

**Yellowstone County**  
**Request for Qualifications Engineering Services For**  
**Extension of Water Main Along the North Frontage Road**

The Yellowstone County Board of County Commissioners requires services from a qualified engineering firm to assist in the planning, surveying, engineering, final design and construction documents including cost schedule for Lockwood Infrastructure Improvements. The Lockwood infrastructure project requires that the Owners engage a qualified firm to design the project following the general guidelines for the construction of the above-named project. Preliminary budget for the scope of work is estimated at \$400,000.00 - \$500,000. All proposals must indicate that it was received no later than 3:00pm MST March 17<sup>th</sup>, 2025.

All proposals must be labeled “**LOCKWOOD INFRASTRUCTURE.**” Interested firms are asked to submit one original and four (4) copies of any materials submitted as part of their Request for Qualifications submittal packet, to the Board of County Commissioners, PO Box 3500, Billings, MT 59107 or delivered to their office, 316 North 26<sup>th</sup> Street, Billings, MT Room 3101, located on the Third floor of the Stillwater Building. Submittals are to be received no later than 3:00PM MST, March 17<sup>th</sup>, 2025.

All Proposals received by this time and date will be acknowledged at 9:00 a.m. March 18<sup>th</sup>, 2025 in the Commissioners Board Room, Room 3108, on the 3<sup>rd</sup> floor of the Stillwater Building, 316 North 26<sup>th</sup> Street, Billings, MT 59101.

All previously prepared reports and planning documents related to Lockwood TEDD, specifically the 2019 Strategic Plan and its priority projects should be used to provide fully integrated documents and final construction documents. Reports and planning documents are found at [www.lockwoodtedd.com](http://www.lockwoodtedd.com)

**Scope of Work:**

- Extension of 10” Water main, valves and appurtenances for approximately 3500 LF along the North Frontage Road to approximately Peterbilt Property
  - Outside pavement along existing road
  - See attached exhibit FIG 1. (Page 7).

**Services and Deliverables:**

- Field Survey work/Report
- Geo Tech work/Report

- Design Services for Water along the North Frontage Road
- Field locate of existing utilities
- Prepare documents for required Road and Utilities Easements
- Final Utilities and Road Construction Documents
- Engineering
- Permitting through all Authorities Having Jurisdiction (AHJ's)
- Finalize design requirements
- Provide cost estimates throughout design – Schematic Design; Design Development; Construction Documents (SD:DD:CD)
- Responsible design practices that meet established budgets
- Detailed planning/design/phasing
- Present findings and final documents to Yellowstone County Commissioners and the Lockwood TEDD Advisory Board

**Reporting Requirements:**

There is a very high degree of attention and expectation on this project at both the State and local level. Transparency, accountability and responsiveness are of the utmost importance to the project's stakeholders. Consistent, timely, written and verbal reports are required as follows:

- **Bi-Weekly Progress Reports** to be submitted to BSED's Project Manger by 5:00 p.m. each Friday. These reports should be brief, concise, and accurately reflect the activities completed during the two-week time frame.
- **Additional Progress Reports** may be required to meet project funder requirements.
- **Intermittent Status Reports** as needed in person or via telephone conference are likely.

**Submittal Requirements:**

1. Cover letter / Statement of interest
2. Description of firm's relevant experience with projects of similar size and scope
3. List examples of your firm's specific experience with programming, designing and completing projects of similar scope and size on time and on budget.
4. References and contact numbers from previous representatives of projects completed of similar size and scope
5. Proposed staff and relevant experience
6. Current workload and your ability to complete the work of this project within required schedule

All submittals must be labeled "**LOCKWOOD INFRASTRUCTURE.**" Interested firms are asked to submit one original and four (4) copies of any materials submitted as part of their Request for Qualifications submittal packet, to the Board of County Commissioners, PO Box 35000, Billings, MT 59107 or delivered to their office, 316 North 26<sup>th</sup> Street, Billings, MT Room 3101, located on the Third floor of the Stillwater Building. Submittals are to be received no later than 3:00 PM MST, March 17<sup>th</sup>, 2025.

All proposals received by this time and date will be acknowledged at 9:00 a.m. March 18<sup>th</sup>, 2025 in the Commissioners Board Room, Room 3108, of the Stillwater Building, 316 North 26<sup>th</sup> Street, Billings, MT 59101.

**Late Submittals will not be accepted.**

**Selection Process**

Submissions will be assessed by a selection committee on the following objective / subjective scale. A maximum of three (3) candidates with the highest numeric scores will be “shortlisted” and invited to interview with the selection committee. Unsuccessful candidates will be notified immediately after the selection process is complete. After the interviews, the Owner will enter negotiations with the highest ranked candidate. If negotiations are unsuccessful with the highest ranked candidate, the negotiations will be terminated and start anew with the second ranked finalist, and thus, until a suitable agreement can be reached.

Depending on the number and quality of submittals received, the County reserves the right to make the selection of the preferred firm based on the submittal information alone and may decline to conduct the interview stage of the selection process.

**Numerical Evaluations and subsequent selection of written submittals per MCA 18-8-204:**

1. Experience with projects of similar size and scope in this region - 35%
2. Key team member qualifications and experience - 25%
3. Capability to meet time and budget requirements - 20%
4. Local professional resources to be utilized for this effort – 10%
5. Recent and current work for Yellowstone County – 5%
6. Current and projected workloads – 5%

**Timeline for review and selection as follows:**

Submission of firms Qualification’s due:	March 17 <sup>th</sup> , 2025
Review/shortlist RFQ’s by the County:	March 21 <sup>th</sup> , 2025
Interview shortlisted firms:	March 26 <sup>th</sup> , 2025
Selection: April 8 <sup>th</sup> – Commissioners approval; begin negotiations with highest ranked firm	

The County reserves the right to adjust the timelines as needed.

The Board of Commissioners reserves the right to reject any or all proposals received, to waive informalities, to evaluate the proposals submitted and to accept the proposal that best serves the interests of Yellowstone County.

**Information for Consultants:**

This RFQ does not form or constitute a contractual document. Yellowstone County shall not be liable for any loss, expense, damage or claim arising out of the advice given or not given or statements made or omitted to be made in connections with this RFQ. Also, Yellowstone County will not be responsible for any expenses which may be incurred in the preparation of this RFQ.

The Board of County Commissioners reserves the right to reject any or all proposals received, to waive informalities, to evaluate the proposals submitted and to accept the proposal that best serves the interests of Yellowstone County.

**Examination of Documents:**

Before submitting the proposals, the proposer shall:

- a) Carefully review the terms of this request as well as the attachments;
- b) Fully inform one's self of the existing conditions and limitations;
- c) Include with the proposal sufficient information to cover all items required in the specifications

Consultants are expected to provide their best and most competitive proposal. Proposals that offer no response or a response "to be determined" to any item will be deemed "non-responsive" and will not be considered.

**Proposal Modifications:**

In addition to any other information and documentation requested in this RFQ, any forms provided herein shall be included in the submitted proposal. Modifications, additions or changes to the terms and conditions of this Request for Qualifications may be cause for rejection of the proposal. Proposals submitted without required forms may be rejected. No verbal, telephone, email, or fax proposals or modifications will be considered.

**Signature:**

All proposals shall be typewritten or prepared in ink and must be signed in longhand by the proposer or the proposer's agent or designee, with his/her usual signature. A proposal submitted by a partnership must be signed with the partnership name to be followed by the signature and designation of the partner signing. Proposals by corporations must be signed with the legal name of the corporation, followed by the name and signature of an authorized agent or officer of the corporation. Proposals submitted by a proprietorship must be signed by the owner and the name of each person signing shall be typed or printed legibly below the signature.

**Withdrawal of Proposals:**

Proposers may withdraw their proposal either personally or by written request at any time prior to the due date set for receiving proposals. No proposal may be withdrawn or modified after the due date and time, unless and until the award of the contract is delayed for a period exceeding ninety (90) days.

**Certification:**

The proposer certifies that the proposal has been arrived at independently and has been submitted without any collusion designed to limit competition. The proposer further certifies that the materials, products, services and/or goods offered herein meet all the requirements of the stated specifications and are equal in quality, value and performance with highest quality, nationally advertised brand and/or trade names.

**Insurance Requirements:**

The proposer certifies that it/they must maintain in good standing the insurance described in this Section. Before rendering any services, the proposer must furnish Yellowstone County with proof of insurance in accordance with this Section.

1. Workers' compensation and employer's liability coverages as required by Montana law.
2. Commercial general liability, including contractual and personal injury coverages - \$750,000 per claim and \$1,500,000 per occurrence.
3. Commercial automobile liability - \$1,500,000 per accident.
4. Professional liability in the amount of \$1,500,000 per claim.

Each policy of insurance required by this Section shall provide for no less than 30 days' advance written notice to Yellowstone prior to cancellation. **Yellowstone County shall be listed as an additional insured on all policies except Professional Liability and Worker's Compensation Policies.**

**Questions:**

Questions regarding the Request for Qualifications contents may be sent to the contact person, Matt Kessler via email [mkessler@yellowstonecountymt.gov](mailto:mkessler@yellowstonecountymt.gov) no later than 7 business days prior to due date for proposals. Yellowstone County will make every effort to provide a written response within 2 business days.

**Disposition of Proposals:**

All materials submitted in response to this RFQ become property of Yellowstone County Montana.

The Board of County Commissioners reserves the right to reject any or all Proposals received, to waive informalities to evaluate the Proposals submitted, and to accept the Proposal that best serves the interests of Yellowstone County.

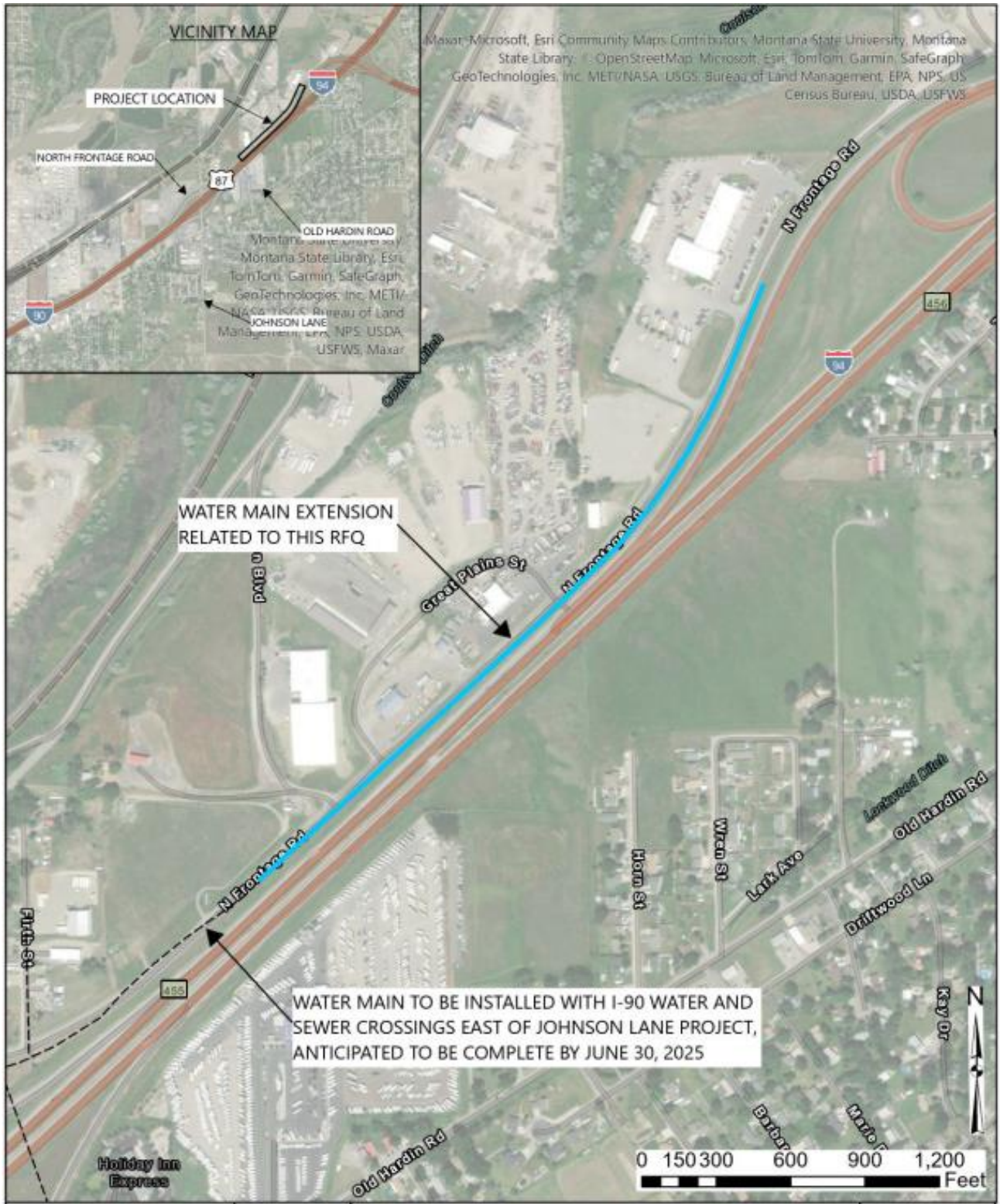
Done by the order of the Board of County Commissioners, Yellowstone County, Montana this 11<sup>th</sup> day of February, 2025.

Board of County Commissioners  
Yellowstone County, Montana

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Mark Morse, Chair

Attest:

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Jeff Martin, Clerk and Recorder



<p><b>Morrison Maierle</b> engineers • surveyors • planners • scientists 100 Mount Airy, Missoula, MT 59801 • Phone: (406) 541-8100 V:\827354\GIS\North Frontage Rd Business.aprx, Layout</p>	<p>DRAWN BY: JRM CHKD BY: JRM APPR BY: JAC DATE: 01/2025 Project: 1/31/2025</p>	<p>MISSOULA</p>	<p>WATER LINE EXTENSION OVERVIEW</p>	<p>MT</p>	<p>PROJECT NO. RFQ</p>
	<p>NORTH FRONTAGE RD WATER LINE EXTENSION</p>			<p>FIGURE NO. FIG. 1</p>	