



**The Confederated Salish and Kootenai Tribes (CSKT)
Flathead Indian Reservation
Division of Engineering and Water Resources
Ronan, Montana**

**SOLICITATION
REQUEST FOR QUALIFICATIONS
for
PROFESSIONAL SERVICES**

**Due Date: 3/18/2026 at 4:00 p.m. MST
Point of Contact: Adam Johnson, Hydrologist
Office Phone: (406) 675-2700 ext. 6222
Email: adam.johnson@cskt.org**

SECTION 1 – BACKGROUND AND SCOPE

BACKGROUND

The CSKT Division of Engineering and Water Resources (DEWR) seeks to develop a qualified list of Firms to provide on-call (as-needed) professional services. The DEWR will accept Statements of Qualifications (SOQs) until 4:00 pm MDT, March 18, 2026.

DEFINITIONS

Point of Contact (POC): Individual delegated by the Owner to manage the solicitation process. For the purposes of this RFQ, the POC is CSKT Hydrologist Adam Johnson. Unless authorized in writing, the POC is the only CSKT official or employee empowered to speak for the CSKT with respect to this RFQ. Firms may not contact the CSKT Tribal Council, Executive Team, evaluation committee, or other DEWR staff. Such contact may be cause for rejection.

DEWR or Owner: CSKT Division of Engineering and Water Resources. The CSKT is a sovereign nation.

Firm: Company submitting a SOQ to the DEWR in response to this RFQ.

Master Services Agreement (MSA): a document establishing a relationship between the Owner and the qualified Firm(s) through which project work will be assigned. The MSA will identify the process to authorize individual task orders and associated fees. The MSA will incorporate, by reference, this RFQ and the SOQ submitted by the successful Firm(s).

Professional Services: work which may be legally performed pursuant to a registration, license, or other legally-mandated personal authorization. Firms shall be registered or licensed as required by the State of Montana.

Request for Qualifications (RFQ): this document, which is an invitation for Firms to submit SOQs.

Statement of Qualifications (SOQ): a submittal detailing the ability of a Firm to perform the requested services.

Task Order: an agreement and financial obligation to pay a qualified Firm for services rendered in accordance with an MSA. Typical task orders contain a scope of services, schedule, term, compensation, deliverables, place and period of performance, and any other information needed to accomplish the required work.

DESCRIPTION OF SERVICES

The DEWR is seeking SOQs from qualified Firms interested in providing groundwater-related professional services to support future projects. This RFQ will allow the DEWR to build a list of qualified Firms that can be hired as needs are identified. Each prospective Firm must have the equipment, experience, capacity, and availability to perform the identified task(s). The DEWR may list multiple Firms within each identified category listed below. A Firm will only be eligible for a Task Order covering one or more categories for which it qualifies.

When a need for professional services is identified, the DEWR may utilize the list of qualified Firms, which will be subdivided by categories. Program staff will determine the specific category or categories that will best fit the project's needs. The estimated cost of the project will be one of the considerations when assigning work. For smaller projects, the Owner may reach out to a qualified firm directly to request a proposal for the work.

When contemplating larger or more complex projects, the DEWR may solicit proposals from several or all qualified Firms listed in a specific category or categories. The DEWR will determine which applicable qualified category or categories will be utilized. Qualified Firms in the selected category or categories will receive a request for proposals. The Owner will review, evaluate, and rank all SOQs received. Selected Firms may be interviewed if deemed in the best interest of the Owner.

PROFESSIONAL SERVICE CATEGORIES

The DEWR is seeking to qualify firms for the following activities (Each Firm will provide its own list of specialties):

- Monitoring well drilling and installation.
- Direct-push drilling (e.g., Geoprobe) services.
- Water supply well drilling and installation.
- Aquifer testing support.
- Abandonment of wells, including flowing artesian wells.
- Groundwater well pump services.
- Support during the installation of groundwater-related instrumentation (e.g., water-level sensors).
- Other related Professional Service(s): _____

SECTION 2 – SOQ REQUIREMENTS

SCHEDULE

ACTIVITY	DATE
Issue RFQ	Wed, January 28, 2026
Deadline to submit questions to CSKT	Wed, February 18, 2026 at 4:00 pm MST
Last day for CSKT to address questions	Wed, March 4, 2026
Deadline for SOQ submissions: 4:00 P.M. MST	Wed, March 18, 2026 at 4:00 pm MST
Evaluation of SOQs	April 2026
Notice to successful Firm(s) of placement on qualified list	May 2026

SUBMISSION

Questions may be sent via email to the POC prior to the deadline above. Responses will be provided by the date listed above. Answers to any questions will be provided to all interested Firms. SOQs are due via email to the POC prior to March 18, 2026 at 4:00 pm MST. Firms should email an electronic copy of the submission in PDF format to adam.johnson@cskt.org. The maximum acceptable document size is 9MB. Each Firm will be responsible for confirming that its submission has been received. Documents received after the due date will not be considered. Each submittal must contain the following clearly identified parts:

PART 1 – **Cover Form** with contact information and signature (Appendix to this RFQ)

PART 2 – **Statement of Interest and General Qualifications** (up to 25 points). A summary should contain information related to one or more categories listed above. This section should be on company letterhead and shall not exceed two (2) pages. Firms should discuss their proximity to the Flathead Indian Reservation and their ability to staff and mobilize projects.

PART 3 – **Categories** (up to 40 points). For each category identified, provide the Firm’s relevant background experience using a maximum of one (1) page per category. Information should be specific, detailed, and complete to clearly demonstrate the Firm’s knowledge, experience, and capabilities. Firms should include:

- Category heading – more than one category may be selected.
- Examples of relevant projects completed within the last ten (10) years.
- Work performed on the Flathead Indian Reservation and/or surrounding areas.
- Work performed for the Owner (CSKT or DEWR).

PART 4 – **Project References** (up to 10 points). Provide at least three (3), but no more than five (5), references for project work that is relevant to the categories listed above. The following information shall be included for each client/project:

- Client contact name, telephone number and email address.
- Summary of the work performed, contract term, and approximate value

PART 5 – **Resumes** (up to 10 points). Key personnel resumes should not exceed one (1) page.

PART 6 – **Indian Preference Certification** (up to 5 points). CSKT’s Indian Preference Ordinance 101A applies to work issued under any MSA and Task Order. Firms who wish to receive such certification must contact the Indian Preference Office (<https://cskt.org/indian-preference-office/>). All Firms, regardless of Indian Preference Status, are encouraged to submit a SOQ.

PART 7 – **Other Supporting Documents** (up to ten (10) points). Attach copies of professional licenses/certifications (5 points) and a current Montana Certificate of Good Standing (5 points).

SECTION 3 – EVALUATION AND SELECTION

The DEWR will appoint an evaluation committee to review all SOQs submitted in response to this RFQ. The committee will evaluate and rank Firms based on the criteria and numerical values listed above. The evaluation will identify the most highly-ranked respondents in order to qualify a list of Firms. An MSA template containing non-negotiable Terms and Conditions is available upon request. The Owner shall notify the selected Firm(s) of its placement on the qualified list. This RFQ does not constitute a commitment by the DEWR to pay any costs associated with the preparation of SOQs or to enter into any agreement or contract. Selection of a Firm for the qualified list does not guarantee the awarding of project work. The committee’s recommendations to issue an MSA to one or more qualified Firms are subject to approval by the Owner’s Tribal Council.

CSKT COVER FORM

COMPANY INFORMATION:

Company Name	
Mailing Address	
City/State/Zip	
Telephone	
Indian Preference	

SUBMITTAL SIGNATURE:

I have read and understand the requirements of the Request for Qualifications issued by the CSKT Division of Engineering and Water Resources, and I agree to provide the required services in accordance with the RFQ and its contents.	
Printed Name:	
Title:	
Signature:	