

REQUEST FOR QUALIFICATIONS FOR ARCHITECTURAL SERVICES

Powder River County has received a federal Community Development Block Grant (CDBG) award from the Montana Department of Commerce (MDOC) for rehabilitation and repairs to the Powder River Manor in Broadus, MT.

The County is soliciting offerors of a statement of qualifications in response to this Request for Qualifications for Architectural Services to assist the County in both (a) designing and (b) supervising construction of this project in compliance with all applicable requirements under the Montana CDBG Program. Payment terms will be negotiated with the selected offeror. The fee for these services will be paid with CDBG funds.

The services to be provided will include:

- Construction design;
- preparing the construction bid package in conformance with applicable CDBG requirements and supervising the bid advertising, tabulation, and award process, including preparing the advertisements for bid solicitation, conducting the bid opening, and issuing the notice to proceed;
- conducting the pre-construction conference;
- regular (every 7 to 10 days) on-site visits during construction, along with written reports for each visit, issued within two days of the visit to the Owner and Contractor;
- reviewing and approving all contractor requests for payment and submitting approved requests to the governing body;
- conducting final inspection and testing;

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 any similar projects (in particular those funded by CDBG), size of community, location, total construction cost, and name of a local official knowledgeable regarding the firm's performance;
5. a description of the firm's current work activities and how these would be coordinated with the project, as well as the firm's anticipated availability during the term of the project; and
6. the proposed work plan and schedule for activities to be performed.

Respondents will be evaluated according to the following factors:

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| 1. | the qualifications of the professional personnel to be assigned to the project | 20% |
| 2. | the consultant's capability to meet time and project budget requirements | 20% |
| 3. | location | 5% |
| 4. | present and projected workloads | 10% |
| 5. | related experience on similar projects | 10% |
| 6. | recent and current work for the entity issuing the RFP | 15% |
| 7. | overall quality of the proposal | 10% |
| 8. | consultant reference checks | 10% |

The selection of finalists to be interviewed will be based on an evaluation of the written responses. The award will be made to the most qualified offeror whose proposal is deemed most advantageous to the County, all factors considered. Unsuccessful offerors will be notified as soon as possible.

Questions and responses should be directed to the Powder River County Commission, PO Box 200, Broadus, MT 59317. All responses must be received by 5:00 PM on January 29, 2016. Please state "CDBG Architectural Services Proposal" on the outside of the response package.

Respondents may review the CDBG application which includes a description of the proposed project including activities, budget, schedule, and other pertinent information by visiting the County offices during regular office hours. A copy of the application is also available for review at the offices of the Community Development Division, Montana Department of Commerce, 301 S. Park Avenue, P.O. Box 200523, Helena, MT 59620-0523.

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

Attachment: Powder River County request for Statement of Qualifications for architectural services for rehabilitation of Powder River Manor. Responses to be submitted to Powder River County Commissioners by 5:00 PM on January 29, 2016.

Required Section 3 Language

Section 3 of the Housing and Urban Development Act of 1968. The contractor will ensure that to the greatest extent feasible opportunities for training and employment arising in connection with this CDBG-assisted project will be extended to lower income project area residents. Further, the contractor will, to the greatest extent feasible, utilize business concerns located in or substantially owned by residents of the project area, in the award of contracts and purchase of services and supplies.