

Yellowstone County
Request for Qualifications for Architectural/Engineering Services
Yellowstone County Detainee Short-Term Holding Facility

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 Detainee Short-Term Holding Facility for Yellowstone County located at 3165 King Avenue East. 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. A preliminary “project program” of the project scope can be found on the County’s web site: yellowstonecountymt.gov/purchasing/. Time is of the essence for this project to be delivered, it is the County’s desire that the facility will achieve occupancy by January 2025.

Interested firms are asked to submit 4 copies of any materials submitted as part of their Request for Qualifications submittal packet. Submittals are to be received by 3:00 p.m. April 1st, 2024. All proposals must be labeled “Short Term Hold” and mailed with 5 copies (1 original and 4 copies) to the Board of County Commissioners, PO Box 35000, Billings, MT 59107 or delivered to their office, Room 3101, located on the 3rd floor of the Stillwater Building, 316 North 26th Street, Billings, MT 59101. Submittals must be received no later than 3:00 p.m. April 1st, 2024. All submittals received by this time and date will be opened and acknowledged at 9:30 a.m. April 2nd, 2024, in the Commissioners Boardroom, Room 3108, located on the 3rd floor of the Stillwater Building, 316 North 26th Street, Billings, MT 59101. Submittals received after the aforementioned time and date will not be considered. A “Question and Answer” meeting will be held at 10:00 a.m. on March 20th, 2024 at the Stillwater Building, 316 North 26th Street, 3rd Floor, to interested respondents.

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

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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 detention facilities
 - Clearly demonstrate knowledge of current Montana Correctional Standards for the "type and description" of Yellowstone county Detention Center
 - Executing best practices of the American Correctional Association "Core Jail Standards"
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 3 p.m.	April 1 st , 2024
Review/shortlist RFQ's by the County:	April 5 th , 2024
Interview shortlisted firms:	April 10 th , 2024
Notice to the public of rankings	April 16 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