



REQUEST FOR QUALIFICATIONS

**LYMAN RESERVOIR 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 qualifications . from engineering consulting firms (Consultant) to provide engineering predesign phase services for the Lyman Reservoir Project. The Lyman Reservoir was first put into service in 1889 as an integral component of the City's original municipal water supply system. Since that time, several major improvements to the reservoir facility have been completed, the last of which occurred in 2004. The City intends to contract with the selected Consultant for pre-design phase services only.

The City will select the Consultant it deems most qualified upon review of statements of qualifications received in response to this request for qualifications notice. The selected Consultant must demonstrate expertise in complex municipal water supply systems and specific prior experience in the following: concrete water tank condition assessments; prestressed concrete water tank design; synthetic lining systems for leak prevention; water treatment facilities and chemical feed systems; hydraulic baffling systems; water system hydraulics, water tank siting evaluations; geotechnical suitability investigations; constructability analyses; cost estimating; and development of project alternatives, screening criteria, and recommendation of preferred alternatives.

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

All statements of qualification prepared in response to this RFQ 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 RFQ 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 responses to this RFQ is **Thursday, April 24, 2025 at 3:00pm local time**. It is the responsibility of the Consultant to ensure its submission is received by the City Clerk prior to this deadline. 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 RFQ 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 RFQ 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 relating to the RFQ may be directed to: Brian Heaston, P.E., Senior Water Resources Engineer (406) 582-2282, bheaston@bozeman.net.

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

Mike Maas
City Clerk
City of Bozeman

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

I. INTRODUCTION

The City of Bozeman (City), through this request for qualifications (RFQ), is seeking to procure an engineering consulting firm (Consultant) to provide engineering predesign phase services for the Lyman Reservoir Project (the "Project"). The Lyman Reservoir was first put into service in 1889 as an integral component of the City's original municipal water supply system. Since that time, several major improvements to the reservoir facility have been completed, the last of which occurred in 2004. The City intends to contract with the selected Consultant for predesign phase services only.

The City will select the Consultant it deems most qualified upon review of statements of qualifications (SOQs) received in response to this request for qualifications notice. The selected Consultant must demonstrate expertise in complex municipal water supply projects and specific prior experience in the following: concrete water tank condition assessments; prestressed concrete water tank design; synthetic lining systems for leak prevention; water treatment facilities and chemical feed systems, hydraulic baffling systems, water system hydraulics, water tank siting evaluations; geotechnical suitability investigations; constructability analyses; cost estimating; and development of project alternatives, screening criteria, and recommendation of preferred alternatives.

The City is initiating concurrent procurement efforts to provide predesign phase services for the Lyman Creek water system. This RFQ is specific to the system's reservoir, referred to here as the Lyman Reservoir Project. A separate RFP focused on the system's transmission mains is proceeding in tandem, referred to here as the Lyman Transmission Project. The respective scopes of these two projects are distinct; however, there may be minor overlap. The selected firm for the Lyman Reservoir 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 Transmission Project.

Consultants are notified that the form of the professional services agreement (PSA) contract that the City will enter into with the selected Consultant must be substantially similar to template PSAs commonly utilized by the City in contracting for professional services. The City will determine the template PSA that is most conducive for the project after it has reviewed SOQs and selected a Consultant for the project.

Publication of this RFQ shall not commit the City to enter into a PSA, to pay any expenses incurred in preparation of a submission responding to this RFQ, 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 RFQ 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 venue for all legal proceedings shall be in the 18th Judicial District Court, Gallatin County. By offering to perform services under this RFQ, 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

The Lyman Reservoir is an integral component of the City's Lyman Creek municipal water system. The original reservoir was completed in 1889 as an open cavity trapezoidal reinforced concrete structure. The capacity of the reservoir was significantly enlarged in 1911 to its current footprint. In 1957, 4' high vertical concrete perimeter walls were added to the perimeter rim of the reservoir, establishing its current physical dimensions. The existing reservoir is comprised of concrete vintaged from each of these historical improvements. Concrete rehabilitation and other major improvements to the reservoir facility were completed in 2004. The 2004 project consisted of extensive concrete slab and joint repairs; installation of a synthetic liner to prevent leakage; new construction of a vestibule roof system to fully enclose the reservoir; addition of a curtain baffle system; and construction of a new inlet control building, outlet control building, and chemical feed systems.

Observed discharge rates at the reservoir liner drainpipe outlet indicate that the liner system has failed to prevent water leakage. Facility operators have not observed signs of water seepage near the existing toe of the reservoir's earthen embankment.

Lyman Reservoir establishes the hydraulic grade line for the City's northeast pressure zone. The Pear Street booster station exists at the downgradient end of the northeast zone to boost water produced at the Lyman Creek source into the south pressure zone. Major rehabilitation improvements were completed for the booster station in 2020 to replace all mechanical equipment, process piping, valves, and controls systems.

The City is faced with a major decision to either implement a capital rehabilitation effort or proceed with construction of a new reservoir facility. The predesign phase will entail engineering analyses necessary to arrive at a project definition recommendation for subsequent engineering design and construction.

The City desires to keep the Lyman Creek water supply source operable to the extent practicable while the predesign work progresses. This may call for a temporary chlorine feed facility to keep the source online if the reservoir is bypassed and drained for condition assessment purposes. The predesign alternatives analysis must account for the need and type of temporary facilities necessary to keep the Lyman Creek water supply source online while the preferred alternative is constructed.

III. SCOPE OF SERVICES

The scope of services for the project entails predesign phase engineering services necessary to arrive at a recommended preferred alternative for subsequent design and construction. In general, the predesign phase services should include the items enumerated below. The Consultant's SOQ must identify the technical analyses it proposes to conduct based on its prior experience with projects of similar character.

- 1) Lyman Reservoir condition assessment
- 2) Reservoir leakage analysis
- 3) Groundwater monitoring and geotechnical stability analysis
- 4) New reservoir siting evaluation
- 5) Temporary facilities analysis
- 6) Constructability analysis
- 7) Life-cycle costs analysis

Upon the City's selection of the Consultant it deems most-qualified, the final scope of services, fee and schedule will be negotiated within a professional services agreement (PSA).

IV. PROJECT SCHEDULE AND BUDGET

The City has an available budget of \$500,000 within the current FY25 to fund predesign efforts for the Lyman Reservoir Project and the concurrent Lyman Transmission Project (see separate RFP for the Lyman Transmission Project). In FY26, an additional \$1.5mln of budget is planned to fund the design and bidding of preferred alternatives selected by the City upon completion of the predesign phase for the Lyman Reservoir and Lyman Transmission Main projects.

The City desires to see the Lyman Reservoir Project predesign phase completed by September 30, 2026. The City has several other water supply capital projects in progress including the Sourdough tank rehabilitation and Sourdough intake improvements. Any temporary shutdowns of the Lyman Creek water system transmission and storage components must be closely coordinated with the City and other ongoing projects that affect the City's water storage and transmission capabilities.

V. SOQ SUBMITTAL INSTRUCTIONS AND TIMELINES

Consultants must provide their SOQ submissions in response to this RFQ 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 RFQ 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 RFQ or Project shall be directed to the following individuals.

Project Manager
Brian Heaston, P.E.
bheaston@bozeman.net
406-582-2282

Water Treatment Superintendent
Jill Miller
jmiller@bozeman.net
406-994-0503

Procurement Timeline

EVENT	DATE
RFQ Notice Dates	Saturday, March 29, 2025; Saturday, April 19, 2025
SOQ Submission Deadline	Thursday, April 24, 2024 at 3:00pm local time
City Evaluation of SOQ Submittals	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 RFQ notice dates and SOQ submission deadline, the above procurement timeline may be modified without notice by the City.

VI. SOQ SUBMITTAL CONTENTS AND FORMAT

Consultant SOQ submittals for this RFQ must contain the information requested within this section and be formatted as described within this section.

A. Submittal 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 and Understanding

Provide a high-level overview of the Project to demonstrate the Consultant’s understanding of the purpose and need for the Project.

3. Specific 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 SOQ 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. Proposed Project Schedule

Prepare a proposed project schedule consistent with the proposed specific project approach.

5. Project Management and 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.

6. Consultant's Workload and Related Experience on Similar Projects

Describe the Consultant's recent or current work with the City, if any. Provide the status of current and anticipated workload and the Consultant's capability to meet the proposed project schedule. 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.

7. Signed Nondiscrimination & Equal Pay Affirmation Form

Provide a signed version of the Nondiscrimination & Equal Pay Affirmation Form attached to this RFQ. If the Consultant is a team of firms, a separate form shall be signed by an authorized representative from each firm.

B. Submittal Format

1. Submittals shall be provided as a single, searchable, PDF document file.
2. Submittals shall contain a cover letter signed by an officer or principal of the responding prime firm.
3. Submittals shall be a total of twenty (20) 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 20-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 20-page submittal limit.

VII. SELECTION CRITERIA AND PROCEDURE

SOQ submittals will be evaluated on the criteria listed below by the selection committee assembled by the City for the Project. These are minimum criteria listed in MCA 18-8-204 as well as an additional criterion capturing the Consultant's project understanding and specific project approach. These criteria are not assigned point values for relative weighting in the evaluation

and ranking process. The City's selection committee will be comprised of at least three staff members will review and evaluate the SOQ submittals as a whole to assign SOQ rankings from most to least qualified.

1. The Consultant's project understanding and specific project approach.
2. Qualifications of professional personnel to be assigned to the project.
3. Capability to meet project time and budget requirements.
4. Location of the firm.
5. Present and projected workloads.
6. Related experience on similar projects.
7. Recent and current work for the City.

The Consultant whose SOQ submittal that is determined by the selection committee to be most qualified will be selected to begin contract negotiations with the City. The selection committee may choose to select multiple firms for contract negotiations if it believes the City will receive superior service and results compared to the selection of a single firm for the Project.

Contract negotiations in the form of a PSA will proceed after selection and will consider the estimated value of services to be rendered, as well as the scope, complexity, and professional nature thereof to arrive at a contract the City determines to be fair and reasonable. The Consultant's SOQ submittal will serve as the initial basis for the PSA's scope, schedule, and fee. If the City is unable to negotiate a satisfactory PSA with the initially selected Consultant at a price it determines to be fair and reasonable, or if specific legal provisions of the PSA cannot be mutually agreed upon, then negotiations with that Consultant will be terminated by the City. If this occurs, the City may initiate contract negotiations with the next most-qualified Consultant and continue until an agreement is reached or the procurement process under this RFQ is terminated.

VIII. FORM OF 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.

IX. CITY RESERVATION OF RIGHTS

All proposals submitted in response to this RFQ 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 QUALIFICATIONS 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 QUALIFICATIONS AT A LATER DATE.

- A. This RFQ 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 RFQ, 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 RFQ; to waive any minor irregularities, informalities, or failure to conform to the RFQ; 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 RFQ 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 RFQ 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 qualifications 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 RFQ, waives all right to protest or seek any legal remedies whatsoever regarding any aspect of this RFQ.
- G. This project is subject to the availability of funds.

X. 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 RFQ 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.

XI. 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.

XII. ATTACHMENTS

- A. Nondiscrimination and Equal Pay Affirmation

XIII. OTHER RESOURCES

The following documents are available upon request. Due to large file sizes, the documents will be made available through Microsoft OneDrive. To request access to these documents, email bheaston@bozeman.net.

1. Historical Photos of Lyman Reservoir
2. 1901 Water System Map
3. 1911 Lyman Reservoir Enlargement Plan Sheet
4. 1957 Lyman Reservoir Improvements
5. 1988 Lyman Reservoir Improvements
6. 1990 Subsurface Investigation of Lyman Reservoir
7. 2001 Lyman Reservoir Improvements Technical Memoranda
8. 2004 Lyman Reservoir Improvements

****END OF RFQ 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