

**REQUEST FOR
PROPOSALS FOR ENGINEERING, ARCHITECTURAL
and/or GRANT ADMINISTRATION SERVICES**

In accordance with Title 18, Chapter 8 (MCA), Custer County is seeking Statements of Qualifications from qualified engineering and/or architectural firms or individuals to provide overall project management, engineering analysis and design, architectural services, construction management, and/or grant writing and administration services related to the County's infrastructure. The County will utilize the selected firm(s) for a period of five years for all planning, engineering, architectural, surveying and/or funding related activities associated with the County's public facilities including but not limited to water, wastewater, storm drainage, streets, paths, trails, bridges, buildings, etc.

The services to be provided may include:

- Planning
- Surveying
- Preliminary Engineering
- Preliminary Design
- Final Design
- Construction Management
- Construction Inspection
- Grant Writing and/or Grant Administration

There is no guarantee that the County will require any number of the above, and the County will reserve the right to seek additional assistance from other firms for some of the above if the County finds this to be in the County's best interest.

Responses should include:

1. the firm's legal name, address, and telephone number;
2. the principal(s) of the firm and their experience and qualifications;
3. the experience and qualifications of the staff to be assigned to project;
4. a description of the firm's prior experience, including similar projects (in particular those funded by state or federal funding), size of community, location, total construction cost, and name of a local official knowledgeable regarding the firm's performance;

Respondents will be evaluated according to the following criteria:

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| 1. the qualifications of the professional personnel to be assigned to the project | <u>30%</u> |
| 2. the consultant's capability to meet time and project budget requirements | <u>20%</u> |
| 5. related experience on similar projects | <u>25%</u> |
| 6. recent and current work for the entity issuing the RFP | <u>25%</u> |

The County may elect to select consultant based on proposals only. However, the County reserves the right to conduct interviews if deemed necessary for final consultant selection. The award will be made to the most qualified offeror whose proposal is deemed most advantageous to the County for all factors considered. Unsuccessful offerors will be notified as soon as possible.

Questions and responses should be directed to Jason Strouf, Custer County Commission, 1010 Main St., Miles City, Montana, 59301. All responses must be postmarked no later than November 22, 2023 at 5 pm. Please state "On-Call Professional Services Proposal" on the outside of the response package.

This solicitation is being offered in accordance with state statutes governing procurement of professional services. Accordingly, Custer County reserves the right to negotiate an agreement based on fair and reasonable compensation for the an individual scope of work and services proposed, as well as the right to reject all responses deemed unqualified, unsatisfactory, or inappropriate.

Custer County supports Equal Employment Opportunity.

Section 3 Notice Requirements:

Custer County may submit applications for Community Development Block Grant funds from the Montana Department of Commerce. The County holds annual input meetings to gather information about potential projects that are of benefit to low and moderate income residents and based upon these meetings, may develop projects to submit for Community Development Block Grant funds.

CDBG regulations governing the grant require that to the greatest extent feasible, opportunities for training and employment arising in connection with this CDBG-assisted project will be extended to local lower-income residents. Further, to the greatest extent feasible, business concerns located in or substantially owned by residents of the project area will be utilized.

Please note, individual firms may excel in certain areas of expertise. A firm or individual submitting a proposal does not have to be well versed in all areas of the Request For Qualifications but should concentrate on the specific professional skills where they have strong expertise.