

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 27th 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 26th Street, Stillwater Building 3rd Floor, Billings, MT Room 3101. Submittals are to be received no later than 3:00PM MST, June 10rd, 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, 3rd Floor of the Stillwater Building, 316 North 26th street, Billings, MT 59101.

A "Question and Answer" will be held on May 29th, 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:

Submission of firms Qualification's due:	June 10 th , 2024
Review/shortlist RFQ's by the County:	June 14 th , 2024
Interview shortlisted firms:	June 19 th , 2024
Notice to the public of rankings	June 25 th , 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



Selection Criteria Scoring Form - Architectural RFQ
Yellowstone County
Architect Interviews
Courthouse Remodel
Committee Member Signature Consensus on Scoring

Procurement Officer Signature

[Handwritten signature]

Committee Member Signature

[Handwritten signature]

Committee Member Signature

[Handwritten signature]

Committee Member Signature

Date:

7/10/24

Yellowstone County
RFP: Courthouse Remodel
Firm Selection
July 9th, 2024

DECLARATION

NON-CONFLICT OF INTEREST AND CONFIDENTIAL INFORMATION

This is to certify that neither I nor any member of my immediate family has a material, personal or financial interest or fiduciary relationship to any offeror or to a direct competitor of any offeror under consideration by this Request for Qualifications (RFQ) evaluation committee. I further certify that no other relationship with or bias toward any offeror exists which will prevent me from evaluating any proposal solely on its merits.

Furthermore, I agree to notify the Administrator in charge of this RFQ, if at any time during this evaluation process, my personal, financial, or fiduciary relationship to one of the offerors is altered.

As an evaluation committee member, I may receive materials that have been determined to be confidential. To the extent allowed by law, I promise to keep these materials confidential and return all confidential material to the committee chairperson or Administrator in charge.



Evaluation Committee Member Signature

Kevin Miller

Evaluation Committee Member Printed



Evaluation Committee Member Signature

Jennifer Jones

Evaluation Committee Member Printed



Evaluation Committee Member Signature

Melissa Williams

Evaluation Committee Member Printed

Evaluation Committee Member Signature

Evaluation Committee Member Printed

Evaluation Committee Member Signature

Evaluation Committee Member Printed