

**REQUEST FOR QUALIFICATIONS (RFQ)**

**City of Libby**

**Lincoln County, Montana**

**REQUEST FOR QUALIFICATIONS (RFQ)**

**For**

**Dam Engineering Services**

**Lower Flower Creek Reservoir Embankment**

**Disaster Recovery (DR) Project**

05/22/2026

# REQUEST FOR QUALIFICATIONS (RFQ)

## Table of Contents

Invitation to Submit Qualifications .....	3
Introduction .....	3
Contact Information.....	3
Submission Instructions and Deadline.....	3
Other Conditions of Qualifications Submittal.....	4
Scope of Services & Deliverables .....	4
Evaluation & Selection .....	5
EXHIBIT I.....	7
Project Background and Project Area/Service Area Maps .....	7
EXHIBIT II.....	9
EXHIBIT III.....	11
Minimum Qualifications .....	11
EXHIBIT IV.....	12
Selection Rating System.....	12

# REQUEST FOR QUALIFICATIONS (RFQ)

## Invitation to Submit Qualifications

### Introduction

The City of Libby, Lincoln County, Montana, and/or its designated representative is seeking Statement of Qualifications from Montana certified dam engineering firms for design and project management services for the Lower Flower Creek Reservoir Embankment Disaster Recovery (DR) Project, for which the City of Libby is receiving state and federal disaster assistance funding.

Minimum requirements include previous experience working with and meeting requirements of State and Federal Grant agencies, in analysis of geotechnical engineering reports, and with preparation and project management in dam or embankment projects.. The lead Engineer shall be a Professional Engineer licensed in the State of Montana with demonstrated experience in dam embankment projects. The selected engineering firm must be able to complete the design and planning portion of the project within a compressed time frame of roughly 60 days and complete the entire project by roughly October 15<sup>th</sup>, 2026.

In plain English, Libby needs an engineer and firm to come in to design and manage the entire repair/replacement of lower reservoir facility that was damaged in a flood to restore operations to before flood conditions.

### Contact Information

Please contact City Administrator Samuel Sikes between the hours of 9:00 am and 4:30 pm, Monday – Friday at (406) 293-1278 or [city.admin@cityoflibby.com](mailto:city.admin@cityoflibby.com) to request additional information for this RFQ, as needed.

The City of Libby makes no representations as to the conditions of the project other than those representations made herein, and no employee or any other representative of the City of Libby has the authority to make any oral or written representations as to the conditions of the project. Persons/firms should only contact the person designated above regarding this RFQ and should not contact the Mayor, City Council members, any committee members, or any other staff for clarification on this RFQ.

### Submission Instructions and Deadline

Qualifications must be received at Libby City Hall, 952 E. Spruce St., PO Box 1428, Libby MT, 59923, or via email to [city.admin@cityoflibby.com](mailto:city.admin@cityoflibby.com) no later than 4:30 pm on Friday, 12 June 2026. The city of Libby reserves the right to reject any and all Qualifications not meeting the requirements of this Request for Qualifications for Dam Certified engineering services. Any response not meeting the minimum requirements for qualifications as outlined in this request may be rejected.

ADA assistance accommodations for hearing and speech impaired: Contact Leann Monigold, Clerk/Treasurer, at (406) 293-2731 x4103 or [clerk.treasurer@cityoflibby.com](mailto:clerk.treasurer@cityoflibby.com).

# REQUEST FOR QUALIFICATIONS (RFQ)

## Other Conditions of Qualifications Submittal

1. No submission will be accepted from any person, firm or entity that is in arrears for any obligation to the city of Libby, who is debarred from contracting for federally funded projects, or that otherwise may be deemed irresponsible or unresponsive by the city of Libby city council or by city staff.
2. All Qualifications submissions become public information and may be reviewed by anyone requesting to do so at the conclusion of the evaluation process.
3. Requirements and conditions of employment and contracting to be observed for compliance with local, state, and federal Procurement & Contracting, Conflict of Interest and Lobbying regulations apply to this project. Refer to Exhibit II attachments for the project requirements.

## Scope of Services & Deliverables

This solicitation is for dam embankment investigation, engineering analysis, preparation of embankment repair/replacement design, access and culvert design, and project management following state and federal guidelines. Construction phase services, design of structural elements, preparation of construction drawings, and construction administration are included under this RFQ.

### **Project Description:**

The project consists of a geotechnical analysis, investigation, design, and repair/replacement of the left (north) embankment at the Lower Flower Creek Reservoir to include the apron on the southern end of the spillway and apron on a portion of the eastern wall. The embankment geometry is approximately 325 feet in length by 66 feet in width with an additional 15 feet of apron width, 50 feet by 15 feet of apron spillway width, and 20 feet by 15 feet of apron width along the eastern wall. Access route design and construction is anticipated to cross Flower Creek for repair/replacement construction unless engineer designs otherwise.

Flood overtopping the northern retaining wall resulted in internal erosion of embankment materials and undermining of the outlet headwall extending toward the toe of the dam. Observed failure is located near the left (northern) wingwall of the outlet spillway.

The City of Libby anticipates installing two access points crossing over Flower Creek to provide construction access to the northern embankment unless engineer determines otherwise. Proposers shall account for access constraints and site conditions in developing the repair/replacement plan.

Designs for the repair/replacement of the northern wall and aprons on the spillway and eastern wall will be based on life expectancy of construction, cost of project, and time constraints. The City Administrator will be involved in design and construction as the city representative.

### **Project Background:**

Background information materials and project area/service area maps for the proposed Lower Flower Creek Reservoir location are provided in **Exhibit I** attachments.

# REQUEST FOR QUALIFICATIONS (RFQ)

## Engineering Services Required:

The work shall be performed under the responsible charge of a Montana-licensed Professional Engineer with specific experience in earthen embankment dams. The firm shall demonstrate prior experience performing analysis and engineering evaluations for earthen dams or hydraulic embankments.

The engineering services include, at a minimum:

- Consideration of both the constructed embankment materials and the underlying foundation soils and/or bedrock.
- Repair/Replacement design along the approximately 325 LF embankment, 50 LF spillway apron, and 20 LF apron along the eastern wall.
- Using any analysis or laboratory testing to determine soil index properties and strength parameters sufficient to develop engineering parameters for seepage modeling and slope stability analyses, including but not limited to moisture content, unit weight, grain size distribution, Atterberg limits as applicable, shear strength parameters, and hydraulic conductivity testing where appropriate.
- Engineering analyses and recommendations for embankment, access route, and any other needs in the repair or reconstruction of the flood affected damage.
- GIS-based location data for all completed work provided in a commonly compatible digital format such as shapefile or geodatabase format, with horizontal datum clearly identified.

All work shall be performed in accordance with applicable state and federal funding requirements.

## Deliverable Schedule

The selected firm shall submit a draft repair/replacement engineering report within 60 calendar days of receipt of Notice to Proceed, unless otherwise approved by the City.

The City will provide consolidated review comments within a reasonable review period. A final engineering report addressing City comments shall be submitted within 15 calendar days of receipt of review comments.

## Evaluation & Selection

**Exhibit III**, attached to this RFQ, represents the qualifications sought for the consulting Geotechnical Engineering. These minimum qualifications have been established to assure the city of Libby of professional expertise with adequate experience to ensure successful completion of the proposed project within the allocated time constraints.

## REQUEST FOR QUALIFICATIONS (RFQ)

**Exhibit IV**, attached hereto, is a rating system that will be utilized for selection of the consulting Geotechnical Engineering. This rating system will be employed by city personnel in determining which Statement of Qualifications submission best meets the needs as outlined in this RFQ.

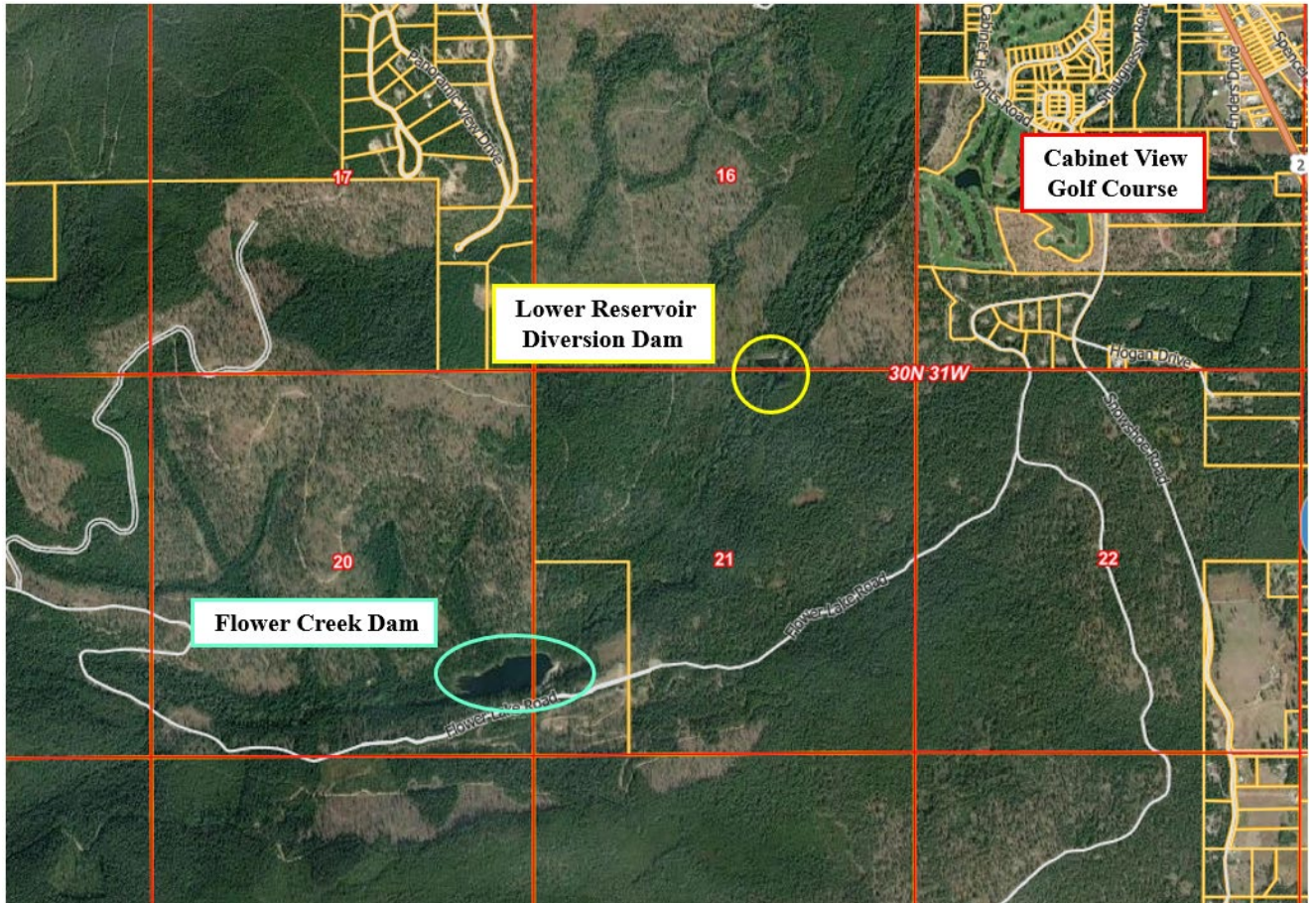
# REQUEST FOR QUALIFICATIONS (RFQ)

## EXHIBIT I

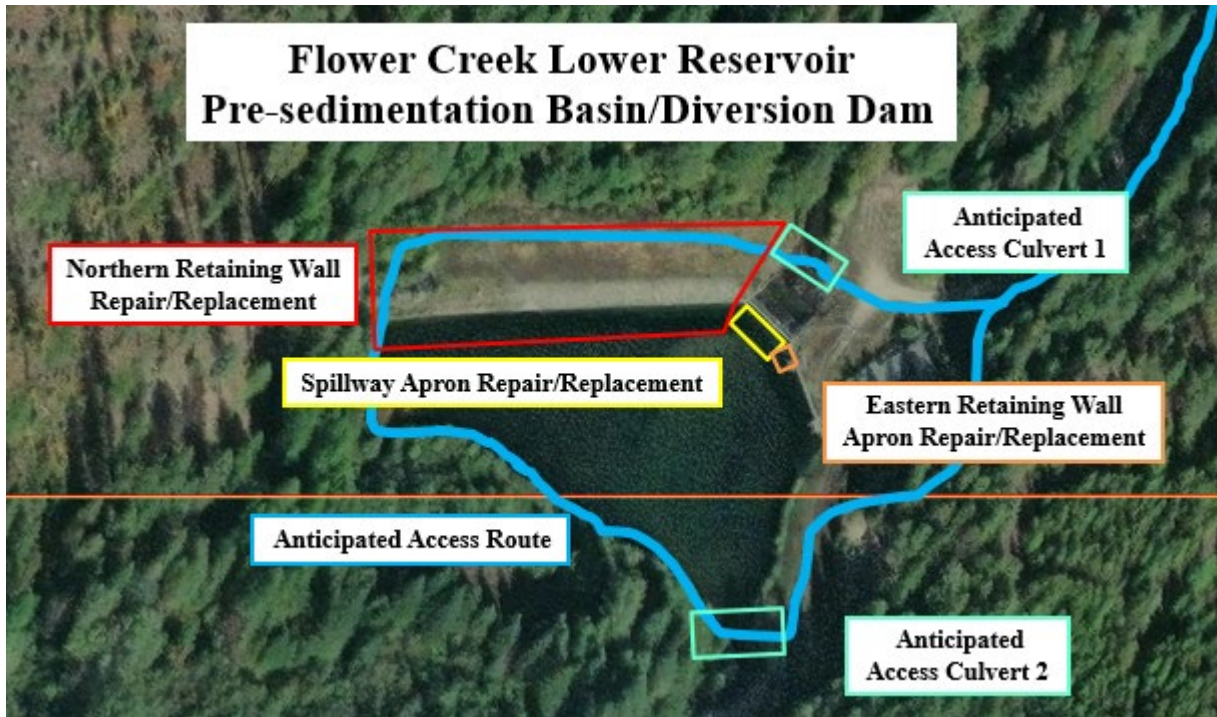
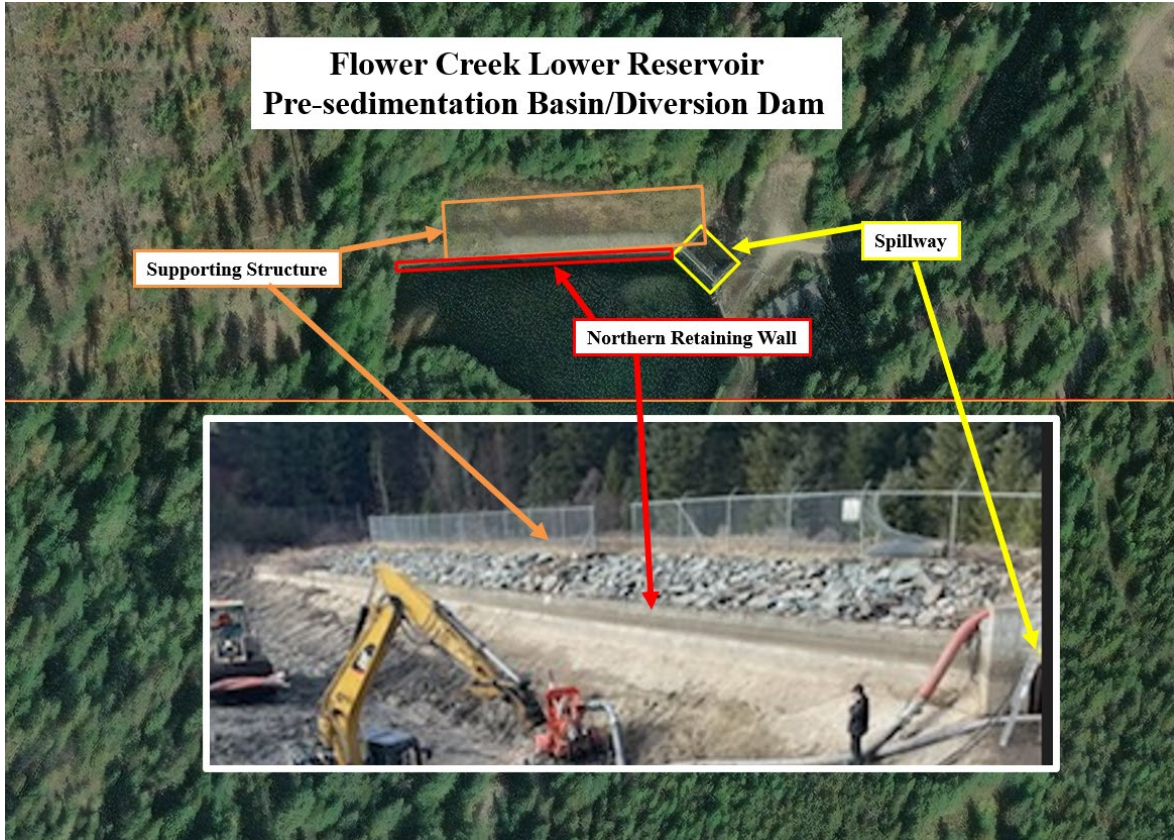
### Project Background and Project Area/Service Area Maps

REFER TO ATTACHMENTS FOR:

**PROJECT BACKGROUND DOCUMENTS  
PROJECT AREA / SERVICE AREA MAPS**



# REQUEST FOR QUALIFICATIONS (RFQ)



# REQUEST FOR QUALIFICATIONS (RFQ)

## EXHIBIT II

### REFER TO EXHIBIT II ATTACHMENTS FOR:

1. POTENTIAL CONFLICT OF INTEREST DISCLOSURE – Any recipient or subrecipient awarded the geotechnical project must disclose in writing any potential conflict of interest to the city in accordance with established State and Federal agency policies and in agreement with CFR 200.112. This includes providing complete information regarding previous or ongoing work associated with the contemplated acquisition. If an award is made to the offeror, the resulting contract may include an organizational conflict of interest limitation applicable to subsequent Government work.
2. CONFLICT OF INTEREST CLAUSE
3. LOBBYING CERTIFICATION - Appendix A, 44 C.F.R. Part 18 – Certification Regarding Lobbying

The contractor will certify to the best of their knowledge and belief, that:

1. No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.
2. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, Title 31, U.S.C. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

The contractor certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Contractor understands and agrees that the provisions of 31 U.S.C. Chap. 38, Administrative Remedies for False Claims and Statements, apply to this certification and disclosure, if any.

## REQUEST FOR QUALIFICATIONS (RFQ)

4. DISCLOSURE OF LOBBYING ACTIVITIES – The contractor and any subcontractors must disclose all lobbying activities under the Lobbying Disclosure Act (LDA) which requires entities employing in-house lobbyist to register with Congress and file periodic disclosure reports. This includes filing quarterly lobbying reports and semi-annual political contribution reports. The LDA mandates that lobbyist disclose their lobbying activities, including expenses, and provides a framework for public awareness of lobbying efforts. Noncompliance with these regulations can result in civil penalties.

Also refer to [24 CFR 570](#).

# REQUEST FOR QUALIFICATIONS (RFQ)

## EXHIBIT III

### Minimum Qualifications

#### I. Consulting Firm Minimum Qualifications

- A. The project Engineer is responsible for project coordination and must have a minimum of 5 years of experience with the federal/state programs funding programs.
- B. The engineering firm must have successfully provided engineering services for a minimum of 2 similar type projects. The firm will not be accepted if there have been any unresolved audit exceptions relative to engineering services.
- C. The engineering firm must submit references as to the firm's professional qualifications from a minimum of 2 previous clients for which the engineering firm has performed work (including address and telephone number).

#### II. Format for Professional Qualifications

Technical qualifications for the engineering firm should as a minimum include the following:

- A. The criteria and design approach to be used in the performance of required work.
- B. The personnel to be assigned to the project and resumes of qualifications and experience.
- C. The Engineer's experience in the development, design and completion of similar projects.

#### III. Final Selection

Final selection of the firm will be based upon the minimum total points scored as set forth in the rating system in **Exhibit IV**.

The city of Libby reserves the right to negotiate a contract with the firm deemed the most qualified to perform the professional services required.

Statement of Qualifications materials must be submitted in accordance with the instructions and terms specified in this RFQ for full consideration.

# REQUEST FOR QUALIFICATIONS (RFQ)

## EXHIBIT IV

### Selection Rating System

This criteria scores engineering proposals submitted to the city to ensure free and open competition in determining rankings for hiring an engineering firm(s) for a Libby planning project. The City Administrator shall convene a group of at least three members who will fill out this form during a meeting with City Administrator. Upon completion, the City Administrator will complete a report and present it to the Mayor and City Council for approval.

Engineering Firm(s)

A. \_\_\_\_\_

B. \_\_\_\_\_

C. \_\_\_\_\_

D. \_\_\_\_\_

#### 1. Overall Quality of Proposal

Review for clarity, organization, and completeness.

- Is the proposal responsive to the RFQ requirements?
- Is the scope of work clearly understood?
- Is the technical approach specific to this project?
- Does the firm demonstrate familiarity with dams?

Ranking – 1. \_\_\_\_ 2. \_\_\_\_ 3. \_\_\_\_ 4. \_\_\_\_

#### 2. Qualifications of the professional personnel to be assigned to the project

- Is the Lead Engineer licensed in Montana?
- Does the Lead Engineer have documented dam embankment investigation experience?
- Have assigned personnel worked on similar dam or hydraulic embankment projects?
- Do resumes demonstrate experience with seepage evaluation and slope stability support investigations?
- Has the proposed team worked together previously on similar projects?

Ranking – 1. \_\_\_\_ 2. \_\_\_\_ 3. \_\_\_\_ 4. \_\_\_\_

## REQUEST FOR QUALIFICATIONS (RFQ)

### 3. Firms' prior performance in meeting time and project budget for similar projects

- Are listed projects comparable in scale and complexity?
- Did prior projects include both embankment and foundation characterization?
- Did prior work support seepage modeling or slope stability analyses?
- Were projects completed on schedule?
- Are references relevant and responsive?
- Is the firm capable of mobilizing quickly and completing the analysis and reporting in a timeframe that is needed?

Ranking – 1. \_\_\_\_ 2. \_\_\_\_ 3. \_\_\_\_ 4. \_\_\_\_

### 4. Technical Approach to Subsurface Investigation

- Has the firm used analysis of sampling and laboratory testing methods?
- Can the firm adequately characterize the embankment foundation conditions?
- Is groundwater and seepage evaluation addressed?

Ranking – 1. \_\_\_\_ 2. \_\_\_\_ 3. \_\_\_\_ 4. \_\_\_\_

### 5. Familiarity with Federal Reimbursement Requirements

- Does the firm demonstrate familiarity with DES, FEMA, USDA, or similar documentation requirements?
- Does the firm understand 2 CFR Part 200 compliance expectations?
- Has the firm previously supported projects seeking reimbursement or disaster funding?

Ranking – 1. \_\_\_\_ 2. \_\_\_\_ 3. \_\_\_\_ 4. \_\_\_\_

### 6. Availability and Responsiveness

- Are key personnel reasonably available for scheduling and field work?
- Is the firm geographically positioned to respond efficiently?
- Does the firm demonstrate clear communication and responsiveness?

Ranking – 1. \_\_\_\_ 2. \_\_\_\_ 3. \_\_\_\_ 4. \_\_\_\_

## REQUEST FOR QUALIFICATIONS (RFQ)

### 7. Minority or Woman Business Enterprise or Disadvantaged Business Enterprise Firm

Is Firm MBE, WBE, or DBE?

Ranking – 1. \_\_\_\_ 2. \_\_\_\_ 3. \_\_\_\_ 4. \_\_\_\_

Tally the score. Place a tick mark for each 6 items in the grid below for each firm based on where they ranked. Multiply the amount of tick marks by the multiplier and document the amount for each ranking. Add all the ranking scores together and place the amount on the total line. Rank each firm from the totals, lowest amount to largest amount. Price Proposals will be requested by ranking order and accepted/rejected by cost.

		Rankings				
		1	2	3	4	Total
Firm	A.	x 1=	x 2=	x 3=	x 4=	
	B.	x 1=	x 2=	x 3=	x 4=	
	C.	x 1=	x 2=	x 3=	x 4=	
	D.	x 1=	x 2=	x 3=	x 4=	
New rankings	1					
from total	2					
score, lowest	3					
score to	4					
highest.						

#### Note to Responders of RFQ:

***Proposal submittals are to be organized to address the submittal specifications listed in the RFQ and the evaluation criteria listed above. Brochures and similar generalized background materials may be included but are not required.***

*\*MBE/WBE/DBE Firms are Defined As Follows:*

Minority Business Enterprise (MBE) – Business with at least 51% ownership and control held by minority person(s).

Woman Business Enterprise (WBE) – Business with at least 51% ownership and control held by a woman or women.

Disadvantaged Business Enterprise (DBE) – Small business with at least 51% ownership and control held by person(s) classified as “disadvantaged” individual(s) according to the Montana Department of Transportation standards (<https://Montanadot.gov/Documents/doing-bus/civil-rights/dbe/dbe-program-brochure.pdf>)

## REQUEST FOR QUALIFICATIONS (RFQ)

*Signed Upon Completion of Qualifications Review & Selection:*

Certification: I hereby certify that the city of Libby, Lincoln County, Montana reviewed the qualifications with the most qualified firms that responded based on the information available. The selection committee evaluated and ranked all firms and persons that responded based on the criteria set forth above and has selected \_\_\_\_\_ to complete the geotechnical core samples and analysis for the lower reservoir Flower Creek diversion dam supporting wall.

\_\_\_\_\_  
Hugh Taylor, Mayor

Date \_\_\_\_\_