

## REQUEST FOR QUALIFICATIONS FOR CAPITAL IMPROVEMENTS PLANNING SERVICES

The Jefferson County has received a federal Community Development Block Grant (CDBG) award from the Montana Department of Commerce (MDOC) to assist in hiring a qualified consultant to help the County prepare a Capital Improvements Plan.

The services to be provided will include, but are not limited to the following:

1. Assist in developing an inventory of the County's capital facilities and equipment such as roads, bridges, buildings, equipment, parks/trails and computer software.
2. Provide an analysis of capital facilities and equipment, including identifying needs and deficiencies and developing preliminary cost estimates.
3. Provide GIS mapping showing the County's capital facilities.
4. Assist in outreach and engagement to County residents to gather their advice and guidance about capital priorities. This may include facilitating public meetings, developing surveys and posters and other outreach materials.
5. Identify funding sources for the County's capital improvements needs.
6. Facilitate the development of an implementation plan for identified capital improvements.
7. Assist the County Commission in developing an overall priority list for capital projects.

Responses to this RFQ 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 prior experience in Montana, including any similar projects, size of the community, location, and the 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;
6. The proposed work plan and schedule for activities to be performed;

Respondents will be evaluated according to the following factors:

- Qualifications of the professional personnel to be assigned to the project (25%)
- Related Experience on similar projects (20%)
- Present & projected workloads (20%)
- Consultant's capacity to meet time and project budget requirements (20%)

- Overall the quality of the proposal (5%);
- Recent & current work for the entity issuing the RFQ (5%)
- Location (5%)

At its discretion, Jefferson County may select finalists to be interviewed. The County's proposal evaluation team will base the selection of finalists 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 Jefferson County, all factors considered. Unsuccessful offerors will be notified as soon as possible. Questions and responses should be directed to LaDana Hintz, Jefferson County Planner, at (406) 225-4040 or [lhintz@jeffersoncounty-mt.gov](mailto:lhintz@jeffersoncounty-mt.gov). Responses to the request for qualifications must be received by 4:30 pm on Wednesday, December 5, 2018. Submittal packets must include one (1) original signed proposal and five (5) copies of the proposals. Proposals may not exceed 20 one-sided pages, excluding standard corporate brochures and resumes. Please state "Capital Improvements Planning Qualifications" on the outside of the response package, which must be sent to the Jefferson County Planning Department at P.O. Box H, Boulder, MT 59632.

As a recipient of CDBG grant funds from the Montana Department of Commerce, the County must comply with Section 3 of the Housing and Community Development Act of 1968. 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. Disadvantaged business enterprises (DBEs) are encouraged to apply. For more information, please contact LaDana Hintz.

This request for qualifications is being made in accordance with applicable state and federal statutes and regulations. Accordingly, Jefferson County reserves the right to negotiate a contract based upon fair and reasonable compensation for the scope of work and services proposed, as well as the right to reject any and all responses, and any responses it deems incomplete, unqualified, unsatisfactory, or inappropriate.

