

**REQUEST FOR QUALIFICATIONS**  
**For Construction Manager/General Contractor (CM/GC) Services**  
**Billings Public Works Department**  
**W.O. 19-12, West End Raw Water Pipeline Project**

---

## **SECTION 1 – GENERAL INFORMATION**

### **1.1 Purpose**

The City of Billings Public Works Department is soliciting Statements of Qualifications (SOQs) from contractors to provide Construction Manager/General Contractor (CM/GC) services for W.O. 19-12 West End Raw Water Pipeline Project.

### **1.2 Submission and Questions**

Questions regarding this Request for Qualifications (RFQ) shall be submitted to:

City of Billings  
Attention: Randy Straus, PE  
City Engineer's Office  
2224 Montana Ave  
Billings, MT 59101  
(406) 657-8301  
strausr@billingsmt.gov

from 7:30 a.m. to 4:30 p.m., local time, Monday through Friday.

### **1.3 Preparation Costs**

The City shall not be responsible for SOQ preparation costs, nor for costs including attorney fees associated with any (administrative, judicial or otherwise) challenge to the determination of prequalification. By submitting an SOQ, each contractor agrees to be bound in this respect and waives all claims to such costs and fees.

## **SECTION 2 – RULES GOVERNING COMPETITION**

### **2.1 Examination of Qualifications**

Contractors should carefully examine the entire RFQ, any addenda thereto, and all related materials and data referenced in the RFQ. Contractors should become fully aware of the nature of the Work and the conditions likely to be encountered in performing the Work.

### **2.2 Qualifications Review Period**

The time anticipated for City staff to review SOQs received is fourteen (14) calendar days. At the end of this review period, the City will request proposals from a short-list of a maximum of three (3) prequalified contractors.

## **2.3 Confidentiality**

The content of all SOQs will be kept confidential until after selection of a contractor and a contract is awarded. At that time, all contractors' submitted qualifications and proposals will become public information.

## **2.4 SOQ Format**

SOQs are to be prepared in such a way as to provide a straightforward, concise delineation of the contractor's capabilities to satisfy the requirements of this RFQ. Emphasis should be placed on:

- Conformance to the RFQ instructions
- Responsiveness to the RFQ requirements
- Overall completeness and clarity of content

## **2.5 Signature Requirements**

All SOQs must be signed. Any duly authorized agent of a contractor may sign the SOQ. The name and title of the signing individual(s) must be clearly shown immediately below the signature.

## **2.6 SOQ Submission**

Four (4) hard copies or one (1) electronic copy of the SOQ must be received by the City no later than Friday, April 16, 2021 at 5:00 pm. If hard copies of the SOQs are submitted, they must be under sealed cover and plainly marked. SOQs shall be delivered or mailed to:

City of Billings  
Public Works - Engineering  
Attn: Randy Straus, PE  
2224 Montana Ave  
Billings, MT 59101  
Email: strausr@billingsmt.gov

## **2.7 News Releases**

News releases pertaining to the short-listing of prequalified contractors from the SOQs shall not be made without prior written approval of the Public Works Department.

## **2.8 Disposition of SOQs**

All materials submitted in response to this RFQ become the property of the City of Billings. One copy shall be retained for the official files of the Public Works Department and will become public record after selection of a contractor and a contract is awarded.

## **2.9 Modification/Withdrawal of SOQs**

A respondent may withdraw an SOQ at any time prior to the final submission date by sending written notification of its withdrawal, signed by an agent authorized to represent the agency. The respondent may thereafter submit a new or modified SOQ prior to the final submission date. Modifications offered in any other manner, oral or written, will not be considered. A final SOQ

cannot be changed or withdrawn after the time designated for receipt, except for modifications requested by the City after the date of receipt.

## **2.10 Oral Change/Interpretation**

No oral change or interpretation of any provision contained in this RFQ is valid whether issued at a pre-submission conference or otherwise. Written addenda will be issued when changes, clarifications, or amendments to RFQ documents are deemed necessary by the Municipality.

## **2.11 Late Submissions**

SOQs NOT RECEIVED PRIOR TO THE DATE AND TIME SPECIFIED WILL NOT BE  
CONSIDERED AND WILL BE RETURNED UNOPENED AFTER RECOMMENDATION OF  
AWARD.

## **2.12 Rejection of SOQs**

The City of Billings reserves the right to reject any or all SOQs if determined to be in the best interest of the City.

# **SECTION 3 – SCOPE OF WORK**

## **3.1 Project History**

Securing an alternate source of treated water for the City of Billings is a Public Works Department priority. A new water treatment plant and reservoir on Billings' west end meets the City's needs for long-term drinking water service capacity and system redundancy. The City's water system will be strengthened as the new west end water storage, treatment and delivery facilities operate together with the existing treatment and delivery facilities at the Water Treatment Plant (WTP) on Belknap Avenue and the numerous storage and booster facilities around the city.

The City has acquired 300 acres of property from Knife River on either side of Hesper Road between Shiloh Road and 48<sup>th</sup> Street West to site the new water reservoir and treatment plant. Property has also been purchased adjacent to the Duck Creek Bridge as the site for a future Yellowstone River water intake/pump station.

Raw water will be delivered from the river intake/pump station to the reservoir and treatment plant through a pipeline generally extending north in Duck Creek Road, beneath Interstate 90 and the Montana Rail Link tracks, and north in South 48<sup>th</sup> Street West to Hesper Road. The pipeline is approximately 3.5 miles in length and is the subject project of this RFQ. See attached Figure 1. Preliminary pipeline sizing options evaluated are 36 and 42 inches.

The contractor selected through this RFQ process will work with the current pipeline project team consisting of the City of Billings and HDR Engineering to complete the project currently estimated at approximately \$8 million.

### **3.2 Construction Manager (CM) Responsibilities**

As Construction Manager (CM), the contractor will work as an integral part of the project team to develop and implement the project design and maintain a spirit of cooperation and open communication. The intent is that project goals and objectives are clearly understood, potential problems are resolved promptly, and upon completion, the project is deemed a success by all. The successful CM will provide preconstruction services by performing the following:

- Evaluate the preliminary design as presented and determine if the work can be executed within the required budget and schedule.
- Assist the engineer and City in resolving problems, conflicts, errors, omissions, and ambiguities identified during review and evaluation of the preliminary design with intent to improve the constructability and economy of the design.
- Notify the engineer and City, in writing, of all problems, conflicts, and/or deficiencies identified during the review and evaluation of design drawings.
- Provide input on alternative solutions to address challenges and identified deficiencies.
- Provide information, cost estimates, and alternatives to facilitate decisions regarding project direction, construction impacts, and staging.
- Review design documents in-progress and offer suggestions to improve completeness or clarity and to ensure completion of the project in the most efficient manner possible.
- Review in-progress design plans and provide input and/or alternate design concepts and offer suggestions with respect to means and methods, materials, innovations, and construction sequencing.
- Provide input to the project team regarding current construction industry practices, labor market, and material and equipment availability.
- May use subcontractors to supplement preconstruction services to provide the necessary expertise.
- Review, validate and/or propose alternate traffic staging and control concepts.
- Review and determine the feasibility of the project environmental commitments/permits.
- Provide preliminary quantity take-offs and construction cost estimates.
- Provide a final review and evaluation of the final plans and construction documents.

The CM will provide cost estimates as the team advances the design toward construction. Typical plan milestones are 30%, 50% and 75%. At approximately 75% design, the CM shall provide a Guaranteed Maximum Price (GMP) and include a construction contingency for the project.

### **3.3 General Contractor (GC) Responsibilities**

As General Contractor (GC), the contractor will provide the necessary company resources and/or subcontractors to construct the project as designed. The design will not likely be delivered in a format typical of a traditional design/bid/build project. The GC will coordinate with the Engineer and City for procurement of materials and construction to meet the design intent and schedule.

### **3.4 Contractor Selection Procedure and Contract Format**

A maximum of three (3) short-listed contractors with the highest ranked SOQs will be provided a Request for Proposal (RFP) containing a detailed project description and preliminary scope of work for Preconstruction Services. The short-listed contractors will submit a project proposal containing both technical and pricing information.

Evaluation of the proposals will follow a process that is similar to the RFQ evaluation process described in Section 5 below. Technical proposal content will be scored by a selection committee. Pricing information will include the CM's planning-level cost estimate to complete the preliminary scope of work for Preconstruction services as well as the GC's construction pricing information. Construction pricing may be represented by project profit and overhead as a percentage-based fee applied to actual cost of construction. The technical score of the proposal and the pricing information will be used to determine the best overall value proposal and to select the contractor.

The CM/GC Contract is expected to be negotiated in two phases. Phase I-Preconstruction services is generally described in Section 3.2 above. If the City and contractor cannot agree on a negotiated Preconstruction services fee, the City reserves the right to begin negotiations with the contractor having the second-highest ranking proposal.

When Phase I-Preconstruction is complete and there is agreement on the project schedule and GMP, negotiations on a Phase II-Construction contract amendment may begin. In Phase II, the contractor assumes the CG role described Section 3.3 above and constructs the project.

A Phase II contract amendment will not move forward unless the City agrees that the GMP provided has been independently evaluated as fair, reasonable and defendable. If contract negotiations are not successful, the City reserves the right to cancel the agreement with the contractor according to Phase I contract provisions for discontinuance of work. If the City elects this measure, the City will reprocure the work, and the contractor will not be eligible to bid on that work through the revised project delivery process.

## **SECTION 4 – SOQ SUBMISSION REQUIREMENTS**

The legal entity (contractor) desiring consideration for this project will submit four (4) copies of their SOQ or one copy if submitting electronically, to the address listed above. Each page that contains text, graphs, drawings or other illustrations is considered in the page limit, whether single-sided or double-sided. The transmittal letter, letters of commitment, proof of insurance and bonding requirements, addenda, resumes, fronts, backs and blank section dividers are not included in the page limit.

One page shall be interpreted as one side of a single-spaced, typed, 8-1/2" x 11" sheet of paper using no less than a 12-point font with top, bottom and side margins of no less than one inch. Headers and footers can be outside of these margins. Font size less than 12-point can be used in graphs, charts, drawings or other illustrations.

The prime contractor or other key personnel cannot team with other partners to submit more than one proposal per project. Only one SOQ per contractor is acceptable, and City receipt of multiple SOQs from a contractor will disqualify the contractor.

### **4.1 Transmittal Letter**

Provide a SOQ transmittal letter that identifies the legal entity (business structure) authorized to render the CM/GC services. Include signed and dated copies of any addenda issued to the RFQ.

### **4.2 Title Page (1 Page)**

Include the date, business phone numbers, emails, addresses, and contact persons of the

CM/GC participating companies. The title page must be signed by a corporate officer or other individual who has the authority to bind the firm. The typed or printed name and title of the individual(s) signing the SOQ must be clearly shown immediately below the signature(s).

#### **4.3 SOQ Narrative (7 Pages)**

The narrative sections should be organized into the following three sections:

##### **A. Previous Performance/Experience (10 points)**

Provide a list of active and/or recently completed CM/GC projects, pipeline projects similar in scope to this project, and projects completed for the City and Engineer. Project descriptions should include start and completion dates (or anticipated completion date), budget, owner, owner performance evaluation (if available), name and telephone numbers of owner's project representative and names of CM/GC Team members that performed construction management activities. Include examples of service you provided to ensure best value for the clients. Past experience may be drawn from projects contracted by City, DOTs, private industry or other local governments. CM/GC experience is not required; however, it is preferred.

##### **B. Firm Information and Key Project Staff (10 points)**

Include information on the size, resources, and business history of the firm. Describe the firm's location where the primary services are to be provided and the ability to meet in person with department personnel when required during the performance of the contract. Provide a total of three references for the firm appropriate to the project. Include a point of contact, current telephone number, a brief description of the services provided.

Provide an organization chart relating to the project and include the names, titles, classifications and experience (one-page resumes) of key personnel, which includes the overall Project Manager, Construction Superintendent, Project Estimator, Scheduler and Quality Control Manager. Resumes should be arranged alphabetically in an appendix and are not included in the page limit.

The contractor and associated key personnel contributing to the CM/GC team cannot change after contract award without the prior written approval of the City.

##### **C. Understanding and Approach (10 points)**

Include a narrative of the CM/GC team's understanding and approach to the CM/GC process and how the CM/GC team will contribute to the success of the West End Raw Water Pipeline Project. Discuss the CM/GC team's understanding and approach to the teaming relationship between the Construction Manager, Engineer, and City. Provide specific approach to both Phase I-Preconstruction and Phase II-Construction services. Address financial approach, including cost estimating and best value during project design. Describe the techniques utilized to produce accurate construction schedules.

#### **4.4 Additional Information**

## **A. Insurance Requirements**

Proposers must provide either a certificate of insurance evidencing current policies or written evidence from an insurance company or broker indicating that the proposer is capable of obtaining the following types of insurance: Commercial General Liability, Professional Liability, Auto Liability, and Workers' Compensation/Employers Liability. General Liability limits must be no less than \$1,500,000 per occurrence and \$3,000,000 in the aggregate. Auto Liability must be no less than \$1,500,000.

## **B. Bonding Requirements**

The selected proposer will be required to submit payment and performance bonds upon execution of a construction contract in the amount of 100% of the contract price. Proposers will be required to demonstrate their capacity to obtain the required bonds in the amount of at least \$20 million. Letters indicating "unlimited" bonding capacity are not acceptable.

Proposers must attach a notarized statement from an admitted surety insurer authorized to issue bonds in the State of Montana that states:

- Proposer's current bonding capacity is sufficient for the project and referenced payment and performance bonds, and
- Proposer's current available bonding capacity.

## **SECTION 5 – SOQ EVALUATION CRITERIA AND SELECTION PROCESS**

A committee of individuals representing the City of Billings will evaluate the SOQs. Submittals will be evaluated on Previous Performance/Experience (10 points), Firm Information and Key Project Staff (10 points) and Understanding and Approach (10 points).

SOQs will be ranked as submitted by the selection committee based on the defined criteria and scoring system. Formal project proposals will be requested from a maximum of three (3) short-listed contractors with the highest ranked SOQs.

The City reserves the right to request oral interviews with Contractors submitting the highest-ranking SOQs. The purpose of the interviews with the highest-ranking Contractors is to allow for expansion upon the written responses.

## **SECTION 6 – TENTATIVE SCHEDULE**

RFQ Advertisement dates:	March 26, April 2 and April 9, 2021
SOQ Response due date:	April 16, 2021
Short-List date:	April 28, 2021
RFP Issue date:	April 30, 2021
Proposal Response due date:	June 4, 2021
Proposal Scored date:	June 16, 2021
Interview dates (if necessary):	June 21 – 25, 2021
Final Selection date:	June 30, 2021
Notice to Proceed:	July 12, 2021
Phase I-Preconstruction services:	July 12 – September 30, 2021
Phase II-Construction services:	October 11, 2021 – October 10, 2022

