



## **2026 Water Master Plan – Pre-Proposal Conference (OF 1796.1) Meeting Minutes – Issued 8/13/2025**

These minutes summarize the discussion and questions asked during the Pre-Proposal Conference:

### **1. Discussion Summary**

The meeting began with introductions, then progressed through agenda items. Agenda items were also displayed on a PowerPoint presentation in more detail. The PowerPoint also displayed overviews of the proposed improvements for each phase, including locations, new inlets, and upsizing. Attendees were encouraged to ask questions as items were discussed. Handouts included the Conference Agenda.

### **2. Questions**

A handful of questions were asked during the presentation and meeting. They are listed below:

- Does the Cover Page, Back Cover, and Cover Letter count against page limits?
  - No, those and separator pages do not count against page limits.
- Is a Rate Study included in the scope of the Master Plan?
  - No, a Rate Study is not going to be a part of the 2026 Water Master Plan.
- How is the City planning to grow?
  - The City Growth Policy helps inform development and expansion. The current service boundary is several miles outside existing City limits.
- Water Models
  - The 2006 water model is in WaterCAD. The 2023 model is in InfoWater Pro. Should the selected consultant not have InfoWater Pro, the model will be exported in an EPANET.inp format.
- Scope of Services
  - The Scope of Services in the RFP package is based on anticipated needs. The City welcomes the consultant to propose an alternative scope that they believe will better serve the intents of this project.
- Fee Schedules
  - Fee schedules are to be submitted in sealed envelopes at the firms' interview. These will not be opened until after the consultant to complete the project has been selected. The City reserves the right to use submitted fee schedules to negotiate a suitable agreement to accomplish the goals of the City for a fair cost.
- Download link for 2006 Water Master Plan and 2023 Water Model Report, expires in 30 days
  - Username: rxxD  
Password: NuTh  
Link: <https://files.greatfallsmnt.net/?u=rxxD&p=NuTh&path=/RFP%20-%202006%20Water%20Master%20Plan%20%26%202023%20Water%20Model%20Report.zip>

The last day to submit formal written questions is 4:00 PM August 15<sup>th</sup>, 2025. Questions are to be submitted via e-mail to [cstorrusten@greatfallsmnt.net](mailto:cstorrusten@greatfallsmnt.net)

A handwritten signature in black ink, reading "Carter Storrusten", is positioned above a horizontal line.

Carter Storrusten, EIT, Project Manager

Attachments:

Pre-Proposal Conference Agenda

Sign in Sheet

Pre-Proposal .pptx file



## **2026 Water Master Plan – Pre-Proposal Conference Agenda (OF 1796.1)**

11:00 AM-12:00 PM MDT

Tuesday August 12, 2025

In Person – PW Engineering Conf. Room, 1025 25<sup>th</sup> Ave NE, Great Falls MT 59404

Zoom Call:

### **1. Project Schedule**

Issue RFP:	August 3, 2025
Pre-Proposal Conference:	August 12, 2025
Last Day to Submit Questions:	August 15, 2025
Written Responses to Questions:	August 19, 2025
Due Date of Proposals:	August 22, 2025 at 4:00 PM MDT
Proposal Ranking Scores sent to Consultants and Interviews Scheduled:	September 5, 2025
Interviews:	Week of September 22, 2025
Consultant Selection:	Week of September 29, 2025
Fee Negotiations:	Finalize by October 7, 2025
RFP Agreement is Awarded:	October 21, 2025
Notice to Proceed:	November 4, 2025
Anticipated Deadline for Plan:	December 4, 2026

### **2. Project Background**

- a. Need for a Project
- b. Project Scope/Objectives

### **3. Site Information and Related Information**

### **4. Proposal Format**








### **5. Proposal Evaluation, Interviews, and Consultant Selection**

- a. Sealed Fee Estimates to be provided at Interview

### **6. Professional Services Agreement**

### **7. Informal Q&A (formal questions to be communicated via e-mail for written responses)**

## Name \_\_\_\_\_

1796.1 Pre-Proposal Meeting (8/12/2025)				
Name	Signature	Organization	Email	Phone #
Carter Storrusten		CoGF	<a href="mailto:cstorrusten@greatfallsmt.net">cstorrusten@greatfallsmt.net</a>	(406) 771-1258
Mark Juras		CoGF	<a href="mailto:mjuras@greatfallsmt.net">mjuras@greatfallsmt.net</a>	(406) 771-1258
Mark Peterson		TD & H	<a href="mailto:mark.peterson@tallenengineering.com">mark.peterson@tallenengineering.com</a>	406-544
John McQuinn		TD & H	<a href="mailto:John.McQuinn@td-engineering.com">John.McQuinn@td-engineering.com</a>	406-544
Nate Young		TD & H	<a href="mailto:nate.young@tdengineering.com">nate.young@tdengineering.com</a>	406-760-
Sale Hkema		CoGF	<a href="mailto:sthemma@greatfallsmt.net">sthemma@greatfallsmt.net</a>	406-78867
Jesse Patton		CoGF	<a href="mailto:JPATTON@greatfallsmt.net">JPATTON@greatfallsmt.net</a>	771-1258
Kim Longenecker		Morrison-Macle	<a href="mailto:klongenecker@m-n.net">klongenecker@m-n.net</a>	406-454-514
Mae Kynett		Morrison-Macle	<a href="mailto:MAE.KYNETT@m-n.net">MAE.KYNETT@m-n.net</a>	406-454-514
Jeff Ashley		Morrison-Macle	<a href="mailto:jashley@m-n.net">jashley@m-n.net</a>	406 495 3481
Cody McKay		CoGF	<a href="mailto:c.mckay@greatfallsmt.net">c.mckay@greatfallsmt.net</a>	
Josh Summer		Great West	<a href="mailto:jsummer@greatwesteng.com">jsummer@greatwesteng.com</a>	
Kyle LeBrasse		Burns	<a href="mailto:kylebrasse@burnsmcd.com">kylebrasse@burnsmcd.com</a>	

Online





# **2026 Water Master Plan**

**Pre-Proposal Meeting**

**August 12, 2025**



**PRESENTED BY:**

- MARK JURAS, DEVELOPMENT REVIEW  
COORDINATOR**
- CARTER STORRUSTEN, PROJECT MANAGER**

# RFP Schedule

Issue RFP:	August 3, 2025
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Written Responses to Questions:	August 19, 2025
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# Background

- The previous water master plan was completed in 2006 (TD&H and Black & Veatch)
- Detailed Water System Model in 2023 (AE2S)
- Need a detailed plan to inform future maintenance and development of the water system
- Format should be similar to the 2006 report
- Digital copies of the 2006 Master Plan are available upon request
- The 2023 model and model from 2006 plan will be available to selected consultant
  - Additionally, information from related projects will be available to selected consultant (i.e. Water Rights Analysis, OF 1801.1)

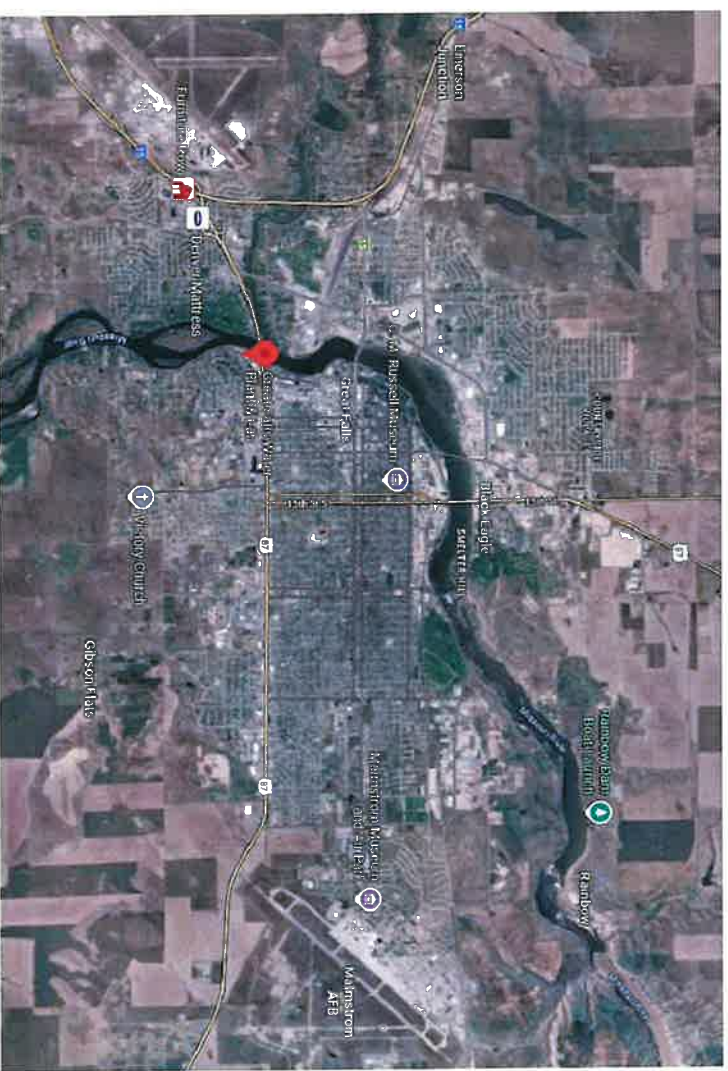
# Scope of Services

- Full Scope can be seen in RFP Attachment A
- Project Administration
- Existing Water System review
- Develop and rank improvements projects
- Public Outreach and coordination
- Final Report and Master Plan
  - 12 hard copies of Final Report, provide a complete PDF (searchable)



# Location

- Throughout the City of Great Falls
- Water Treatment Plant location noted



## Previous Related Projects

- 2006 Water Master Plan
- Water Model Update and Calibration (O.F. 1796.0)
- Water Rights Analysis (O.F. 1801.1)

# Proposal Expectations

- Sealed proposals received at the following address (by 8/22/2025 at 4:00 PM MDT):  
City of Great Falls – Proposal for:  
2026 Water Master Plan (O.F. 1796.1)  
1025 25<sup>th</sup> Avenue NE  
P.O. Box 5021  
Great Falls, Montana 59403
- Seven (7) hard copies
- One (1) electronic copy (PDF file) on a USB

# Proposal Format

- Executive Summary (3 pages maximum, front and back)
  - Clear statement of the Consultant's understanding of the RFP
- Scope of Services (9 pages maximum, front and back)
  - Detailed description of how services will be provided
- Experience (3 pages maximum, front and back)
  - Demonstrate competence and experience in all areas of expertise required
    - Including but not limited to: Civil Engineering, Water System Management, and Graphic/Oral Communications to diverse groups

# Proposal Format (cont.)

- References (1 page maximum, front and back)
  - List references from contracts similar in size and scope
  - The City is particularly interested in contacting clients within the state of Montana and/or the region
  - Provide client name, facility name, and contact person with email and phone number
- Personnel Listing (3 pages maximum, front and back)
  - Provide specific information, background, related experience, office location, and percent availability (if applicable) of key personnel
  - Identify any Sub-Consultants
- Cost/Fees
  - Sealed, submitted at the interview
  - Fee Schedule and fee based on the items provided in the Scope of Services
  - Will not be opened until after Consultant has been selected

# Proposal Evaluation Criteria

- Past Performance (20 points)
- Technical Experience (20 points)
- Technical Capabilities (20 points)
  - Staffing, Equipment, Facilities
- Location (20 points)
- Knowledge and Project Approach (20 points)

# Interview Structure

- Week of September 22<sup>nd</sup>
- 1 hour limit
  - At least 20 minutes for questions
- Scoring
  - Discussion of approach to services for this Project (20 Points)
  - Overview of Consultant's experience (20 Points)
  - Responses to three Project-specific questions (60 Points)
    - Questions will not be provided prior to the interview
  - Scores will not be released until all firms have been scored



# Professional Services Agreement

- Standard Public Works PSA
- Full document attached to RFP package

# Contact Information

- Carter Storrusten
  - [cstorrusten@greatfallsmt.net](mailto:cstorrusten@greatfallsmt.net)
  - (406) 771-1258

