

Detailed Request for Proposal

for

Professional Engineering Services

for

Five-Year Culverts/Discharge Pipes Inspection

Report Due May 16th, 2025

for the:

West Great Falls Flood Control & Drainage District

PO Box 791

Great Falls, MT 59403-0791

e-mail: westgreatfallsflooddistrict@gmail.com

406 315 2878 (msg)

Instructions

1. West Great Falls Flood Control & Drainage District invites you or your firm to submit a proposal in accordance with this RFP. Your response to this request will be evaluated to determine the qualifications of your firm. Proposals must adhere to the format and content of this RFP. Proposals will not be evaluated unless all parts requested are submitted in a complete package. The information requested is the minimum required in order to qualify for consideration. The successful applicant shall be required to enter into a professional service agreement based on the specifications outlined in the RFP.
2. If mailing, one original and three copies of the proposals should be mailed and clearly marked "Proposal for Pipes Inspection". If E-mailing the subject line should say "Proposal for Pipes Inspection" followed by the applicant's company name.
3. Required submittals:
 1. Proposed scope of work.
 2. Proposed project schedule.
 3. Proposed fee schedule.
 4. Qualifications of the professionals that will be assigned
 5. Related work experience.
 6. At least three references.
4. The Following will be required of the successful applicant:
 1. Proof of Workers Compensation and Unemployment insurance.
 2. Proof of General Liability with the District named as addition insured on the policy.
 3. Completed IRS Form W-9.
 4. Compliance with Federal, State and local non-discrimination statutes.
 5. Compliance with Federal, State and local safety laws, ordinances, rules, and regulations.
 6. Any other documents as may be required as a result of the negotiated agreement.
5. All proposals must be received no later than **5PM January 10th, 2025** at the USPS mail address or the E-mail address listed on the cover page. Responses received after that time will only be considered if accompanied by an acceptable undue hardship explanation.
6. This solicitation is being offered in accordance with MCA Title 18, Ch 8, Part 2.
7. The District board of commissioners reserves the right to reject any or all of the proposals, to waive irregularities, or to accept any proposal deemed to be in the best interest of the District.
8. Direct all questions or concerns regarding this RFP to Board Chairman Chuck Rogers 406 870 9076

Proposed Project Schedule

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|----------------------------|--|
| 1. 11/19/24 | Board approval of Detailed RFP. |
| 2. 11/24 & 27 and 12/01/24 | Run legal ad in Great Falls Tribune. |
| 3. 01/10/25 | Deadline for RFP Responses. |
| 4. 01/13/25 thru 01/17/25 | Board review of RFP responses and interviews if necessary. |
| 5. 01/20/25 | Board approves successful Firm. |
| 6. 01/21/25 | Notifications to all respondents. |
| 7. 02/07/25 | Selected firm's professional services agreement due. |

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|-------------|--|
| 8. 02/11/25 | Review and execute service agreement. |
| 9. 05/13/25 | Board to review draft report with firm. |
| 10.05/16/25 | Three hard and three digital copies of the report due to the board In USACE approved format. |

Purpose

The West Great Falls Flood Control & Drainage District is seeking professional engineering services for the purpose of inspecting and reporting on the condition of the conduits, pipes, culverts and associated structures and appurtenances of the Sun River Flood Control Project at Great Falls, Montana (Project) as required by the US Army Corps of Engineers. The Project consists of twenty-two discharge pipes through the levee with associated inlets, outlets and control structures, five inlets to the Watson Coulee Conduits with associated pipes and control structures and six road culverts. (see attachment 1 for details).

Criteria and Qualifications

1. The inspection criteria, reporting criteria and inspector qualifications are contained the the US Army Corps of Engineers Engineering Manual (31 December 2020). [EM 1110-2-2902, Conduits, Pipes, and Culverts associated with Dams and Levee Systems.](#)
2. Those submitting proposals should be familiar with EM 1110-2-2902.

Inspection Limits

1. All items to be inspected under this proposal are contained within the rights-of-way of the project.
2. All third party pipes will be inspected by their respective owners.

Confined Space Entry

1. There are twenty five gate wells, eight pipes and one manhole requiring personnel entry for visual inspection.
2. With the exception of three road culverts these spaces are all permit required confined spaces and will require permitting in addition to air monitoring, communication, and rescue equipment required for safe entry. This includes confined space training and equipment when necessary.

Pre-Proposal Site visits.

1. If unfamiliar with the project, those submitting proposals are encouraged to thoroughly examine the project to fully understand the conditions that in any way could affect their proposal. Contact the WGFFC&DD for access.
2. The [Project Operations and Maintenance Manual](#) is available online at westgfflooddistrict.com (under the 'Board' tab) with the as-built for the Project.

Scope of Work

1. Responding firms should develop a scope of work to be included in the final agreement with the following in mind:
 1. The inspection should be accomplished after the ice is no longer a problem and before annual high water so de-watering of most structures will not be necessary.
 2. All pipes greater than 42 inches in diameter, all inlets, outlets, gates wells, manholes, vaults, associated structures and appurtenances require visual inspection. Stations 216+10, 247+50 and 280+42 will require cleaning prior to

inspection. Station 258+74 has minimal sediment (less than 2") for the first 200 feet that will require removal at the joints only.

3. All pipes 42 inches or less require video inspection and some may require cleaning prior to inspection as described in EM 1110-2-2902.
4. Station 344+50 will require de-watering, cleaning and video inspection.
2. At a minimum the scope of work must address the requirements of the US Army Corps of Engineers engineering manual:

EM 1110-2-2902, Conduits, Pipes, and Culverts associated with Dams and Levee Systems.

3. Firms should draw upon their experience and expertise to expand on items to be considered.
4. Provide a projected time frame for the project that demonstrates the firm's competence to complete the work by the May 16th, 2025 deadline.
5. Provide the qualifications of the professional personnel to be assigned to the project.

Quality Control

1. Work performed under this proposal shall be performed by a single firm experienced in Professional Engineering Services. The firm may subcontract any work to be performed under this proposal. However the election to subcontract any work does not relieve the firm from any responsibility or liability under this agreement.
2. No change in any feature of the Project shall be made and the firm agrees to leave the Project in as good condition or state of repair as found at the date of the agreement.
3. Firm's vehicles and equipment shall be visibly marked as belonging to the Firm and the Firm's employees shall carry identification issued by the Firm.
4. Security of the Project must be maintained. Gates will remain closed and locked at all times.

Invoice/Payments.

1. Payments to Firm will be made at the monthly meeting of the WGFFC&DD (normally the third Tuesday of each month) on invoices and progress reports submitted by Tuesday of the previous week. Invoices should be for completed portions of the contract.
2. The WFFC&DD will not be liable for any sums of money spent on its behalf without prior written consent from the WFFC&DD.
3. The WFFC&DD will not reimburse any Firm for the cost of fuel necessary to run its equipment or vehicle fleet.
4. The WGFFC&DD reserves the right to withhold any and all compensation/payment to the Firm without the Firm's current IRS Form W-9 on file.

Watson Coulee Drainage System

Station	Proximity Location	Outfall is at GPS N GPS E	Size & Type	CMP GAGE	RCP Length	CMP Length	Inlet To Outlet	Flap gate Slide gate	Rodney-Hunt Mod #
258+74* Levee	27 th ST SW Watson Coulee	47.50672, -111.35951	84" RCP (2)	(E) (W)	4685' 4688'	--	9490'	- 84"(2)	---- Fabricated
12+90R W.C.	27 th St NW & 2 nd Ave NW East side	47.50986, -111.35932	18" CMP	14		42'	42'	18" 18"	D-22675-13 E-19744
21+65R W.C.	27 th St NW & 4 th Ave NW East side	47.51224, -111.35927	18" CMP	14		50'	50'	18' 18'	D-22675-13 E-19744
21+65L W.C.	27 th St NW & 4 th Ave NW West side	47.51224, -111.35948	18" CMP	14		47'	47'	18" 18"	D-22675-13 E-19744
28+79R** W.C.	27 th St NW & 5 th Ave NW East side	47.51420, -111.35925	24" RCP		18'		18'	24" 24"	D-22680-4 E-16451
28+97L W.C.	27 th St NW & 5 th Ave NW West side	47.51425, -111.35944	24" RCP		12'		12'	24" 24"	D-22680-4 E-16451

Five total inlets connecting to the Watson Coulee Pressure Conduit.

* Contains Class III, IV & V 84" RCP

** Flat Bottomed Arch is the responsibility of the Montana DOT

Main Levee System

Station	Proximity Location	GPS N GPS E	Size & Type	CMP GAGE	RCP Len Cls IV Cls III	CMP Length	Inlet To Outlet	Flap gate Slide gate	Waterman Mod #
135+40	Beside 6 th St SW	47.49249, -111.32844	24" RCP & 30" CMP	14	88' 564'	23'	652'	30" 24"	F-25sb S-50-F
142+75	Behind Croxford	47.49256, -111.33139	42" RCP & 48" CMP	14	64' 185'	22'	279'	48" 42"	F-25sb S-50-F
148+60	West side of RR trestle	47.49318, -111.33355	42" RCP & 48" CMP	14	126' 238'	23'	387'	48" 42"	F-25sb S-50-F
158+40	100 FT East of the 14 th St gate	47.49332, -111.33769	24" RCP & 30" CMP	14	68' 57'	23'	149'	30" 24"	F-25sb S-50-F
163+00	300 FT West of the 14 th St gate	47.49336, -111.33925	24" RCP & 30" CMP	14	78' 137'	22'	240'	30" 24"	F-25sb S-50-F

Station	Proximity Location	GPS N GPS E	Size & Type	CMP GAGE	RCP Len Cls IV Cls III	CMP Length	Inlet To Outlet	Flap gate Slide gate	Waterman Mod #
176+00	900 block of 14 th St SW	47.49650, -111.33828	24" RCP & 30" CMP	14	78' 142'	23'	244'	30" 24"	F-25sb S-50-F
186+50	Southwest corner of Flower Farm	47.49900, -111.34017	42" RCP & 48" CMP	14	96' 101'	22'	225'	48" 42"	F-25sb S-50-F
193+00	East side of I15	47.50002 -111.34232	42" RCP & 48" CMP	14	92' 136'	23'	255'	48" 42"	F-25sb S-50-F
196+00	West side of I15	47.50024, -111.34341	42" RCP & 48" CMP	14	100' 136'	23'	265'	48" 42"	F-25sb S-50-F
196+00	Access road West of I15	47.50067, -111.34354	24' CMP(2)	unk		each 41'	82'	--	--
216+10	Behind 2220 5 th Ave SW	47.49956, -111.35134	48" RCP & 54" CMP	14	96' 121'	17'	244'	54" 48"	F-25sb S-55-F
247+50	140 ft SW of storage shed	47.50482, -111.35670	60" X 60" Reinf. Conc.	14	60x60 bx 198'	--	213'	60" 60"	F-20sb S-55-F
252+40	400 ft NW of storage Shed	47.50598, -111.35730	30" RCP & 36" CMP	14	100' 99'	22'	227'	36" 30"	F-25sb S-50-F
280+42	South end of 32 nd St SW	47.50314, -111.36610	54" RCP & 60" CMP	10	116' 123'	23'	267'	60" 54"	F-25sb S-55-F
311+50	300 ft. west of Cent. Ave W & 34th St	47.50923, -111.37183	30" RCP & 36" CMP	14	120' 105'	23'	255'	36" 30"	F-25sb S-50-F
323+75	250 ft west of Central Ave Crossing	47.51092, -111.37591	42" RCP(3)		516' ---	--	564'	42" 42"	F-25sb QS-50-F
323+75	250 ft west on Central Ave	47.51009, -111.37556	54" CMP(3)	12	105'	315'	357'	-- -	---- ----
344+50	Lake Drain	47.51269, -111.38369	24" RCP	14	108' 343'	--	454'	- 24"	---- QS-50-F
364+30	West of archery club road	47.51183, -111.39136	36" RCP & 42" CMP	14	124' 324'	22'	482'	42" 36"	F-25sb S-50-F
379+00	West of Hanna's	47.51536, -111.39410	24" RCP	14	112' ---	--	136'	-- 24"	---- QS-50-F
419+30	North side of US 89	47.52609, -111.39685	24" CMP	14	--- 72'	--	81'	-- -	---- ----

20 Gravity pipes and 2 pressure pipes passing through the levee and 6 Road Culverts.

Class V under the levee
Class III for the remainder