes contained within this RFP. Proposals meeting the submittal requirements and deadline will be distributed to a project selection committee for review and evaluation. The selection committee will consist of no fewer than three (3) City staff members whose identities will remain anonymous ahead of the submittal deadline.

Proposals will be distributed to the selection committee where they will be individually evaluated against the selection criteria below. Upon review, each member will assign an ordered ranking of the proposals from most-qualified to least-qualified. The most-qualified proposal will be assigned a ordinal value of one (1), the second most-qualified an ordinal value of two (2), continuing in this fashion until the least qualified proposal is found and given an ordinal value equaling the total count of proposals received. Ordinals assigned to each proposal by each committee member will then be summed together and sorted from lowest ordinal sum to highest ordinal sum, producing the selection committee's initial ranking list from most-qualified to least-qualified. The selection committee will review the initial ranking list and determine at its sole discretion whether it will conduct interviews with the top ranking firms of its choosing, or it may determine that it will forego interviews and simply select the most-qualified firm from the initial ranking list to enter contract negotiations. Should the selection committee determine it will conduct interviews, it will select the firm it determines to be most-qualified upon a combined evaluation of the firm's written proposal and interview performance.

The firm determined by the selection committee to be most-qualified will be deemed the 'selected firm' for which the City will enter into contract negotiations. The City may choose multiple selected firms for contract negotiations if in its discretion it believes that discrete

selected firms are most qualified for particular scope items and that the City will receive superior service and results than if all scope items are completed by a single selected firm.

Contract negotiations will proceed after selection and will take into account the estimated value of services to be rendered, as well as the scope, complexity and professional nature thereof, in order to arrive at a contract that the City determines to be fair and reasonable. If the City is unable to negotiate a satisfactory contract with the consultant initially selected at a price the City determines to be fair and reasonable, negotiations with that consultant will be formally terminated and the City will select another consultant in accordance with Sec. 18-8-204 MCA and continue until an agreement is reached or the procurement process is terminated.

IX. SELECTION CRITERIA

Proposals will be evaluated on the criteria listed below. These are minimum criteria listed in Sec. 18-8-204 MCA as well as an additional criterion capturing the consultant's specific project approach and understanding. These criteria are not assigned point values for relative weighting in the evaluation and ranking process. Instead, selection committee members will review and evaluate the proposal as a whole to assign proposal rankings from most- to least-qualified.

- The consultant's specific project approach and understanding;
- Qualifications of professional personnel to be assigned to the project;
- Capability to meet project time and budget requirements;
- Location of the consulting firm;
- Present and projected workloads;
- Related experience on similar projects;
- Recent and current work for the City.

X. FORM OF PROFESSIONAL SERVICES AGREEMENT

Consultants are notified that the form of the PSA contract must be substantially similar to template PSAs commonly utilized by the City in contracting for professional services. The City will determine which template PSA is most conducive for the professional services being contracted for after its selection of the most qualified Consultant is made.

Consultants are also notified that condition assessment plans which include conditional assessment technologies or processes that require temporary or permanent alterations to the system or risk to the City's operation of the system (such as from an in-service pipeline prob) as deemed by the City may require additional insurance, bonding and/or changes to the PSA.

XI. CITY RESERVATION OF RIGHTS

All proposals submitted in response to this RFP become the property of the City and public records and, as such, may be subject to public review.

A SUBMISSION IN RESPONSE TO THIS REQUEST FOR PROPOSALS CONFERS NO RIGHTS UPON ANY CONSULTANTS AND SHALL NOT OBLIGATE THE CITY IN ANY MANNER WHATSOEVER. THE CITY RESERVES THE RIGHT TO MAKE NO AWARD AND TO SOLICIT ADDITIONAL REQUEST FOR PROPOSALS AT A LATER DATE.

- A. This RFP may be canceled or any or all responses may be rejected in whole or in part, as specified herein, when it is in the best interests of the City. If the City cancels or revises this RFP, all Consultants who submitted will be notified using email.
- B. The City reserves the right to accept or reject any and all submissions; to add or delete items and/or quantities; to amend the RFP; to waive any minor irregularities, informalities, or failure to conform to the RFP; to extend the deadline for submitting proposals; to postpone award for up to 60 days; to award one or more contracts, by item or task, or groups of items or tasks, if so provided in the RFP and if multiple awards are determined by the City to be in the public interest.
- C. The City reserves the right to reject the submission of any person/firm who previously failed to perform properly to the satisfaction of the City, or complete on time agreements of similar nature, or to reject the submission of any person/firm who is not in a position to perform such an agreement satisfactorily as determined by the City.
- D. The City reserves the right to determine the most qualified Consultant and negotiate a final scope of service and cost, negotiate a contract with another Consultant if an agreement cannot be reached with the first selected Consultant, or reject all proposals.
- E. The successful Consultant will be required to enter into a contract with the City, which will incorporate the Consultants scope of service and work schedule as part of the agreement.
- F. This RFP does not commit the City to award a contract. The City assumes no liability or responsibility for costs incurred by Consultants in responding to this request for proposals or request for interviews, additional data, or other information with respect to the selection process, prior to the issuance of an agreement, contract or purchase order. The Consultants, by submitting a response to this RFP, waives all right to protest or seek any legal remedies whatsoever regarding any aspect of this RFP.
- G. This project is subject to the availability of funds.

XII. NONDISCRIMINATION AND EQUAL PAY POLICY

The City of Bozeman requires each entity submitting under this notice shall affirm, on a separate form provided, that it will not discriminate on the basis of race, color, religion, creed, sex, age, marital status, national origin, or because of actual or perceived sexual orientation, sexual preference, gender identity, or disability in fulfillment of a contract entered into for the

services identified herein and that this prohibition on discrimination shall apply to the hiring and treatment of the submitting entity's employees and to all subcontracts it enters into in the fulfillment of the services identified herein. Failure to comply with this requirement shall be cause for the submittal to be deemed nonresponsive.

In addition, pursuant to [City Commission Resolution 5169](#), the entity awarded a contract under this RFP and any subcontractors must abide by the Equal Pay Act of 1963 and Section 39-3-104, MCA (the Montana Equal Pay Act), and affirm it will abide by the above and that it has visited the [State of Montana Equal Pay for Equal Work "best practices" website](#), or equivalent "best practices publication and has read the material.

XIII. MISCELLANEOUS

- A. No Oral Agreements. No conversations or oral agreements with any officer, employee, or agent of the City shall affect or modify any term of this solicitation. Oral communications or any written/email communication between any person and City officer, employee or agent shall not be considered binding.
- B. No Partnership/Business Organization. Nothing in this solicitation or in any subsequent agreement, or any other contract entered into as a result of this solicitation, shall constitute, create, give rise to or otherwise be recognized as a partnership or formal business organization of any kind between or among the respondent and the City.
- C. Employment Restriction and Indemnity. No person who is an owner, officer, employee, contractor, or consultant of a respondent shall be an officer or employee of the City. No rights of the City's retirement or personnel rules accrue to a respondent, its officers, employees, contractors, or consultants. Respondents shall have the responsibility of all salaries, wages, bonuses, retirement, withholdings, worker's compensation and occupational disease compensation, insurance, unemployment compensation other benefits and taxes and premiums appurtenant thereto concerning its officers, employees, contractors, and consultants. Each Respondent shall save and hold the City harmless with respect to any and all claims for payment, compensation, salary, wages, bonuses, retirement, withholdings, worker's compensation and occupational disease compensation, insurance, unemployment compensation other benefits and taxes and premiums in any way related to each respondent's officers, employees, contractors and consultants.
- D. Accessibility. Upon reasonable notice, the City will provide assistance for those persons with sensory impairments. For further information please contact the ADA Coordinator Mike Gray at 406-582-3232 or the City's TTY line at 406-582-2301.
- E. Procurement. When discrepancies occur between words and figures in this solicitation, the words shall govern. No responsibility shall attach to a City employee for the

premature opening of an SOQ not properly addressed and identified in accordance with these documents.

- F. Governing Law. This solicitation and any disputes arising hereunder or under any future agreement shall be governed and construed and enforced in accordance with the laws of the State of Montana, without reference to principles of choice or conflicts of laws.

XIV. ATTACHMENTS

- A. Nondiscrimination and Equal Pay Affirmation

XV. OTHER RESOURCES

Below are documents, information or data that may be germane to the preliminary scope of work contained in this RFP and are publicly available on the internet, or housed by other government agencies, so they are not being provided by the City with this RFP.

- [City of Bozeman's Infrastructure Viewer](#) contains relevant data, including links to record drawings for the Lyman Transmission System and approximate pipeline location.

****END OF RFP EXCEPT FOR ATTACHMENTS****

NONDISCRIMINATION AND EQUAL PAY AFFIRMATION

_____ (name of entity submitting) hereby affirms it will not discriminate on the basis of race, color, religion, creed, sex, age, marital status, national origin, or because of actual or perceived sexual orientation, gender identity or disability and acknowledges and understands the eventual contract will contain a provision prohibiting discrimination as described above and this prohibition on discrimination shall apply to the hiring and treatments or proposer's employees and to all subcontracts.

In addition, _____ (name of entity submitting) hereby affirms it will abide by the Equal Pay Act of 1963 and Section 39-3-104, MCA (the Montana Equal Pay Act), and that it has visited the [State of Montana Equal Pay for Equal Work "best practices" website](#), or equivalent "best practices publication" and has read the material.

Name and title of person authorized to sign on behalf of submitter