

Cottage #5

Request for Proposals

Boulder, MT

Goal

To perform various work items (listed below) in a building known as Cottage #5 in Boulder, Montana currently owned by Jefferson County. Cottage #5 is tentatively slated to receive Hazardous Materials abatement in 2025. Before abatement cleanup and renovation can be performed many objects need removed and disposed from the building. Other renovation and repair work items will prepare the building for future repurposing.

History

The Cottage #5 building is on the National Historic Register as being part of the Historic District formerly known as the Montana State Training School. The general area is known as the “South Campus” and is $\frac{3}{4}$ of a mile South of Boulder. Cottage #5 is a two-story 10,782 square foot brick building that has been vacant for decades and contains hazardous material. There is currently no plumbing or electricity to the building. Power outlets are available 40 yards away at Jefferson County Road Department facility.

Miscellaneous Information or Improvements

Montana Department of Environmental Quality (DEQ) Brownfields Program has selected Cottage #5 to receive funding for hazardous material mitigation. DEQ will tentatively be awarding clean up contracts in the next two years. Cottage #5 will be removing and demolishing all outdated heating, ventilation, and air conditioning (HVAC) material, electrical related components, and various plumbing fixtures and pipes. Various other interior and exterior items will also be demolished. These items need to be removed before mitigation and abatement begin.

A new ceramic tiled roof was installed by Jefferson Local Developmental Corp (JLDC) in 2011 to help preserve the condition of Cottage #5. However, a rain gutter and downspouts will need to be installed along one of the north facing doors. The roof is currently leaking around a vent on the west side of the roof and needs repaired. A general inspection and minor repairs of the roof may be required.

General Information for Vendors

- Jefferson County reserves the right to accept all, some or none of the work items if it is not in the best interest of the County and their limited financial resources.
- No work will be performed in crawlspace of building.
- Project site contains lead-based paint chips on floor surfaces. Full face respirator masks are recommended during demolition/repair inside the building.

Timeline

Work items must be completed by September 1st, 2025. Interior work items may need to be completed before the contract deadline if hazardous materials abatement cleanup is scheduled to occur during the same time. A minimum of 2 weeks' notice will be given to contractor and frequent updates on the abatement cleanup will be provided.

Scope of Work

The contractor will be tasked with completing the following deliverables provided in the table below. Bid proposal should address and price each line item individually.

Item #	Work Item	Description	Apprx. Quantity	Sub-Total
1	Trees	Cut down cottonwood trees and grind stump	3	
2	Rails	Remove exterior metal rail on southside. Remove paint. Spray/cover with metal protectant paint	6	
3	Gable	Remove and Demo Gable over south entrance door	1	
4	Roof	Repair/patch roof as needed. The roof is 32 feet above ground level.	1	
5	Portholes	Restore Porthole windows. Repair sash and install glass.	2	
6	Doors	North Doors: Refurbish frames & install new exterior doors with ADA handles. Doors should contain both standard key lock and keypad optional locking system.	3	
7	Entrance	South Door: Refurbish wood exterior transform and door. Door should be retrofitted with ADA handle. Reglaze and repair glass on 21 panes	1	
8	Curtain Rods	Remove & dispose of curtain rods and curtains.	40	
9	HVAC	Remove & dispose (interior) metal registers and attached pipes.	60	
10	HVAC/MISC	Remove & dispose (attic) miscellaneous metal vents, boxes, screens.	20	

11	HVAC	Remove & dispose (exterior) miscellaneous metal vents, hoods, screens.	5	
12	Cabinet & Shelves	Remove & dispose miscellaneous shelves, cabinets, bathroom stalls, coat hangers, mirrors	25	
13	Electrical	Remove & dispose outdated electrical components, boxes, switches, outlets on first and second floors	668 linear ft.	
14	Plumbing	Remove toilets, sinks, pipes, miscellaneous	25	
15	Light Fixtures	Remove and Retrofit (rewire) historic glass orbs.	5	
16	Gutter	Install rain gutter and down spout over middle north door apprx. 28 feet high above ground.	1	

Submission Instructions

Companies/Businesses interested in being considered for this project must submit one (1) hard copy of their proposal and statement of qualifications by mail to Jefferson County-Clerk and Recorder, Box H, Boulder, MT 59632, or by sending one PDF copy electronically to gkunz@jeffersoncounty-mt.gov (please cc project officer Leah Lewis leah.lewis@jldcmt.com). Electronic submittals are encouraged. No exceptions will be made for mailed proposals that arrive after December 30th, 2024. Responses should include:

1. The legal business name, address, and telephone number;
2. The principal(s) of the firm and their experience and qualifications;
3. A description of prior experience with historic buildings. One or two examples or past projects that include a majority of the work items is encouraged.

All submissions must be received at the Clerk and Recorders no later than December 30th, 2024 either by hand delivery, email, or mail by 3 pm. As noted above, electronic submissions are welcomed. The response packets should be clearly marked “Cottage #5 Interior Demo and Repair”.

Proposed RFP Timeline

- December 10th, 2024 RFP advertisement and link posted in The Monitor. The link will connect to the Jefferson County website and will contain the full RFP and a visual aid of the work items.
- December 20th, 2024 Optional Building Walk-Through available from 11:00 am to 12:00 pm.
- December 31th, 2024 Review of RFP packages at Jefferson County commission meeting. Decision by Commissioners to accept/decline a proposal.
- January 31th, 2025 Work can commence upon completion of signed contract.

Invoices and Payments

The selected contractor must be comfortable with reporting and payment constraints of public funding and comply with all sub-recipient requirements regarding supporting documentation, compliance with laws, and payment. Selected contractor must show proof of professional liability insurance and not be on any public entity debarment list. Partial invoices as individual work items are completed are acceptable.

Scoring and Selection Process

Respondents will be evaluated by a panel according to the following factors:

- | | |
|---|-----|
| 1. The qualifications of the professional personnel to be assigned to the project | 20% |
| 2. The business capability to meet timeline and project budget requirements | 60% |
| 3. Related experience on similar projects | 20% |

The award will be made to the most qualified offeror whose proposal is deemed most advantageous and cost beneficial for Jefferson County. Unsuccessful offerors will be notified as soon as possible. Final Deliverables shall be received no later than September 1st, 2025.

Award

This Request for Proposal is being made in accordance with state and federal statutes which govern the procurement of professional services by local government. Accordingly, Jefferson County reserves the right to negotiate a contract based upon fair and reasonable compensation for the scope of work and services proposed. The County further reserves the right to reject any and all responses it deems incomplete, unqualified, unsatisfactory, or inappropriate.