

REQUEST FOR QUALIFICATIONS
For Professional Engineering Services to Yellowstone County

For FY26-FY27 Projects

SECTION 1 – GENERAL INFORMATION

1.1 Purpose

In accordance with Title 18, Chapter 8, Part 2 (MCA) for consultant selection, Yellowstone County, Montana, is seeking Statements of Qualifications (SOQ) from engineering consultants/firms interested in providing engineering services for study, design, contract administration, and/or construction inspection on a variety of Public Works projects for the remainder of fiscal year (FY) 2026 through 2027.

1.2 General Submission Information

The Public Works Department is accepting SOQs from engineering firms wishing to be added to a list of prequalified firms to perform engineering services involving multiple areas of expertise. This list will be used by the County for the remainder of FY26 and FY27 to select engineering firms if and when the County has a need for those services. The SOQ should address the consultant's capabilities related to the areas of expertise for which they are submitting. Specific project selections will be based on the list of prequalified firms determined by County staff along with the information included in submitted SOQs. The County reserves the right to award projects to prequalified firms at its discretion, either directly or through a project specific proposal.

1.3 Questions

Questions regarding this SOQ shall be submitted to:

Monica Plecker, Public Works Director
406-256-2730
mplecker@yellowstonecountymt.gov

1.4 Preparation Costs

The County shall not be responsible for SOQ preparation costs, nor for costs including attorney fees associated with any (administrative, judicial, or otherwise) challenge to the determination of prequalification. By submitting a SOQ each vendor agrees to be bound in this respect and waives all claims to such costs and fees.

SECTION 2 – RULES GOVERNING COMPETITION

2.1 Examination of Qualifications

Submitters should carefully examine the entire RFQ, any addenda thereto, and all related materials and data referenced in the RFQ.

2.2 Signature Requirements

All SOQs must be signed. Any duly authorized agent of a vendor may sign the SOQ. The name and title of the individual(s) signing the SOQ must be clearly shown immediately below the signature.

2.3 SOQ Submission

One (1) hard copy and one (1) electronic copy (PDF on thumb drive or similar) of the written Statement of Qualifications clearly identified as “SOQ for Engineering Services for Yellowstone County Public Works” shall be received by the Board of County Commissioners (BOCC) no later than 3:00 pm local time, Monday, February 2, 2026. SOQs received after this deadline will not be considered. SOQs shall be hand delivered to the BOCC at 2825 3rd Ave N, Rm 420 or mailed to:

Board of County Commissioners
Yellowstone County
P.O. Box 35000
Billings, MT 59107

Timely SOQs will be opened and acknowledged at 9:00 AM, on Tuesday, February 3rd, 2026, in Room 309 on the 3rd Floor of the Ostlund Building, 2825 3rd Ave N, Billings, MT 59101.

2.4 Disposition of SOQs

All materials submitted in response to this RFQ become the property of Yellowstone County. One copy shall be retained for the official files of the Public Works Department and will become public record after the evaluation and ranking process.

2.5 Modification of SOQs

A respondent may withdraw their SOQ at any time prior to the final submission date by sending written notification of its withdrawal, signed by an agent authorized to represent the agency. The respondent may thereafter submit a new or modified SOQ prior to the final submission date. Modifications offered in any other manner, oral or written, will not be considered. A final SOQ cannot be changed or withdrawn after the time designated for receipt, except for modifications requested by the County after the date of receipt.

SECTION 3 – DESCRIPTION OF WORK

3.1 Type of Services

The type of consultant services required under this request may include, but will not necessarily be limited to, the following:

- Grant and other funding procurement and administration.
- Overall project management, project design, and project delivery.
- Surveying, geotechnical investigations, conceptual engineering, planning studies, and preparation of plans, specifications, and estimates.
- Coordination and communication involving the public, interest groups, stakeholders, county staff, regulatory agencies, and private utilities.
- Permit application and acquisition including but not limited to those permits included as part of the joint application, and gravel pit sites.
- Preparation of easement documents, right-of-way procurement, and various agreements.
- Overall construction administration, including inspections, materials testing, traffic control review, record drawings, and warranty inspections.
- Right-of-way inspection, reporting, and documentation.
- Performing bridge inspections and providing bridge condition reports to the satisfaction of agency requirements.
- Traffic studies and analyses.
- Peer review of various analyses, studies, plans, and/or reports.

3.2 Areas of Expertise

The Areas of expertise included in this RFQ are as follows:

1. Roads and Roadway Elements
2. Bridges
3. Stormwater
4. Traffic Engineering

3.3 Project Schedules

The County may choose to award projects and start engineering at any time during the year. However, a typical schedule is for the County to award specific projects based on Section 6 of this RFQ in the spring. The County would expect these projects to be bid-ready by the following December, particularly for any projects planned for construction in the following construction season.

SECTION 4 – SOQ SUBMISSION REQUIREMENTS

To achieve a uniform review process and obtain the maximum degree of comparability, the SOQs shall be organized in the manner specified below. SOQs shall be limited in size to 8 pages plus 6 pages per area of expertise. An appendix of resumes may accompany the submittal and does not count toward the page limits noted below. One page shall be interpreted as one side of single-spaced, typed, 8½" X 11" sheet of paper using no less than a 12-point font with all margins of no less than one inch. Headers and footers can be outside of the margins indicated. Font size smaller than 12-point can be used in the resume appendix.

SOQs shall be organized as follows:

4.1 Title Page

The following information needs to be included: the name of the engineering firm, address(es)/location(s), telephone number(s), name of contact person, date, and the areas of expertise the firm wishes to be considered for shall be listed. The title page must be signed by a corporate officer or other individual who has the authority to bind the firm into contractual agreements. The typed or printed name and title of the individual(s) signing the SOQ must be clearly shown immediately below the signature.

4.2 Table of Contents

Clearly identify the contents of the submittal, areas of expertise, and sub-sections with page numbers.

4.3 Qualifications of Firm

A description of the firm's fields of expertise, as well as knowledge of and experience in the fields of roads, bridges, stormwater, and traffic engineering. Include information on the firms' size and resources available for these projects and the office(s) that would provide the primary services on the project. If the office is based outside of Billings, provide information on how both design and construction administration services would be provided without adversely impacting County budgets and goals.

4.4 Project Team

Identify the proposed team for the considered area of expertise, including an organizational chart that specifies roles and office locations for each key team member. The specific roles for each individual must be described in detail. In particular, describe how the relevant experience and previous projects of each team member, how the project team will manage day-to-day activities and the familiarity of the project team with local, state and federal government regulations and procedures. Team members used within one area of expertise may be used in other areas of expertise as appropriate.

4.5 Past Project Experience

Provide detailed information on relevant past/current projects, including references relating to the areas of expertise included in this solicitation. Provide information on at least 3 projects within the last 5 years for which your firm has provided overall project management; engineering analysis, design, and/or reviews; grant procurement and administration; permitting; bid administration; construction administration and inspection services. Example projects should include the specific project details, such as scope, subcontractors, budget and contact information of an individual familiar with the project. Recent and current work for Yellowstone County Public Works will be of particular interest. Previous projects should not be included unless specific project team members also participated in the previous project. Project dates should be included in the description.

4.6 Capability to Meet Project Schedule and Budget Requirements

Provide detailed information on present and projected workload for each project team member. The information shall address the project team members' present and projected workloads through the end of June 2027 and describe any potential limitations in meeting potential project timeline requirements. Data on past project performance including historic project timelines and engineering budgets will be of particular interest.

Describe how the firm was able to meet past project goals while staying within project budgets. Provide an hourly rate sheet showing current hourly rates for all positions on the project team.

4.7 Past performance for Yellowstone County Public Works or references from similar communities

Provide at least 3 contacts of previous clients that the County's Public Work staff can reach out to verify previous performance. Describe which projects were completed for these clients and their outcomes and dates of completion.

4.8 Appendix I

Resumes shall be provided in the appendix for each individual referenced, detailing their relevant experience within each area of expertise. Performance on previous Yellowstone County projects will be of particular interest. The resumes must be arranged alphabetically in an appendix and will not be included in the page limits noted above.

SECTION 5 – SOQ EVALUATION AND SELECTION PROCESS

5.1 Evaluation Criteria

A selection committee specific to each area of expertise will be appointed to evaluate and rank the

Statements of Qualifications in accordance with the submittal requirements detailed above. Points will be assigned as follows:

- Qualifications and experience of key personnel who conducted work on previous projects and will be assigned to work on Yellowstone County projects within the submitted area of expertise—20%
- Experience gained from past projects in the submitted area of expertise – 30%
- Capability to meet project schedule and budget – 20%
- Past performance for Yellowstone County or references from similar communities – 10%
- Responsiveness to the RFQ and completeness of the submittal – 10%
- Familiarity with federal, state and local regulations, processes, policies, contractor pool, etc. - 7%
- Local Preference – up to 3 points will be added to the point total for local firms – 3%
 - Firms located in Yellowstone County, or majority of proposed personnel in Billings = 3 points
 - Firms located in State of Montana, or within 150 miles from Billings = 2 points
 - Firms located outside State of Montana, or greater than 150 miles from Billings = 1 point

5.2 Scoring Guide

- **90 - 100%:** Response is a highly comprehensive, excellent reply that meets all the requirements of the areas within the specific criteria. In addition, the response covers areas not originally addressed in the RFQ evaluation criteria and includes additional information and recommendations that would prove both valuable and beneficial to the County. This response is considered an excellent standard, demonstrating the Proposer's authoritative knowledge and understanding of the project.
- **75 - 89.9%:** Response provides useful information, while showing experience and knowledge within the evaluation criteria. The response is well thought out and addresses all the requirements set forth in the RFQ. The Proposer provides insight into their expertise, knowledge and understanding of the subject matter outlined in the evaluation criteria. This response demonstrates an above average performance with no apparent deficiencies noted.
- **60 - 74.9%:** Response meets all the requirements of the RFQ. The Proposer demonstrated an average knowledge and understanding of the subject matter outlined in the evaluation criteria.
- **40 - 59.9%:** Response minimally meets the requirements of the RFQ. The SOQ is considered responsive with minor requirements missing. The Proposer has demonstrated a below average knowledge of the subject matter as outlined in the evaluation criteria.

- **0 - 39.9%:** Response does not meet the requirements of the RFQ. The Proposer has not demonstrated knowledge of the subject matter outlined in the RFQ, fails to address one or more requirements as outlined in the evaluation criteria and the response is considered inadequate.

Based on these rankings, the Selection Committee may develop a pre-qualified list of up to five (5) firms in each area of expertise. The Selection Committee shall base the number of pre-qualified firms on the amount of projects anticipated over this 2 year period.

SECTION 6 – PROJECT SELECTION PROCESS

The County reserves the right to select any firm on the prequalified list for any specific project, or to issue a separate Request for Proposal for specific projects if necessary. Projects will generally be selected based on firm availability and knowledge/experience with the type of project under consideration.

If necessary, the firms selected through this RFQ process for a specific area of expertise may be asked to provide project specific information, such as project approach/understanding, project team, availability of key personnel to work on proposed project, and capability to meet potential project schedule and budget. The request could be in the form of a letter, proposal, or oral interview. The County will then base final firm selection on this project specific information received from the prequalified firms.

SECTION 7 – CONTRACT NEGOTIATION PROCESS

The selected firm may be invited to enter into contract negotiations with Yellowstone County. If an agreement cannot be reached with the selected firm, the County shall notify the firm and terminate negotiations. Another firm on the prequalified list may then be contacted for negotiations. This process may continue until successful negotiations are achieved. However, the County reserves the right to terminate negotiations with any firm should the County determine it to be in the County's best interest.

Done by the order of the Board of County Commissioners of Yellowstone County, MT this 30th day of December 2025.

Board of County Commissioners
Yellowstone County, Montana

Mark Morse
Chair

Attest:

Jeff Martin
Clerk and Recorder