

## **REQUESTS FOR PROPOSALS ENGINEERING AND/OR GRANT ADMINISTRATION SERVICES**

The Stillwater County Commission is soliciting proposals to hire a firm to provide general engineering and/or grant administration services for various designated and undesignated public works projects within the Stillwater County jurisdictional area. The County will utilize the selected firm to serve as an on-call County Engineer for a period of up to five years for all professional engineering and/or grant administration related activities associated with but not limited to roads, bridges, trails, water, wastewater, solid waste, subdivision plat and sanitarian reviews, site development, environmental reviews, permitting, miscellaneous public works projects, etc. Desired services may include the following: planning, preliminary engineering, final design, surveying, construction administration, inspection work, grant writing and/or grant administration. The agreement and payment terms will be negotiated with the selected offeror.

Responses to this RFP 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 the project;
4. A description of the firm's recent (within 5 years) experience serving as a county on-call engineer in Montana, or equivalent;
5. Provide experience with grant funded public infrastructure projects (in particular those funded by CTAP, DNRC, TSEP, CDBG, SRF). Please provide project examples that include size of community, location, total construction cost, and name of a local official knowledgeable regarding the firm's performance.
6. 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;
7. An example work plan and schedule for a typical grant funded County public works project;
8. List, including contact names, of county on-call clients in Montana.

The proposals will be evaluated based on the following criteria:

- Related experience on similar projects (25%);
- The qualifications of professional personnel to be assigned to the project (20%);
- Overall quality of the proposal (20%);
- Recent and/or current work for the County, or a similar entity (20%);
- The capability to meet time and project budget requirements (5%);

- Present and projected workloads (5%); and
- Firm location (5%)

Four (4) copies of the proposals and all supporting materials suitable for evaluation shall be submitted. Legibility, clarity and completeness are essential. Proposals should provide assurance that the firm has the professional capability to satisfactorily complete all the tasks as described in the previous section.

The selection of finalists to be interviewed, if interviews are deemed necessary, 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 Stillwater County Commission, 400 3<sup>rd</sup> Avenue North, Columbus, MT 59019-0970. All responses must be **received by 4:00 p.m. on October 28, 2016**. Please state "Engineering and/or Grant Administration Services Proposal" on the outside of the response package. Proposals may not exceed 25 one-sided pages, excluding a standard corporate brochure, cover letter, and personnel resumes.

This solicitation is being offered in accordance with federal and state statutes governing procurement of professional services. Accordingly, the County 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.

**BOARD OF COUNTY COMMISSIONERS  
STILLWATER COUNTY**

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Dennis Shupak, Chairman

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Maureen Davey, Member

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Gerald W. Dell, Member

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Copies of the detailed request for proposals (RFP), including a description of the services to be provided by respondents, the minimum content of responses, and the factors to be used to evaluate the responses can be obtained by contacting Joe Morse, Stillwater County Finance Specialist, at 322-8014 or PO Box 795, 400 3<sup>rd</sup> Avenue North, Columbus, MT 59019-0970. All responses must be **received by 4:00 p.m. on October 28, 2016**, in the Stillwater County Finance Office. /s/ Stillwater County Board of Commissioners, Dennis Shupak, Chair; Maureen Davey and Gerald W. Dell, Members.

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