

## REQUEST FOR QUALIFICATIONS

### Architectural Services

Powder River County, Montana is seeking professional architectural services to assist in the design phase and administration of public building construction for a five (5) year period. This contract will involve programming for County facility additions, expansions, renovations, new construction, or other projects to be determined in consultation with the Board of County Commissioners. The consultant shall be at the direction of the Powder River County Commissioners.

Payment terms will be negotiated for each project identified and the fee for architectural services will be paid with County funds and other applicable funding agencies.

The services to be provided may include but not be limited to:

- Background -- evaluate previous planning efforts, needs assessments, etc.
- Meet with varied County Departments/Boards to identify scope of projects.
- Ensure knowledge of state and federal requirements for specialized facilities
- Provide drawings of options with enough detail to derive realistic cost estimates.
- Prepare bid documents and administer the same during construction through final acceptance.
- Produce contract documents electronically and hard copy for archiving.

Responses should include:

1. The firm's legal name, address, email, telephone number and contact person,
2. The principal(s) of the firm and their experience and qualifications,
3. The experience and qualifications of staff and outside consultants assigned to project,
4. A summary list of the firm's prior experience on similar projects, in particular those funded by local government (include location, type of structure, construction cost, and name of a local official knowledgeable regarding the firm's performance),
5. A description of the firm's ability to complete a timely project,
6. Flexibility and availability of staff,
7. The proposed work plan and schedule for activities to be performed.

Limit proposals to 12 pages, plus cover letter, cover page, table of contents and appendices with employee resumes and a list of references.

Respondents will be evaluated according to the following factors:

1. 25% Qualifications of the professional staff assigned to the project
2. 10% Capability to meet time and budget requirements
3. 15% Location: ability to respond to meetings
4. 10% Present and projected workloads
5. 20% Experience on similar projects for local government
6. 15% Recent / current work for Powder River County; familiarity with Eastern Montana
7. 5% Quality of the Proposal

The selection of the Architect may be based only on an evaluation of the written responses, or the County may decide to interview firms and will select applicants based upon an evaluation of the written responses.

The award will be made to the most qualified firm whose proposal is deemed most advantageous to the County; all factors considered. Unsuccessful firms will be notified as soon as possible.

Powder River County supports Equal Employment Opportunity.

Powder River 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.

Questions and responses should be directed to Cynde Jo Gatlin, Clerk & Recorder, PO Box 200, Broadus, MT 59317 or by calling 406.436.2361 or emailing [cgatlin@prco.mt.gov](mailto:cgatlin@prco.mt.gov).

All responses shall be delivered no later than **Friday, March 15, 2024, at 5:00 p.m.** and should be delivered to:

**Powder River County Clerk & Recorder**  
**PO Box 200**  
**Broadus, MT 59317**

"Powder River County Architectural Services Qualifications" shall be clearly marked on the outside of the response package that includes five (5) copies of the RFQ.

This solicitation is intended to be offered in accordance with state and federal statutes governing procurement of professional services. It is the respondent's obligation to comply with these requirements for any omissions to this procurement of services document. 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.

*Publication Dates: February 22, February 29 and March 7*