

REQUEST FOR QUOTES FOR ARCHITECTURAL SERVICES

Montana Rural Water Systems, Inc. (MRWS) is soliciting proposals from registered architectural firms to complete the following services for a new training facility.

The selected architect will prepare a Preliminary Architectural Report (PAR) which meets the minimum PAR requirements as described in the most recent version of the Community and Public Facility Application Guidelines for the CDBG Program. Interested architects are strongly encouraged to contact the Community Development Division of the Montana Department of Commerce at (406) 841-2770 to clarify the guidance regarding the CDBG PAR outline.

The Montana Rural Water Association is considering an application for CDBG Community and Public Facilities funding to the Montana CDBG Program and possibly other state and federal funding sources for the 2022 funding cycle. The services to be provided in the PAR include, but are not limited to, the following:

I. PROBLEM DEFINITION

A. DESCRIBE AND DOCUMENT THE NEED FOR THE PROJECT AND THE PROBLEM(S) TO BE SOLVED. Describe the need for the project according to the following criteria:

1. HEALTH AND SAFETY
2. FACILITY OPERATION & MAINTENANCE (O&M)
3. GROWTH

B. IDENTIFY THE PLANNING AND SERVICE AREA, INCLUDING THE EXISTING LOCATION AND POTENTIAL, ALTERNATE LOCATIONS OF THE FACILITY.

C. EVALUATE THE CONDITION OF THE EXISTING FACILITY(IES) IF ANY

II. ALTERNATIVE ANALYSIS

A. DESCRIPTION OF ALTERNATIVE SOLUTIONS.

B. REGULATORY COMPLIANCE AND PERMITS.

C. LAND ACQUISITION ISSUES

D. ENVIRONMENTAL CONSIDERATIONS.

1. POTENTIAL ENVIRONMENTAL IMPACTS -
2. MITIGATION
3. CORRESPONDENCE -
4. EXHIBITS/MAPS

E. CONSTRUCTION PROBLEMS.

F. COST ESTIMATES FOR EACH ALTERNATIVE.

1. PROJECT COSTS (administrative, financial, engineering, architecture, construction)
2. PROJECTED ANNUAL OPERATION AND MAINTENANCE COSTS

III. SELECTION OF THE PREFERRED ALTERNATIVE

IV. CONCLUSIONS AND RECOMMENDATIONS

A. ANALYSIS OF ALTERNATIVE SOLUTIONS.

B. SITE LOCATION AND CHARACTERISTICS.

C. PRELIMINARY ARCHITECTURAL PLANS.

D. OPERATIONAL REQUIREMENTS.

E. PROJECT COST SUMMARY / PROJECT COST ESTIMATE.

The final report must comply with the requirements of the application guidelines for a Montana CDBG Community and Public Facilities Project grant application. A summary of these requirements is available at <https://comdev.mt.gov/Programs-and-Boards/Community-Development-Block-Grant-Program/>

Once the funding for the proposed project has been identified and approved, MRWS may, at its discretion, utilize the selected architect for final design and construction supervision and management.

Responses to this RFQ should include:

1. The firm's legal name, address, and telephone number;
2. The principal(s) of the firm and their experience and qualifications;
3. The experience and qualifications of the staff to be assigned to the project;
4. A description of the firm's prior experience, including any similar projects (in particular water system projects funded by the Montana Department of Commerce and/or USDA Rural Development), size of the community, location, total construction cost, and the name of a local government official knowledgeable regarding the firm's performance.
5. A description of the firm's current work activities and how these would be coordinated with the project, as well as the firm's anticipated availability during the term of the project;
6. The proposed work plan and schedule for activities to be performed;
7. A detailed price quote that references the proposed work plan in #6.

Respondents will be evaluated according to the following factors:

- Qualifications of the Professional Personnel to be assigned to the project (25%)
- Related Experience on Similar Projects (20%)
- Present & Projected Workloads (20%)
- Consultant's Capacity to Meet Time and Project Budget Requirements (20%)
- Overall Quality of the Proposal (5%);
- Recent & Current Work for the Entity Issuing the RFQ (5%)
- Location (5%)

MRWS may select finalists to be interviewed at their discretion. The executive committee will base the finalists' selection on their evaluation of the written responses. The committee will offer the project to the finalist whose quote is deemed most advantageous to MRWS, all factors

considered. Unsuccessful finalists will be notified as soon as possible. Questions and responses should be directed to John Camden, Executive Director, at jcamden@mrws.org and (406) 459-0782.

All responses must be received by 4:00 pm MST on August 20, 2021. Include five (5) hard copies and one electronic version of the proposal. Proposals may not exceed 20 one-sided pages, excluding cover letter, standard corporate brochures and resumes. Please state "Architectural Services Quote" outside the response package, which must be sent to MRWS at 525 Central Avenue M6, Great Falls, MT 59401.

MRWS may apply for CDBG grant funds from the Montana Department of Commerce and, therefore, must comply with the federal Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, as well as Section 3 of the Housing and Community Development Act of 1968. Compliance with Uniform Relocation Assistance requirements would require an Anti-displacement and Relocation Assistance Plan in the event that funds awarded through CDBG are used to "[acquire, rehabilitate, construct, or demolish structures or property.](#)" Compliance with the Section 3 requirements of CDBG funding would require that, to the greatest extent feasible, opportunities for training and employment arising in connection with this CDBG-assisted project be extended to local lower-income residents. Further, to the greatest extent, feasible business concerns located in or substantially owned by residents of the project area will be utilized. Disadvantaged business enterprises (DBEs) are encouraged to apply. For more information, please contact John Camden, Executive Director, at jcamden@mrws.org and (406) 459-0782.

This solicitation is being offered following federal and state statutes governing professional services procurement. Accordingly, MRWS reserves the right to negotiate an agreement based on fair and reasonable compensation for the scope of work and services proposed, as well as the right to reject all responses deemed unqualified, unsatisfactory, or inappropriate.

Montana Rural Water Systems, Inc.

John Camden, Executive Director

Attest:

Tanya Shadrick, Office Manager