



## REQUEST FOR QUALIFICATIONS (RFQ) GENERAL ENGINEERING SERVICES

**Date of Issuance:** November 17, 2025

**Questions Due:** December 2, 2025

**Submittals Due:** December 8, 2025, by 5:00 P.M.

The Milk River Joint Board of Control (MRJBOC) is requesting Statements of Qualifications (SOQs) from experienced and qualified engineering firms to provide General Engineering Services on an as-needed basis. Services may include, but are not limited to, planning, design, engineering analyses, construction oversight, permitting support, GIS development, hydro-technical evaluations, and infrastructure modernization support for the Milk River Project and associated facilities. This will be structured as a five-year contract with an option to extend for up to two years.

### BACKGROUND

The Milk River Joint Board of Control represents eight irrigation districts from Fresno Dam near Havre, Montana, to Vandalia Dam near Glasgow, Montana. For more than a century, the Milk River Project—anchored by the St. Mary Canal and Conveyance Works—has provided essential water supply to agriculture, municipalities, recreation, and habitat across north-central Montana. MRJBOC continues to advance a series of major modernization efforts involving dams, canals, siphons, and associated water delivery infrastructure.

### SCOPE OF SERVICES

- Hydraulic, hydrologic, and hydro-technical modeling
- Structural evaluations for dams, siphons, drops, and canal structures
- Civil design for large-scale conveyance systems
- Geotechnical investigations, evaluations, and design support
- Land surveying, construction surveying, and as-built documentation
- GIS mapping and spatial analytics
- Construction support and field inspection
- Project management and permitting support

### CONTRACT TERM

MRJBOC intends to select one or more firms to provide General Engineering Services under an on-call, task order-based contract. The initial term will be five (5) years, with the option to extend for up to two (2) additional years upon mutual agreement. Work will be authorized on an as-needed basis through individual task orders defining scope, schedule, and deliverables.



## SUBMITTAL REQUIREMENTS

SOQs shall be limited to 25 pages, excluding cover, table of contents, and dividers.

1. Letter of Transmittal
2. Firm Qualifications
3. Project Team (org chart + key staff résumés)
4. Relevant Project Experience (at least 5 projects)
5. Approach & Availability
6. References (minimum of 3)
7. Fee Information (unscored; general billing rates only)

## EVALUATION CRITERIA

<i>Category</i>	<i>Description</i>	<i>Points</i>
Firm Experience & Project Approach	Demonstrated understanding of system needs, approach to on-call services, experience with similar work.	25
Key Personnel Qualifications	Qualifications and experience of proposed staff, Montana PE credentials, relevant technical expertise, and experience with government partners (BOR, NRCS, DNRC).	20
Relevant Project Experience	Prior work on comparable projects (water conveyance, siphons, diversions, dams, GIS, hydrology, etc.).	20
Capacity & Availability	Depth of staff, ability to respond quickly, workload capacity, and ability to support construction activities.	15
References & Past Performance	Quality of past performance, client reviews, delivery record, communication history.	10
Local/Montana Presence	Montana office, proven work in the region, ability to respond quickly to local needs.	5
Tribal/Regional Coordination Experience	Experience coordinating with Blackfeet, Fort Belknap, or other tribal/regional governments.	3
Federal Funding Experience	Experience with BOR, NRCS, FEMA, and federal compliance requirements.	2
<b>TOTAL</b>		<b>100</b>

## SELECTION PROCESS

SOQs will be evaluated by the MRJBOC Board of Commissioners using the criteria shown above. MRJBOC may shortlist firms for interviews or may select a firm solely based on written submissions. Following selection of the



most qualified firm, MRJBOC will negotiate a contract, including a detailed fee, in accordance with Montana's Qualifications-Based Selection (QBS) process. If a satisfactory agreement cannot be reached, MRJBOC may begin negotiations with the next-highest ranked firm.

## ANTICIPATED SCHEDULE

- Date of Issuance: November 17, 2025
- Questions Due: December 2, 2025
- SOQs Due: December 8, 2025, by 5:00 P.M.
- Selection / Interviews (if held): December 2025 – January 2026
- Anticipated Notice of Award: January 2026

## LICENSING AND INSURANCE REQUIREMENTS

The selected firm must be licensed to practice engineering in Montana and shall maintain professional liability, general liability, and workers' compensation insurance for the duration of the contract. Proof of licensure and insurance will be required prior to contract execution.

## RESERVATION OF RIGHTS

MRJBOC reserves the right to reject any or all SOQs, waive irregularities, cancel this RFQ, or re-advertise if deemed in the best interest of the Board. Firms shall disclose any actual or potential conflicts of interest with MRJBOC or its member districts.

## SUBMITTAL INSTRUCTIONS

Proposals shall be addressed to:

Wade I. Jones, Board Chairman  
Milk River Irrigation Project Joint Board of Control  
1475 1st Avenue  
Havre, MT 59501

Proposals may be submitted by mail to the above address or by email to [jenn@mrjboc.com](mailto:jenn@mrjboc.com). Submittals must be received no later than 5:00 P.M. on Monday, December 8, 2025. All inquiries regarding the project shall be directed to Jennifer Patrick, Project Manager, at (406) 945-3383 or via email at [jenn@mrjboc.com](mailto:jenn@mrjboc.com).