



Trout Unlimited REQUEST FOR QUALIFICATIONS (RFQ)

RFQ Number:
Rattlesnake2020

RFQ Title:
Rattlesnake Wilderness Dams Project

ISSUER INFORMATION

Contact:
Rob Roberts, Trout Unlimited
(406) 540-2944, rroberts@tu.org

Issue Date:
5/24/2020

INSTRUCTIONS TO OFFERORS

Return Proposal to: Trout Unlimited
312 N. Higgins
Suite 200
Missoula, MT 59802
rroberts@tu.org

RFQ Response Due Date and Time: 6/19/2020, COB

OFFERORS MUST COMPLETE THE FOLLOWING

Offeror Name/Address:

Authorized Offeror Signatory:

(Please print name and sign in ink)

Offeror Phone Number:

Offeror FAX Number:

Offeror E-mail Address:

OFFERORS MUST RETURN THIS COVER SHEET WITH RFQ RESPONSE

INSTRUCTIONS TO OFFERORS

It is the responsibility of each offeror to:

Follow the format required in the RFQ when preparing your response. Provide point-by-point responses to all sections in a clear and concise manner.

Provide complete answers/descriptions. Read and answer **all** questions and requirements. Don't assume TU or evaluator/evaluation committee will know what your company capabilities are or what items/services you can provide, even if you have previously contracted with TU or partners.

Use the forms provided, i.e., cover page, etc.

Submit your response on time. Note all the dates and times listed in the Schedule of Events and within the document, and be sure to submit all required items on time. Late proposal responses are not accepted.

<p>The following items MUST be included in the response to be considered responsive. Failure to include any of these items may result in a nonresponsive determination.</p>
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1. Cover Sheet

2. RFQ Response Form

SCHEDULE OF EVENTS

EVENT

DATE

RFQ Issue Date 5/24/2020

RFQ Response Due Date 6/19/2020

Intended Date for Award Notification 7/03/2020

SECTION 1: PROJECT OVERVIEW AND INSTRUCTIONS

PROJECT OVERVIEW

Trout Unlimited (hereinafter referred to as "TU"), through a partnership with the City of Missoula, is seeking qualified firms interested in supplying professional services for the evaluation and design of dam decommissioning and rehabilitation projects in the Rattlesnake National Recreation Area and Wilderness (Lolo National Forest), located near Missoula, Montana.

Professional services are necessary for the data collection, evaluation, planning and implementation of dam decommissioning and rehabilitation projects in order to improve public safety, water quality, fisheries/wildlife habitat, recreation and historical and ecological integrity.

The purpose of this Request for Qualifications is to obtain / evaluate current qualifications of firms with the personnel and experience to complete project activities. TU may conduct discussions with one or more firms regarding key personnel, relevant project experience, applicable expertise, anticipated concepts and the relative utility of alternative methods of approach for furnishing the requested services. TU would then intend to negotiate a contract (or contracts) at a price that the organization determines to be fair and reasonable, with one or more qualified firms that provide a suitable service mix of skills, experience and expertise to implement the project activities.

INSTRUCTIONS

Offerors must submit a copy of the RFQ Cover Sheet and information requested in the RFQ Response Form. Offerors failing to comply with these instructions may be subject to point deductions. TU may also choose to not evaluate, may deem nonresponsive, and/or may disqualify from further consideration any proposals that do not follow this RFQ format, are difficult to understand, are difficult to read, or are missing any requested information.

The highest scoring offeror will be the prime contractor upon contract award and shall be responsible, in total, for all work of any subcontractors. All subcontractors, if any, and their experience must be included in the proposal. TU reserves the right to approve all subcontractors. The Contractor shall be responsible to TU for the acts and omissions of all subcontractors, operators, or agents and of persons directly or indirectly employed by such subcontractors, and for the acts and omissions of persons employed directly by the Contractor. Further, nothing contained within this document or any contract documents created as a result of any contract awards derived from this RFQ shall create any contractual relationships between any subcontractor and TU.

Number of Copies and Due Date. Responses shall be submitted to Rob Roberts, Trout Unlimited, 312 N. Higgins, Suite 200, Missoula MT 59802, or at rroberts@tu.org before 5:00 p.m. local time on Friday, June 19th, 2020. Electronic submissions are preferable. Each submittal copy will be limited to a total of twenty (20) pages maximum, not including resumes.

Rob Roberts
Trout Unlimited
312 N. Higgins, Suite 200
Missoula, MT 59802
rroberts@tu.org

SECTION 2: EVALUATION PROCESS

EVALUATION OF PROPOSALS

All proposals will initially be classified as either “responsive” or “nonresponsive.” Proposals may be found nonresponsive at any time during the procurement process if any of the required information is not provided. If a proposal is found to be nonresponsive, it will not be considered further.

Selection and award will be based on the offeror's proposal and other items outlined in this RFQ. Information or materials presented by offerors outside the formal response or subsequent discussion/negotiation or best and final offer, if requested, will not be considered, will have no bearing on any award, and may result in the offeror being disqualified from further consideration.

Selection Process

A Selection Committee will evaluate and rank all responses, considering available information to develop a final ranking in accordance with the following factors.

Qualifications and experience of team members with dam decommissioning evaluation, design and construction and stream/wetland restoration. Experience with dams in Montana and/or with Forest Service Region 1 preferred..	25 points
Qualifications and experience of team members with dam rehabilitation evaluation, design and construction. Experience with dams in Montana and/or in Forest Service Region 1 preferred..	25 points
Qualifications and experience with modeling, analysis and design of dam hydraulic structures. Experience with environmental flow releases from dam structures preferred.	10 points
Qualifications and experience with data collection, permitting, and construction management in wilderness areas or related settings. Experience in USFS Region 1 is preferred.	20 points
Proven success working with multiple stakeholders and incorporating diverse project goals into design	10 points
Responsiveness to the RFQ and completeness of submittal	10 points
Location - up to 3 points will be added to the point total for local firms	

TU will commence contract negotiations as soon as possible with the highest ranked firm. If, in TU's sole judgment and discretion, negotiations do not lead to acceptable terms for scope and fees, TU will terminate negotiations and move on to the next highest ranked firm. This selection process is expected to be completed by July 3, 2020, leading to TU action for a contract award as soon as possible thereafter. TU reserves the right to accept the submittal that the Selection Committee deems to be in the best interests of TU and to reject any proposals that it deems, for any reason, to not be in TU's best interests.

This solicitation is offered in accordance with state statutes governing procurement of professional services. Accordingly, TU reserves the right to negotiate an agreement based on fair and reasonable compensation for the scope of work and services proposed, as well as the right to reject any and all responses deemed unqualified, unsatisfactory or inappropriate.

If selected, any firm submitting a Statement of Qualifications must accept the attached Affirmative Action (Attachment A) policy as a component of any professional services agreement.

SECTION 3: SCOPE OF PROJECT

INTRODUCTION AND BACKGROUND

Rattlesnake Creek is a tributary to the Clark Fork River located in Missoula, Montana with an 82 square mile drainage that originates in the Rattlesnake Wilderness and meets the Clark Fork River in downtown Missoula, Montana. Rattlesnake Creek has 10 storage dams on 8 lakes in the Rattlesnake Wilderness area and a mainstem dam and intake structure located approximately 3.5 miles upstream from the confluence with the Clark Fork River.

In 2017, the City of Missoula acquired the former Mountain Water Company and the water storage and transmission infrastructure on Rattlesnake Creek. The City of Missoula's Missoula Water is now the owner and caretaker of these assets for the community. Since the lower Rattlesnake Creek Dam has been determined by the City to be inoperable and nonessential, and the dam is to be removed in 2020, the City is evaluating needs to maintain storage water in the wilderness lakes for the municipal water supply and/or environmental benefits.

The City has inspection and maintenance requirements for the wilderness dams as part of their special use permits with the US Forest Service. The City, TU and Montana FWP are working collaboratively to plan and implement a suite of decommissioning and rehabilitation projects on the 10 wilderness dams, and it is anticipated that these projects will be completed over a 10-15 year time period (*The 2018 Water System Master Plan, Chapter 9: Rattlesnake Dams Feasibility Study* provides a complete background on recent City of Missoula activities related to the wilderness dams.).

Trout Unlimited, in partnership with the City of Missoula, is seeking to evaluate the feasibility and develop design plans for specific dam decommissioning and dam rehabilitation projects. The overarching goals for this effort are outlined below:

Goal 1: Reduce and/or eliminate Missoula Water's costs of operation and maintenance for the wilderness dams.

Objective 1.1: For dam decommissioning, provide greatest overall benefit at the lowest cost.

Objective 1.2: For dam rehabilitation, maximize the cost-benefit ratio for capital expenditures and consider long term maintenance and operation costs.

Objective 1.3: Overall, develop site specific project plans that take into account costs of dam safety evaluations and dam inspection requirements.

Goal 2: Reduce dam safety hazards and satisfy regulatory agency requirements

Objective 2.1: Develop dam decommissioning and rehabilitation plans in compliance with the Rattlesnake National Recreation Area and Wilderness Act of 1980

Objective 2.2: Ensure dams are maintained in accordance with Forest Service regulatory criteria

Objective 2.3: Eliminate or reduce the number or frequency of dam inspection requirements and dam safety evaluations

Goal 3: Decommission and/or rehabilitate dams to provide maximum public and environmental benefit considering management opportunities/constraints, water supply, and changing climate patterns

Objective 3.1: Incorporate the impact of dam decommissioning or rehabilitation on current and potential instream flow levels in Rattlesnake Creek

Objective 3.2: Incorporate the impact of dam decommissioning or rehabilitation on current temperature regime and potential modification of stream temperature regime in Rattlesnake Creek

Objective 3.3: Incorporate impacts of dam decommissioning or rehabilitation on fish and aquatic populations in Rattlesnake Creek, as well as fisheries and biota in individual lakes

Objective 3.3: Incorporate impacts of dam decommissioning or rehabilitation on recreation and public use of trails and lakes system

Goal 4: Balance the restoration of wilderness character with the need to reduce capital and maintenance costs and preserve historical elements

Objective 4.1: Develop dam decommissioning and rehabilitation plans in compliance with the Rattlesnake National Recreation Area and Wilderness Act of 1980

Objective 4.2: Develop dam decommissioning and rehabilitation plans that meet or exceed Wilderness Act Minimum Requirements

Objective 4.3: Evaluate dams for historical significance and preserve and/or document these elements

Goal 5: Maintain and/or modify Missoula Water's existing eight lake storage water rights to protect against non-use or abandonment

Objective 5.1: Where applicable and feasible, change the purpose for the existing storage water rights to instream flow

Objective 5.2: Where applicable and feasible, change the point of diversion for the existing storage water rights be changed to add the valley wells

The water rights associated with these dams are one of the most important considerations in shaping the decisions to decommission or rehabilitate a given dam. The City is working with WGM Group and Ross Miller, Esq. to analyze options for modifying and preserving the water rights, while moving forward with dam decommissioning. The selected consultant will be expected to coordinate with the water rights team to help evaluate options, such as transferring the rights from small lakes to be decommissioned to one of the larger lakes (Big Lake or Sanders Lake). The additional water storage volumes may be accommodated by increasing the size of the lakes or more simply by modifying the operation of the lakes to drain and fill more than once per year depending on the hydrologic analysis.

In August 2019, the City, TU and MFWP conducted a 6-week long flow release study at the Big Lake Dam to assess the impact on streamflow and water temperatures in Rattlesnake Creek downstream. Big Lake has the second large storage water right in the Rattlesnake Lakes, and - although the final data from this study is not yet available - the flow release appeared to increase baseflow in Rattlesnake by 5-10% for approximately 3 weeks. Unfortunately, there was not a significant reduction in stream temperatures. This result leads to the possible conclusion that the hydraulic characteristics of the intake structure may have caused water to be pulled from near the surface, rather than from the nearly 17-ft depth of the pipe inlet. A follow up flow release study on Sanders Lake is being planned for 2020.

The initial project to be developed under this RFQ is anticipated to include the following elements:

- Develop decommissioning design for a pilot project on McKinley Lake.
- Provide engineering support for the permitting and implementation process.
- Assist in data collection plan for Sanders Lake flow release study.
- Provide topographic surveys of selected wilderness dams to document and/or plan for inspection, maintenance and repair activities
- Develop rehabilitation alternatives for either Big Lake or Sanders Lake, based upon flow release study results, including the assessment of hydraulic conditions at the outlet structures. The selected consultant will be expected to provide recommendations for future rehabilitation designs to maximize control of water volume and water temperature during flow releases.

REQUESTED SERVICES

TU and City of Missoula are seeking a qualified entity to support the data collection, evaluation and future design phases of a comprehensive project to decommission and rehabilitate dams and associated facilities in the Rattlesnake Wilderness Area. The ultimate intent of this project is to develop detailed engineering design plans and construction bid packages. There is not currently a defined schedule for these project activities. It is expected that a schedule and scope of work will be developed as part of the planning process. Duties assigned for this project may include, but are not limited to:

- Data gaps evaluation and workplan development
- Coordination with the public, city and county government, and state/federal agencies
- Identifying site constraints and limitations
- Topographic and bathymetric surveys, including LiDAR
- Hydrologic investigations
- Geotechnical investigations
- Dam inspection to comply with Montana Dam Safety Act
- Evaluating feasibility of potential alternatives and developing preliminary cost estimates,
- Developing a list of data and analysis needs to support final engineering design
- Performing hydraulic and sediment transport analyses
- Developing site-specific treatments for dams, littoral zones, and streamchannels;
- Preparing final restoration plan including drawings and specifications,
- Developing a construction phasing plan,
- Preparing cost estimates and potential implementation schedules,
- Defining and preparing regulatory permitting requirements,
- Preparing bid documents,
- Construction oversight,
- Completing as built surveys and construction reports, and
- Developing and implementing monitoring plans.

SECTION 4: OFFEROR QUALIFICATIONS/INFORMATIONAL REQUIREMENTS

TU'S RIGHT TO INVESTIGATE AND REJECT

TU may make such investigations as deemed necessary to determine the ability of the offeror to provide the supplies and/or perform the services specified. TU reserves the right to reject any proposal if the evidence submitted by, or investigation of, the offeror fails to satisfy TU that the offeror is properly qualified to carry out the obligations of the contract. *This includes TU's ability to reject the proposal based on negative references, including poor efficiency or previous project performance.*

OFFEROR QUALIFICATIONS/INFORMATIONAL REQUIREMENTS

In order for TU to determine the capabilities of an offeror to provide the supplies and/or perform the services specified in Section 3 above, the offeror must respond to the following requests for information regarding its ability to meet TU's requirements.

References. Offeror shall provide a minimum of **(3)** references that are using supplies and/or services of the type proposed in this RFP. At a minimum, the offeror shall provide the customer's name, the location where the supplies and/or services were provided, contact person(s), customer's telephone number, e-mail address, and a description of the project type, and dates the services were provided.

Company Profile. Offeror shall specify how long the individual/company submitting the proposal has been in the business of providing supplies and/or services similar to those requested in this RFP and under what company name. Include names and resumes of professional personnel to be assigned to work under any contract entered into with TU. Specifically list the staff that will be assigned full-time to work under any contract entered into with TU, including the project manager.

Organization Chart. Offeror shall provide an organization chart for the proposed project. The chart should identify any subconsultants and should identify for each member which firm they work for and in which office location.

Experience/Project Examples. Offeror should provide a complete description of any relevant past projects, including project name, location, and work performed. For each project, the specific work performed by members of the proposed team should be described, with an emphasis on the following elements:

1. Experience in performing geotechnical analyses pertaining to embankment stability and seepage.
2. Experience in performing structural analyses pertaining to integrity of earthen dam and rock structures, especially as it relates to Forest Service standards and hazard classifications.
3. Experience in performing topographic and boundary surveys for dam-related projects.
4. Experience with dam investigation and earthworks in wilderness or related setting, including stream channel and littoral zones.
5. Experience in performing inspections of lake drain structures and gates and developing and implementing repair plans.
6. Experience working with regulatory agencies with authority over dam and water resources related projects, including obtaining permits for dam projects.
7. Experience with design and construction administration of dam-related projects, especially where fisheries, wetlands, historic, and recreation concerns were considered.
8. Experience with water temperature analysis and environmental flow assessments, especially by selectively releasing hypolimnetic/cold or epilimnetic/warm water from thermally stratified reservoirs.

Capability of Providing Services. Provide a concise narrative statement describing why TU should hire your firm for expertise on services requested and your general approach to these projects. Provide examples of offeror's capability of managing complex projects, meeting deadlines and project budget requirements. For the individuals on the team, provide an analysis of their anticipated availability over a 5 year period.

RFQ RESPONSE FORM

(Offerors may use a separate, customized form if necessary.)

1. References

2. Company Profile

3. Organization Chart

4. Experience/Project Examples

5. Capability of Providing Services

ATTACHMENT A

As a condition to approving any contract, the City of Missoula requires that the following non-discrimination language be located in all contract documents:

NON-DISCRIMINATION. All hiring shall be on the basis of merit and qualification and there shall be no discrimination in employment on the basis of 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/expression, except where these criteria are reasonable bona fide occupational qualifications.

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

The City's Affirmative Action Policy Statement is:

The Mayor of the City of Missoula or the Mayor's designee may adopt an affirmative action plan to provide all persons equal opportunity for employment without regard to race, ancestry, color, handicap, religion, creed, national origin, sex, age, sexual orientation, gender identity or expression or marital status. In keeping with this commitment, we are assigning to all department heads and their staff the responsibility to actively facilitate equal employment opportunity for all present employees, applicants, and trainees. This responsibility shall include assurance that employment decisions are based on furthering the principle of equal employment opportunity by imposing only valid requirements for employment and assuring that all human resource actions are administered on the basis of job necessity.

Specific responsibility for developing, implementing, monitoring and reporting are assigned to the City Personnel staff under the supervision and direction of the Chief Administrative Officer and the Mayor. It is the policy of the City of Missoula to eliminate any practice or procedure that discriminates illegally or has an adverse impact on an "affected" class. Equal opportunity shall be provided for all City employees during their terms of employment. All applicants for City employment shall be employed on the basis of their qualifications and abilities.

The City of Missoula, where practical, shall utilize minority owned enterprises and shall ensure that subcontractors and vendors comply with this policy. Failure of subcontractors and vendors to comply with this policy statement shall jeopardize initial, continued, or renewed funds. Our commitment is intended to promote equal opportunity in all employment practices and provide a positive program of affirmative action for the City of Missoula, its employees, program participants, trainees and applicants.