

## **Request for Qualifications (RFQ) - Engineering Services for Cooke City Water District**

Cooke City Water District, a rural water quality district located in Park County, MT, is seeking a qualified and experienced professional engineer to provide engineering expertise and support for our water district. We are dedicated to ensuring safe and reliable water supply to our community, and we require the assistance of a skilled engineer who can collaborate with our board and water operator and ensure compliance with engineering standards and regulations.

### **Scope of Work:**

The firm will be responsible for providing a range of engineering services to the Cooke City Water District as outlined below:

#### **1. Engineer of the Water District:**

- a. Serve as the representative engineer of the Cooke City Water District.
- b. Offer professional advice and guidance on matters that require engineering expertise related to the water district's infrastructure, operations, and compliance with applicable regulations.
- c. Work in conjunction with the water district board and water operator to develop viable solutions and plans for various projects, as requested.
- d. Assist in the planning, design, and implementation of upgrades or repairs to the water district's system.
- e. Review and update Preliminary Engineering Review report

#### **2. Review of Proposals and Technologies:**

- a. Review engineering proposals, new technologies, and contractor bids for system upgrades, repairs, or any relevant projects.
- b. Provide evaluations and recommendations to the water district board based on technical and engineering considerations.

#### **3. Annexation Review:**

- a. Evaluate annexation requests and associated engineering plans and proposals from residents seeking to join the water district.
- b. Ensure the proposed plans align with engineering standards and are feasible for integration with the existing water district system.

#### **4. Capacity and Water Rights Assessment:**

- a. Conduct assessments of the water district's capacity to meet current and future water demands.
- b. Ensure compliance with water rights regulations and identify any potential issues related to water usage and distribution.

#### **5. Record Maintenance:**

- a. Keep detailed records of all engineering assessments, evaluations, and project-related documentation.
- b. Provide reports as needed by the water district board and regulatory authorities.

#### **6. Attendance at Board Meetings:**

- a. Attend monthly board meetings upon request to present engineering guidance, offer insights, and address any engineering-related queries.

**Qualifications:**

The engineer must meet the following criteria to be considered for this position:

- Hold a valid Professional Engineer (P.E.) license in the state of Montana.
- Demonstrate a proven track record of relevant engineering experience, particularly in water infrastructure, systems, and regulations.
- Possess strong communication skills and the ability to collaborate effectively with the water district board, water operator, and other stakeholders.
- Exhibit comprehensive knowledge of local, state, and federal engineering codes, regulations, and best practices.

**Proposal Submission:**

Interested bidders are invited to submit their proposals via email to [board@cokecitywater.org](mailto:board@cokecitywater.org). All work will be done through a time and material task order basis. Please include the following information:

- Cover Letter expressing your interest in providing services to Cooke City Water District.
- Detailed description of relevant experience and qualifications.
- Hourly rates for engineering services to be provided.

RFP Issuance Date: [8/25/23]

Proposal Submission Deadline: [9/15/23]

Evaluation and Selection Period: [9/30/23]

Anticipated Contract Start Date: [10/1/23]

Contact Information:

For all inquiries and proposal submissions, please contact [board@cokecitywater.org](mailto:board@cokecitywater.org).

**Disclaimer:**

*Cooke City Water District reserves the right to accept or reject any proposal received as a result of this RFP. The water district also reserves the right to negotiate with any qualified engineer and modify the scope of work as needed to align with project requirements. This RFP does not create any contractual obligations between Cooke City Water District and the responding engineers. All submitted proposals become the property of Cooke City Water District.*