

Date: January 28, 2025

Subject: **Request for Proposals – Design and Construction Engineering Services for the Design and Reconstruction of Montana Street – Livingston, MT**

In accordance with Title 18, Chapter 8 (MCA) and adopted City policy for consultant selection, the City of Livingston (City) is accepting proposals for design and construction engineering services for the subject project. One consultant will be selected to perform the work specified herein.

Consultants will be evaluated based solely on the proposal submitted specifically addressing the evaluation criteria stated in this RFP.

Consultant 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 proposal 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 unless written exception is given.

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

## **SCOPE OF WORK**

The project will reconstruct 0.349 miles of Montana Street (U-7402) between 7<sup>th</sup> (RP 0.626) and 12<sup>th</sup> (RP 0.277) Streets without added capacity including the replacement of water and sewer utilities and installation of stormwater utilities, curbs, sidewalks, drainage structures, pavement, street lights, pavement markings, signs, ADA ramps and sidewalks. Constructed improvements to Montana Street will improve the street and utilities to current city standards for Livingston residents. The Consultant will need to follow all activities necessary to follow and complete the Local Agency Guidelines (LAG) process for the design and reconstruction of Montana Street. Design activities will include, but not be limited to; survey, road design; geotechnical and surfacing investigations and analysis; hydraulics analysis and design; traffic and safety assessments and design; investigation of the existing right-of-way and assessment of proposed right-of-way needs; right-of-way design; potential right-of-way acquisition; utility coordination; environmental analysis and document, permitting; public involvement; plans and specification through final PS&E; answering questions posed during the letting Q&A process; and answering questions, submittal reviews, material testing and construction inspection during the construction phase (CA).

By submitting a proposal, it is understood your firm has capacity to complete the work requested in a timely manner (in accordance with the negotiated schedule) and that you have an internal quality assurance/quality control process achieving industry standard expectations for quality.

## **PROJECT GOALS**

The City of Livingston is using STPU funds (UPN 10595-000) to improve Montana Street to current standards. The STPU project will include pavement, curb and gutter, sidewalks, ADA upgrades, street light bases and conduits and stormwater improvements. The City also desires to design and install water, sewer and stormwater mains concurrently with the STPU project. The design and construction of the water, sewer and stormwater mains will be paid with city funds.

## **KEY PROJECT ELEMENTS**

- Urban streetscape design according to City of Livingston and MDT design and construction standards.
- ADA design compliance.
- Utility design. Replace water and sewer and design and install new stormwater infrastructure.
- Maintain alliance with Livingston Growth Policy: improve pedestrian and bicycle safety.
- Public outreach. Public meetings and communicating project goals and schedule will be critical.
- Coordinate with City staff during planning, design and implementation.

## **LOCAL PROJECT ADMINISTRATION PROCESS**

This project will be funded in part by Federal Aid, necessitating compliance with the Local Agency Guideline (LAG) Manual. Experience with Federal Aid project development and Montana Department of Transportation (MDT) Environmental Compliance Activities are requirements for any consultant or consultant team applying. It is recommended that any proposing consultant review the LAG Manual flow chart and activities as listed on the MDT website.

After the City selects a consultant, the consultant will provide the City with a written scope for the Design Development phases, and between the Design Development and Construction Engineering Services phases.

## **LOCATION**

The location of the project is in Livingston, Montana, on Montana Street between 7<sup>th</sup> and 12<sup>th</sup> Streets.

## **TECHNICAL NEEDS**

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

- Project Management – Manage all scopes, schedules, and fees for the consultant team in close coordination with the City’s project manager, including quality assurance, reporting, and documentation required for administration of the project funding sources.
- Public Outreach – Provide and facilitate public/media communications and public meetings. Consultants are encouraged to address how continuity of previous and on-going public outreach efforts will be maintained in their approach to the project.
- Survey – Incorporate and supplement available mapping, control, and cadastral data, including subsurface utility engineering, right-of-way, construction staking and as-built surveys.
- Preliminary Design – Provide preliminary design development, agency coordination, and technical analysis to establish limits of construction.
- NEPA Documentation – Provide analysis and documentation of project impacts in accordance with the National Environmental Policy Act and in consultation with the Federal Highway Administration (FHWA).
- Final Design and Construction Documents – Provide engineering and architectural design, specifications for all project elements, including but not limited to: grading, drainage, signing and pavement markings, traffic signals (if applicable), street lighting, structures, landscaping, erosion control, geotechnical, and construction phasing within a future scope of work.
- Utility Coordination – Provide subsurface utility engineering, conflict identification, utility agreements, and coordinate relocations.
- Bidding and Value Engineering – Assist with bidding, evaluation of costs, value engineering, and negotiation of construction contracts.
- Agency Coordination and Permitting – Identify and coordinate with all City and State agencies with jurisdiction over the project, prepare and secure required permits for construction.
- Construction Administration Services – Provide construction observation, inspection, staking, coordination meetings, submittal review, progress payment review, construction materials testing, as-built record drawings, and warranty inspection services.

The project is expected to be delivered through a traditional Design-Bid-Build delivery process.

## **PROJECT SCHEDULE AND DELIVERABLES**

The project schedule and deliverables will be developed and negotiated prior to executing the contract agreement. The tentative project timeline is outlined by the following schedule:

- Preliminary Design – 2025
- Right of Way and Permitting – 2025

- Final Design – Summer 2026
- Construction Bidding – Winter 2026
- Utility Relocation, if necessary – Spring 2027
- Construction – 2027

## **STANDARDS, SPECIFICATIONS, AND POLICIES**

Work is expected to follow the Montana Public Works Standard Specifications (MPWSS), City of Livingston Standard Mods, Drawings, and Supplemental Specifications, Montana Department of Transportation Materials specifications, and all other applicable local, state, and federal requirements.

## **PROPOSAL SUBMITTAL**

**Submit one (1) electronic version of proposals in Portable Document Format (pdf) by email to:**

**Shannon Holmes**, Public Works Director  
[sholmes@livingstonmontana.org](mailto:sholmes@livingstonmontana.org)

**The City must receive proposals for this RFP no later than 3:00 PM MST, February 27<sup>th</sup>.**

Regardless of cause, late proposals will not be accepted and will automatically be disqualified from further consideration. It shall be solely the applicant's responsibility to assure delivery to the specified person by the specified time. Offeror may request the City return late proposals at applicant's expense or the City will dispose of late proposals if requested by the offeror. (See Administrative Rules of Montana (ARM) 2.5.509.). If no request is made, late proposals become the property of the City. All proposals submitted on time become the property of the City.

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

## **TENTATIVE RFP/SELECTION SCHEDULE**

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

|                      |  |
|----------------------|--|
| January 27, 2025:    | RFP released   |
| February 21, 2025:   | Deadline for RFP Questions                                 |
| February 27th, 2025: | Proposal submittal deadline                                |
| March 10th, 2025:    | Tentative date for proposal review and ranking             |
| March 21st, 2025:    | Tentative date for completion of interviews (if necessary) |

## **PROPOSAL CONTENTS**

The proposal 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 consultant wishes to include. Once the page limit is reached, any information

included thereafter will be removed and not considered or scored. Please organize your proposal 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 your team (including subconsultants, if used) is best qualified to respond to the requirements of this project. Discussion should focus on this specific project, particularly your team's expertise and similar experience.

**2) Key Personnel**

Identify key personnel assigned to the project; their location and professional licensure; and their role and availability to meet the needs of this project. Include an organizational chart of your team for this project. Resumes may be considered as supplemental information for scoring this category.

**3) Project Approach**

Describe your understanding of the project, including your approach to project management, public outreach, and project delivery as well as any challenges you foresee and your strategy for addressing those challenges. Include a schedule of key milestones and submittals.

**4) Local Preference**

Per City policy, preference shall be shown to local firms. If the primary firm is located within the City of Livingston the team shall be awarded five (5) points. Firms located within the State of Montana, or within 30 miles of Livingston city limits will be awarded three (3) total points. Firms located outside the State of Montana, or further than 150 miles from the Livingston city limits, will be awarded one (1) point.

**Appendix A: Resumes**

Include brief resumes for the key personnel to be assigned to the project. Resumes are limited to one (1) page per person.

**Appendix B: References**

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

All proposals will be evaluated in accordance with the following factors:

- 1) Team Qualifications (25 points possible)**
- 2) Key Personnel (20 points possible)**
- 3) Project Approach (40 points possible)**
- 4) References (10 points possible)**
- 5) Local Preference (5 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 the review, evaluation, and rating of all proposals, the Evaluation Committee will present a recommendation to the Public Works Director for selection. The Evaluation Committee and Director may consider any proposal scoring within 5% of the highest-scoring proposal as equally qualified and take into account knowledge of the firm's workload, past performance, and familiarity with the project area in selecting the most-qualified consultant. The City may choose to select the most qualified firm based on the results of the RFP process, or short-list responding firms for a supplemental proposal or interview. Scores from the proposals and supplemental interviews (if used) will be combined to determine the final consultant selection.

### **EVALUATION OF SUPPLEMENTAL PROPOSALS OR INTERVIEWS**

In the event that supplemental proposals or interviews are necessary to select a consultant, the City will develop specific questions and scoring criteria. The total number of points for the supplemental evaluation will be 50 points. The selection would then be based on the 100 points for the proposal plus the 50 points for the supplemental evaluation.

### **INDIRECT COST RATE REQUIREMENTS**

Proof of the firm's Indirect Cost Rate (overhead rate) is ***not required*** with this proposal submittal. However, an Indirect Cost Rate may be required prior to executing a contract according to MDT's Indirect Cost Rate Requirements:

All submitted indirect cost rates must be calculated in accordance with 23 CFR 172 for the cost principles of 48 CFR part 31 and include the required items identified in the MDT Indirect Cost Rate Policy located in Appendix A of the Consultant Services Manual on the MDT Internet website.

[http://www.mdt.mt.gov/other/webdata/external/cdb/consultant\\_manual/consultant-design-manual\\_combined.pdf](http://www.mdt.mt.gov/other/webdata/external/cdb/consultant_manual/consultant-design-manual_combined.pdf)

***Do not show any actual numerical financial information such as the overhead rate or personnel rates within your proposal. Specific cost information of the firm or team should not be part of the proposal.***

### **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 subconsultants must provide the City with an audited Indirect Cost Rate (as applicable) in accordance with 23 CFR 172 for the cost principles of 48 CFR Part 31 and 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 City.

***Do not submit actual numerical financial information within this proposal.***

### **OPTION TO AWARD**

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

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

### **SINGLE POINT OF CONTACT**

From the date this solicitation is issued until the deadline for RFP questions (specified above), applicants are only allowed to communicate with the Project Manager related to this solicitation. If unauthorized contact is made with other City staff or members of the Evaluation Committee, and the City 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.** No questions will be answered after the RFP questions deadline. Contact information for the single point of contact is as follows:

**Shannon Holmes, Public Works Director**  
[sholmes@livingstonmontana.org](mailto:sholmes@livingstonmontana.org) (406) 222-5667

### **DBE GOALS**

There are no DBE goals for this work, but firms are strongly encouraged to utilize DBE firms if applicable. A Montana certified DBE list is available and can be found on the MDT web page, <http://www.mdt.mt.gov/business/contracting/civil/dbe.shtml>.

### **NONDISCRIMINATION COMPLIANCE**

Consultants, contractors, subcontractors, sub grantees, and other firms doing business with the City of Livingston must be in compliance with the City of Livingston's Affirmative Action Plan, and Title 49 Montana Codes Annotated, entitled "Human Rights" or forfeit the right to continue such business dealings.

All hiring shall be on the basis of merit and qualification and there shall be no discrimination in employment on the basis race, ancestry, color, physical or mental disability, religion, national origin, sex, age, marital or familial status, creed, ex-offender status, physical condition, political belief, public assistance status, sexual orientation or gender identity or expression, except where these criteria may be shown to be reasonable bona fide occupational qualifications.