

**Yellowstone County**  
**Request for Qualifications for Architectural/Engineering Services**  
**Yellowstone County Courthouse Remodel**

The Yellowstone County Board of County Commissioners requires services from a qualified Architectural/Engineering firm to assist in the programming, planning, design, and public solicitation for construction and construction administration for remodel of the Yellowstone County Courthouse located at 217 North 27<sup>th</sup> Street. It is the Commissioners desire to engage a qualified firm to design the project following the general guidelines for the construction of the project, within the established budgets and specified timeframe.

**Project Requirements:**

- Finalize programming requirements
- Provide cost estimates throughout design – Schematic Design; Design Development; Construction Documents (SD:DD:CD)
- Provide renderings and 3D modeling as needed
- Participation in Yellowstone County planning exercises
- Participation in presentations to the Public and the Board of County Commissioners
- Responsible design practices that meet established budgets and schedule
- Detailed planning/design/phasing
- Permitting through all Authorities Having Jurisdiction (AHJ's)
- Public Bidding/Alternative Project Delivery
- Construction Administration

**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
- 7.

Interested firms are asked to submit 5 copies of any materials submitted as part of their Request for Qualifications submittal packet clearly marked with **"RFQ response- Yellowstone County Courthouse Remodel"**. Submittals to the Board of County Commissioners, PO Box 35000, Billings, MT 59107 or delivered to their office, 316 North 26<sup>th</sup> Street, Stillwater Building 3<sup>rd</sup> Floor, Billings, MT Room 3101. Submittals are to be received no later than 3:00PM MST, June 10<sup>rd</sup>, 2024. All Proposals received by this time and date will be acknowledged at 9:30 a.m. June 11th in the Commissioners Board Room 3108, 3<sup>rd</sup> Floor of the Stillwater Building, 316 North 26th street, Billings, MT 59101.

A “Question and Answer” will be held on May 29<sup>th</sup>, 2024 to interested respondents.

**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 invited to interview at the Owners facility with the selection committee. Unsuccessful candidates will be notified immediately after the selection process is complete. After the interviews the Owner will enter into 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, specifically: 35%
  - Experience in programming and designing government facilities.
  - Clearly demonstrate knowledge of current Montana Standards for the “type and description” of Courtroom with judicial chambers and support staff.
  - Key designs in separate circulation patterns for public, prisoner and judicial members.
2. Key team member qualifications and experience 25%
3. Capability to meet time and project 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:**

|  |   |
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| Submission of firms Qualification’s due: | June 10 <sup>th</sup> , 2024                                |
| Review/shortlist RFQ’s by the County:    | June 14 <sup>th</sup> , 2024                                |
| Interview shortlisted firms:             | June 19 <sup>th</sup> , 2024                                |
| Notice to the public of rankings         | June 25 <sup>th</sup> , 2024                                |
| Selection:                               | Board approval; begin negotiations with highest ranked firm |

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. This RFQ shall not commit the County to enter into any agreement, to pay any expenses incurred in preparation of any response to this request, or to procure or contract for any supplies, goods or services. The County reserves the right to accept or reject any and all responses received as a result of this RFQ if it is in the County's best interest to do so. By offering to perform services under this procurement, proposer agrees to be bound by the laws of the State of Montana, including but not limited to: applicable wage rates, gross receipts taxes, building codes, Equal Opportunity Employment practices, safety, etc. All submittals become the property of the County.

**End of this RFQ**