

REQUEST FOR QUALIFICATIONS & REQUEST FOR PROPOSALS

**GENERAL CONTRACTOR /
CONSTRUCTION MANAGER SERVICES**

CITY OF EAST HELENA

**UPPER PRESSURE ZONE ELEVATED TANK AND PUMP
STATION AND
MANLOVE LIFT STATION AND GRAVITY SEWER MAIN**

City of East Helena
306 E. Main Street
East Helena, MT 59635
(406) 227-5321

APRIL 2026

I. INTRODUCTION

The City of East Helena (“City/Owner”) is seeking to obtain General Contractor / Construction Manager (“GC/CM”) services from a qualified construction firm to participate in a collaborative process with the City and Engineer to undertake pre-construction services and construction services for the Upper Pressure Zone Elevated Tank and Pump Station project and the Manlove Lift Station project, construction of sewer main improvements in the Clark Street area, and turn lanes along Highway 282. These project are being constructed to support development.

The City intends to use a two-step GCCM selection process. In Step One, responses to the RFQs will be evaluated on a pass/fail basis against established minimum qualifications set forth in the RFQ. Respondents who meet all minimum qualifications will be considered prequalified and will be invited to continue and provide a response to the Request for Proposals (RFP), which will evaluate both qualifications and cost proposals.

The RFQ deliverable shall contain all information under Section V, Part A to demonstrate compliance with the minimum qualification requirements. The RFP deliverable shall contain all items identified in Section V, Part B. Only firms that meet the minimum qualifications requirements per their RFQ deliverable will continue in the selection process. Final selection will be determined from the deliverables submitted in response to the RFQ/RFP document, interviews, and any other information sought by the Owner to assess a firm’s ability to complete the project as required. References may or may not be checked at the Owner’s sole discretion.

The Owner intends to select one contractor for the entire project. However, the Owner reserves the right to select one contractor for the lift station, sewer mains, and turn lanes portion of the project, and another contractor for the water tank and pump station.

The Owner intends to enter into a GC/CM Contract for Pre-Construction Services. This GC/CM contract will include a maximum pre-construction services fee and an established GC/CM fee percentage with fixed costs for general conditions to be negotiated before construction contracts are executed. The pre-construction services contract has provisions for adding construction services through acceptance of Early Work Amendments (EWAs) and a Guaranteed Maximum Price (GMP) Amendment by contract amendment. Alternatively, the Owner may, at its sole discretion, choose not to continue the GC/CM contract beyond the completion of pre-construction activities, reserving the right to competitively bid the construction scope.

Funding for the project is being provided primarily through a bond process. The City anticipates that it will issue a bond anticipation note, the proceeds of which would pay costs of construction. It is expected that the Board of Investments will purchase the note. Bonds would be issued at or after substantial completion, primarily to pay and redeem the note. These bonds are expected to be backed by the Board of Investments. Construction funds will not be available unless and until the bond anticipation note is issued.

The process for the development of the design and delivery of the Project will be a collaborative process. When selected, the GC/CM will function as part of a team composed of the City, Engineer(s), and others as determined by the Owner.

This RFQ/RFP shall not commit the Owner to enter into any agreement, to pay any expenses incurred in preparation of any response to this request, or to procure or contract for any supplies, goods, or services. The Owner reserves the right to accept or reject any and all responses received as a result of this RFQ/RFP if it is in the Owner's best interest to do so.

This Procurement is governed by the laws of the State of Montana, and venue for all legal proceedings shall be the City of Helena, Lewis & Clark County.

By offering to perform services under this procurement, all respondents agree to be bound by the laws of the State of Montana and Funding Agency Requirements. This includes, but is not limited to, applicable wage rates, payments, gross receipts taxes, building codes, equal opportunity employment practices, safety requirements, etc.

II. PROJECT BACKGROUND AND DESCRIPTION

Upper Pressure Zone Elevated Tank and Pump Station

The City of East Helena owns, operates, and maintains the water distribution system that serves the City including two water tanks, groundwater wells, transmission mains, and distribution mains. In coming years significant growth is planned within the City of East Helena. This existing growth, coupled with known future development plans has necessitated the need for an Upper Pressure Zone within the City's water system.

The Upper Pressure Zone Elevated tank and Pump Station project will address the water system needs for planned development adjacent to Old Highway 282 south of Highway 12. This project includes construction of a new elevated water storage tank and pump station to serve a future upper pressure zone within the East Helena water distribution system. Work includes design assistance and construction of a 600,000 gallon composite water tank (alternate tank capacities will be evaluated during the design phase), foundation, site improvements, piping, valving, electrical systems, controls integration, and SCADA coordination.

All work will be completed on City-owned property adjacent to the existing 1 MG buried concrete tank located south of Highway 12 along Highway 282. Construction of this project must be complete in August 2027.

Manlove Lift Station

The City of East Helena owns, operates, and maintains the wastewater system that serves the City including gravity sewer mains, force mains, lift stations, and the wastewater treatment plant (WWTP). The City's wastewater system was first developed in the mid-1930's and has been expanded several times to accommodate growth. Currently, there is substantial growth planned south of Highway 12 on the previously owned Montana Environmental Trust Group (METG) property. This project includes construction of a new lift station, installation of associated force main piping, and gravity sewer main improvements.

The Manlove Lift Station and Gravity Sewer Main project includes construction of a new wastewater lift station, force main, and associated gravity sewer main. The Manlove Lift Station is required to convey wastewater generated south of Highway 12 to the wastewater treatment facility located north of Highway 12. The lift station is ultimately anticipated to serve approximately 1,800 Equivalent Dwelling Units (EDUs) associated with future development in this area. In addition to future growth, the lift station will serve approximately 36 existing homes located south of Highway 12 that are currently connected to a gravity sewer main crossing beneath Highway 12.

As part of a separate water main project completed in 2023, a 36-inch steel casing was installed beneath Highway 12. This casing contains the new water main and a 10-inch HDPE pipe intended for use as the future sewer force main associated with this project.

Design of this portion of the project is approximately 95% complete. Construction is expected to begin in the Summer of 2026. Please note that the schedule is an estimate.

Clark Street Sewer Main Improvements

The Clark Street Sewer Main Improvements project includes the replacement of five blocks of existing gravity sewer main along Clark Street from 8-inch to 10-inch diameter pipe to adequately accommodate anticipated capacity demands.

Design of this portion of the project is approximately 95% complete. Construction is expected to begin in the Summer of 2026.

Highway 282 Turning Lanes

The Highway 282 Turning Lanes project includes the addition of two new turning lanes along the northbound lane of Highway 282. The addition of these turn lanes will provide access to

proposed development located west of the highway. These improvements are intended to facilitate safe and efficient vehicular movements between the highway and the adjacent development while maintaining through-traffic operations along this corridor.

Design of this portion of the project will begin in the Summer of 2026. Construction must be completed in August 2027.

The following is the intended timeline for the project:

GC/CM Selection:	Date / Time
RFQ/RFP Posted	April 4, 2026
Walk-Through	April 15, 2026, 1:30 PM
Deliverables - RFQ Due	April 22, 2026, 1:30 PM
Latest Date District to Notify Responders of Pass/Fail Response to RFQ	April 24, 2026
Final Questions Due	April 29, 2026, 4:00 PM
Deliverables - RFP Due	May 1, 2026, 1:30 PM
Review & Short-Listing by Committee	Week of May 4, 2026
Interviews (If necessary, as determined by the Owner)	May 12,13, 2026
Final Selection by Committee for Council Concurrence (May 19, 2026)	No Later than May 15, 2026

Upper Pressure Zone Elevated Tank and Pump Station Design/Construction:	Date
Completion of Schematic Design	April 15, 2026
Completion of Design in Phases	May 2026 – May 2027
Early Procurement / Early Work	Summer/Fall 2026
Completion of Construction Documents	October 2026
GMP Established	November 2026
Complete Construction	July 2027

Manlove Lift Station and Gravity Sewer Main Design/Construction:	Date
Completion of Design	May 2026
Early Procurement / Early Work	Summer 2026
Completion of Construction Documents	May 2026
GMP Established	June 2026
Complete Construction	Spring 2027

III. SCOPE OF PRE-CONSTRUCTION SERVICES

Firms receiving this RFQ/RFP shall propose a maximum Pre-Construction services fee for the project. All Pre-Construction services will be provided on a cost-reimbursement basis up to the stated maximum. The specific scope, terms, and cost of Pre-Construction services may be negotiated prior to signing the final GC/CM pre-construction services contract, based on the proposer’s input as well as the owner’s requirements. The Pre-Construction Services for the Upper Pressure Zone Elevated Tank and Pump Station project and the Manlove Lift Station and Gravity Sewer Main project will be contracted separately. In general, services are anticipated to include the following:

1. General

- Serve as a partner to the design team and District
- Provide expertise to proactively identify and manage all project risks
- Support all project management and the balancing of scope, schedule, and budget
- Add value to the project with creative ideas to improve quality, schedule, and budget

2. Quality Assurance

- Ensure a high-quality, efficiently constructable design
- Provide guidance on project design, detailing, product selections
- Complete reviews to ensure the design aligns with constructability
- Assist in investigation of existing conditions

3. Scheduling and Coordination

- Provide input on the project schedule
- Support the District's operational needs into project sequencing
- Provide input for strategic early work packages for efficient project delivery

4. Budgeting and Estimating

- Establish accurate project cost model to ensure on-budget project tracking and delivery
- Provide input for "value-engineering design" to ensure design work stays within budget
- Continuously provide input for cost saving strategies

5. Bidding Process

- Administer structured process that ensures subcontractor quality and cost effectiveness for the project
- Document the process to ensure efficient transition from pre-construction to construction for all construction amendments (EWA, GMP)

IV. SCOPE OF CONSTRUCTION SERVICES

The GMP may be requested, at the Owner's sole discretion:

- During the Construction Documents phase and prior to buy-out/bidding most or all the bid packages; or
- After completion of the Construction Documents and prior to buy-out/bidding most or all the bid packages; or,
- After bidding most or all bid packages

The established GMP (inclusive of all EWAs) will be the maximum amount paid for the construction of the project unless scope changes are requested by the City as governed by the contract documents. Acceptance of the GMP by contract amendment will constitute completion of Pre-Construction Services, and the GMP Amendment will initiate the construction period for the project where the firm will take the role as General Contractor and Construction Manager as defined in the Pre-Construction Services Conditions. It is anticipated that there will be a GMP for the Upper Pressure Zone Elevated Tank and Pump Station and a GMP for the Manlove Lift Station and Gravity Sewer Main project.

At the time of execution of the GMP Amendment (inclusive of all EWAs), the GC/CM will be required to submit a 100% Performance and 100% Labor & Materials bond for the completion of the specified project. If the GC/CM is unable to furnish an acceptable GMP or bonding, the Owner retains the option to cancel the GC/CM's services and start a new process for the construction of the project, issue the project for award to the lowest responsible bidder, or terminate the contract and negotiate a replacement contract with the next highest rated proposer from this solicitation.

The project will be subject to Federal and State of Montana Prevailing Wage Rates. The selected Contractor will be required to comply with those rates adopted and effective at the time of signing any EWA and the GMP Amendment.

V. SELECTION PROCEDURE

Under this RFQ/RFP, the selection procedure is intended to evaluate the capabilities of interested GC/CM firms to provide services to the Owner for this project. Proposers must comply with the mandatory requirements provided below and proposals that do not contain the required documentation may be deemed non-responsive and may be rejected on that basis without further consideration or obligation of the Owner at the Owner's discretion.

The selection committee will establish a consensus rating of each category of each firm's submission based on the overall merit of the response. Interviews with the finalist firms may be held at the Owner's discretion. The GC/CM will be selected by the committee based on the overall merit of its RFQ response, RFP proposal response, interviews (if held), and information obtained from any other reliable source(s). The Owner may or may not complete reference checks and other evaluations at its sole discretion. The established GMP (inclusive of all EWAs) will be the maximum amount paid for the construction of the project unless scope changes are requested by the Owner as governed by the contract documents. Acceptance of the GMP by contract amendment will constitute completion of Pre-Construction Services, and the GMP Amendment will initiate the construction period for the project where the firm will take the role as General Contractor and Construction Manager as defined in the Pre-Construction Services Conditions.

At the time of execution of the GMP Amendment (inclusive of all EWAs), the GC/CM will be required to submit a 100% Performance and 100% Labor & Materials bond for the

completion of the specified project. If the GC/CM is unable to furnish an acceptable GMP or bonding, the Owner retains the option to cancel the GC/CM's services and start a new process for the construction of the project, issue the project for award to the lowest responsible bidder, or terminate the contract and negotiate a replacement contract with the next highest rated proposer from this solicitation.

The project is subject to Federal and State of Montana Prevailing Wage Rates which can be found online. The selected Contractor will be required to comply (as a minimum allowable rate schedule) with those rates adopted and effective at the time of signing any EWA and the GMP Amendment. All reporting and documentation shall comply per the State of Montana and Agency requirements.

Selection Committee:

Name	Representing / Responsibility	Selection Process Role
Kelly Harris	Mayor	Scoring Member
Kevin Ore	Public Works Director	Scoring Member
Brad Koenig	RPA	Scoring Member
Jacob Kuntz	Helena Area Habitat for Humanity	Scoring Member

RFQ Deliverable

The RFQ deliverable will be reviewed on a Pass/Fail scale. Any submission that does not meet all of the minimum qualification requirements may render the submitter unqualified to continue in the process.

A. RFQ Deliverable –

Qualification Categories	Rating	Weight	Total Possible Score
1. Signature of Officer or Principal	NA	NA	PASS/FAIL
2. MT Construction Contractor Registration	NA	NA	PASS/FAIL
3. Bonding Capacity	NA	NA	PASS/FAIL
4. Legal and Financial Information	NA	NA	PASS/FAIL
5. Attendance of Pre-Submission Walk	NA	NA	PASS/FAIL

Minimum Qualification Requirements (RFQ Deliverable)

1. Signature

Statement of qualifications must be signed by an officer or principal of the firm. The requirement may be satisfied by the signature of a corporate officer or principal on a cover letter submitted WITH the RFQ/RFP response.

2. Montana Construction Contractor Registration

Provide evidence of a valid Montana Contractor Registration in good standing.

3. Bonding Capacity

It is required that the proposing firm have a single-project bonding capacity of at least \$15M.

- a. Provide single-project and aggregate bonding program amounts
- b. Provide additional bonding information:
 - i. Bonding company and agent with phone and email contact information
 - ii. Years of relationship
 - iii. If less than 5 years, or not your exclusive source, name all others used in the last 5 years and provide additional explanation about changes

4. Legal & Financial Information

Provide the firm's history of claims and financial capacity. The following may result in disqualification.

- a. In the last five years, have you (if you answer "yes," provide full explanation):
 - i. Had an Owner claim against your Performance Bond?
 - ii. Been declared in default and/or terminated on a project?
 - iii. Been assessed damages for delay in delivery of project?
 - iv. Taken legal action, filed liens, or had dispute resolution proceedings of any kind against an Owner for anything other than non-payment for accepted work?
 - v. *Proposer shall submit an explanation for any "yes" answer for further consideration by the Owner. The Owner reserves the sole right to waive the pass/fail requirement if, in the Owner's sole judgment, sufficient justification exists for any explanation provided. The Owner also reserves the right to request additional information and/or clarification on this item but is not obligated to do so prior to making its determination on whether or not to waive the requirement.*

5. Pre-Submission Walk Through

It is mandatory that all firms attend the pre-submission walk through scheduled for **April 15, 2026, 1:30 PM at the East Helena City Hall (306 East Main Street; East Helena, MT 59635)**

1. State the name(s) and position(s) of firm representative(s) who attended the walk through for cross referencing with the attendee roster

RFP Deliverable

Firms that pass all (5) categories in the RFQ will be deemed qualified and will receive notice that they can provide a response to the RFP. Scoring criteria for RFP responses will be rated on a scale of 0 through 10 (10 being highest rating) by the selection committee and weighted in accordance with the importance of each item. Ratings will be determined by consensus scoring of the selection committee.

B. RFP Deliverable –

Evaluation Categories	Rating	Weight	Total Possible Score
1. Approach to Preconstruction	0–10	1	10
2. Experience Managing Elevated Water Storage and Pump Station Projects	0–10	3	30
3. Experience Managing Gravity Wastewater Collection Projects	0–10	1	10
4. Experience Managing Wastewater Lift Station projects	0–10	2	20
5. Project Team	0–10	2	20
6. Proposed Fees and Costs	0–10	1	10
TOTAL			100

2. Proposal Requirement (RFP Deliverable)

a. **Approach to Preconstruction**

How would the selection of your firm and assigned project team add value to the preconstruction process on this project? Identify any unique capabilities or strategies that make your team stand out above the competition in providing preconstruction services (as described above) on this project.

b. **Experience Managing Elevated Water Storage and Pump Station Projects**

Demonstrate your assigned project team’s experience successfully managing elevated water storage and pump station projects. Include a minimum of three elevated tank and

pump station projects that your project team has worked on. This project will require coordination with facility operations throughout the project.

- c. **Experience Managing Wastewater Gravity Collection Projects**
Demonstrate your assigned project team’s experience successfully managing gravity wastewater collection projects. Include a minimum of three wastewater gravity collection projects that your project team has worked on. This project will require close coordination with facility operations.

- d. **Experience Managing Wastewater Lift Station Projects**
Demonstrate your assigned project team’s experience successfully managing wastewater lift station projects. Include a minimum of three wastewater lift station projects that your project team has worked on. This project will require close coordination with facility operations.

- e. **Project Specific Team & Strategy/Approach**
Provide information on the unique capability and strategy behind assigning your project-specific team to this project. Include resumes for your project manager, superintendent, and other key personnel demonstrating the relevance of their selection and their capacity to take on this project. Provide references with contact information for each team member’s last three projects in a similar role. (The Owner may or may not perform reference checks at their sole discretion)

- f. **Proposed Fees & Costs**
Provide the following information assuming a \$15M project cost, and an urgent project schedule.
 - i. Maximum, not-to-exceed Pre-Construction Services Fee for the project
 - ii. Hourly rates for personnel assigned and other/travel expenses
 - iii. Firm’s GC/CM fee percentage

VI. SUBMITTAL OF INFORMATION

Firms will first submit an RFQ deliverable. RFQ deliverables will be evaluated on a pass/fail basis. Only firms that meet the minimum qualifications requirements per their RFQ deliverable will be invited to continue in the selection process and to provide an RFP deliverable.

An electronic version in PDF format of the RFQ deliverable and, if invited to continue, an electronic version in PDF format of the RFP deliverable must be **received** at:

RPA
Attn: Brad Koenig, Project Manager
bkoenig@rpa-eng.com

and

Kevin Ore
Public Works Director
kore@easthelenamt.us

Any questions must be received in email or writing by April 29, 2026 – 4:00 PM.

VI. INSTRUCTIONS TO PROPOSERS

Proposals must:

1. Follow the format outlined above
2. Contain all information requested as outlined above
3. Be contained in a clear, concise document:
 - a. RFQ Deliverable – not to exceed fifteen (15) pages/sheets total
 - b. RFP Deliverable – not to exceed forty (40) pages/sheets total
 - c. Page size is limited to 8-1/2 x 11 inches

VIII. AGREEMENT

The Owner reserves the right to negotiate all terms in the final contract, which are in the best interests of the Owner. Negotiated changes will be (1) within the general scope of work described herein, (2) unlikely to affect the field of competition under this RFQ/RFP, and (3) unlikely to substantially affect pricing of GC/CM Fees proposed in the evaluation process.

It is the intention of the Owner to enter into a GC/CM Contract with the selected GC/CM. The initial scope of the GC/CM Contract will be limited to Pre-Construction activities only. However, the proposed GC/CM Fee submitted in this Proposal will be applied to any construction services added to the contract by early work or GMP amendment.

It is the Owner's right to NOT PROCEED beyond each of the design phase reviews until budget reconciliation has been achieved between the Owner, Engineer, and the GC/CM. Execution of a GMP amendment or termination of Pre-Construction services will constitute completion of Pre-Construction activities.

If construction services are added through acceptance of a GMP, an amendment to the GC/CM Contract will be executed. If the construction phase amendment is executed, a 100% Performance bond and a 100% Labor & Materials bond for the completion of the Project will be required.

If the Owner chooses not to continue the GC/CM Contract beyond the completion of Pre-Construction activities, the GC/CM's compensation shall be limited to the Pre-Construction services maximum, not-to-exceed fee stated in the GC/CM Contract.