



## **GALLATIN COUNTY**

### **REQUEST FOR STATEMENTS OF QUALIFICATIONS (SOQ)**

#### **GALLATIN COUNTY “PATH PRESERVATION -GALLATIN Co, TA 50-2(107)82, UPN 10451” ENGINEERING AND DESIGN SERVICES**

#### **INTRODUCTION**

**TO ALL INTERESTED ENGINEERING/DESIGN FIRMS:** Gallatin County is seeking Statements of Qualifications from ENGINEERING firms to provide all ENGINEERING, DESIGN, AND CONSTRUCTION CONTRACT ADMINISTRATION SERVICES for path pavement preservation project on the asphalt path adjacent to US-191 located at COBB HILL TO FOUR CORNERS SHARED USE PATH, Bozeman, Montana.

#### **SCOPE OF PROJECT**

In January 2024, Gallatin County received a Transportation Alternatives (TA) Program (Federal funding) grant from the MT Department of Transportation. The Cobb Hill to Four Corners TA project is approximately 1.7 miles long and 6 feet wide. There are 3 structures. No additional easement or right-of-way is anticipated.

The County is soliciting Statements of Qualification from qualified Engineering firms for the following services.

The scope of work will include:

- Engineering Services
  - Pavement structure analysis and design for the existing shared use path including ADA compliant upgrades as necessary.
  - NEPA and Environmental Permitting as required
  - Survey as required
  - Site map development
  - Utility location
  - Bid document development.
  - Construction contract administration and closeout

The selected consultant will be required to follow the Local Project Administration flowchart developed by MDT. It is understood that the final design of the shared use path is subject to the review and approval of state regulatory agencies during the detail design phase. The path and any necessary ADA upgrades chosen for replacement will meet regulatory, compliance and permit requirements for new structures as well. Please refer to the Local Project Administration website link: [Local Project Administration | Montana Department of Transportation \(MDT\) \(mt.gov\)](http://www.mdt.mt.gov).

**Location**

This project is located in Gallatin County near Four Corners adjacent to U.S. 191 at MP 81.9 to MP 82.9.

**Project Schedule and Deliverables**

The project schedule will be developed and negotiated prior to executing the contract agreement. Standards, Specifications, and Policies

Work is expected to follow MDT’s various Manuals, Guides, and Policies.

**DBE Goals**

There are no DBE goals for this work, but firms are strongly encouraged to utilize DBE firms if applicable. A Montana certified DBE list is available and can be found on the MDT web page, <http://www.mdt.mt.gov/business/contracting/civil/dbe.shtml>.

**Delivery, Deadline & Instructions**

SOQs are due no later than 12:00 p.m. Noon MST, on Friday, April 19, 2024 in a sealed box or envelope with the Company name shown clearly on the outside and addressed to:

SOQ Cobb Hill to Four Corners Shared Use Path Pavement Preservation  
Gallatin County Clerk and Recorder  
311 West Main Street, Room 203  
Bozeman, MT 59715

**SOQ Proposed Schedule**

SOQ due	Friday, April 19 <sup>th</sup> , 2024
SOQ opened	Friday, April 19 <sup>th</sup> , 2024
SOQ review	Monday, April 22 <sup>nd</sup> -Friday, April 26 <sup>th</sup> , 2024
Interviews (if needed)	Monday, April 29 <sup>th</sup> -Friday, May 10 <sup>th</sup> , 2024
Contract recommendation	Tuesday, May 14 <sup>th</sup> , 2024
Scoping meeting	Wednesday, May 15 <sup>th</sup> -Friday, May 24 <sup>th</sup> , 2024
Anticipated contract execution	Tuesday, June 4 <sup>th</sup> , 2024

RESPONSES THAT ARE UNSIGNED OR SUBMITTED BEYOND THE DEADLINE

SHALL NOT BE CONSIDERED AND SHALL BE REJECTED.

**CONTACT INFORMATION**

Questions for additional information or clarification: Contact: Selection Committee c/o Jamie Grabinski, 311 W. Main Street, Rm 304 Bozeman, MT 59715, [jamie.grabinski@gallatin.mt.gov](mailto:jamie.grabinski@gallatin.mt.gov).

**QUESTIONS AND AMENDMENTS TO SOQ**

Any interpretation or correction of this request will be made by written addendum. The deadline for questions related to this document is no later than 4:00 p.m. MST, on Friday, April 12<sup>th</sup>, 2024.

**RESPONSE OPENING**

Responses will be opened at 2:00 p.m. MST, on Friday, April 19, 2024, at Gallatin County Clerk and Recorder, 311 West Main Street, Room 203, Bozeman, MT or upon reasonable notice to the ENGINEERS.

**PROPOSAL FORM & CONTENTS**

Deliver one (1) signed original, four (4) paper copies (maximum of 4 double sided pages) plus resumes & one (1) electronic version prepared as follows:

Document	Minimum Information
1. Cover letter:	Name, address, location, phone number, email address and contact persons, signed by a principal fully indicating receipt of all addenda to this solicitation.
2. References:	Please include a list of five references from similar projects completed within the last five years.
3. Prior claims:	Please provide a description of (i) any litigation, arbitration or claims filed by the ENGINEER against any client as a result of a contract dispute within the past 10 years; (ii) a list of any contract or negligence claims filed against the ENGINEER within the past 10 years; and (iii) a list of similar service agreements wherein termination occurred prior to final completion of the project within the past 10 years.
4. Proposal:	Please address all project elements and selection criteria listed in Exhibit A. Please include a schedule for completion of project milestones as required and described in Exhibit A.

## SELECTION PROCESS

1. **Evaluation of SOQ.** A selection committee will evaluate and score all conforming written responses. The selection committee shall consist of County staff.
  2. **Review.** The Selection Committee will review conforming Statements of Qualification as follows: See attached Exhibit A for selection criteria.
  3. **Revisions.** Responses will be accorded fair and equal treatment with respect to opportunity for discussion and revision of responses, and such revisions may be permitted, after submissions and prior to award for the purpose of obtaining best and final responses.
  4. **Evaluation & Elimination.** After evaluating all conforming responses based on the criteria herein the selection committee will rank the responses based on the scoring of defined criteria. Any ENGINEER eliminated by the selection committee, at any time, or for any reason, shall have no opportunity to make revisions or participate further in the selection process.
  5. **Interviews & ENGINEER Site Visit.** After evaluation of written responses, the selection committee may in its discretion select one or more or all ENGINEERs to participate in interview(s), make oral presentation(s), provide supplemental information and documentation, or make site visit(s). The selection committee may use this process for further elimination, ranking, and or selection. All arrangements and scheduling will be coordinated by the selection committee or its agent.
  6. **Negotiations.** Prior to making any award the selection committee may negotiate directly with ENGINEERs in accordance with §18-8-205, MCA based on the contents of the responses.
  7. **Withdrawal.** Proposals submitted may be withdrawn by written request if received before the hour set for the opening. After that time, proposals may not be withdrawn for a period of fifteen (15) days and at no time after award.
  8. **Disclosure of Information and No Confidentiality.** Upon completion of negotiations or a determination that no proposals will be pursued, one copy of each submitted proposal shall be retained for the official files of County and will be considered a public record. In addition, each Respondent agrees the County shall not be liable for disclosures of information that an ENGINEER may consider confidential if disclosure of such information is required by law.
  9. No responsibility shall attach to a County employee for the premature opening of a proposal not properly addressed and identified in accordance with these documents.
  10. When discrepancies occur between words and figures, the words shall govern.
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## CONTRACT FORM

ENGINEERS will agree to utilize appropriate AIA contract forms. The County reserves the right to amend these contracts if needed.

### COUNTY RESERVATION OF RIGHTS

SUBMISSION OF A STATEMENT OF QUALIFICATIONS OR PROPOSAL CONFERS NO RIGHTS UPON ANY ENGINEER AND SHALL NOT OBLIGATE THE COUNTY IN ANY MANNER WHATSOEVER. THE COUNTY RESERVES THE RIGHT TO MAKE NO AWARD AND TO SOLICIT ADDITIONAL STATEMENTS OF QUALIFICATION AND/OR PROPOSALS AT A LATER DATE.

1. This Request for Statements of Qualifications may be canceled or any or all responses may be rejected in whole or in part, as specified herein, when it is in the best interests of the County. If the County cancels or revises this SOQ, all ENGINEERS who submitted proposals will be notified using email.
2. The County reserves the right to accept or reject any and all proposals; to add or delete items and/or quantities; to amend the SOQ; to waive any minor irregularities, informalities, or failure to conform to the SOQ; to extend the deadline for submitting proposals; to postpone award for up to 60 days; to award one or more contracts, by item or task, or groups of items or tasks, if so provided in the SOQ and if multiple awards are determined in the public interest.
3. The County reserves the right to reject the proposal of any person/firm who previously failed to perform properly to the satisfaction of the County, or complete on time agreements of similar nature, or to reject the proposal of any person/firm who is not in a position to perform such an agreement satisfactorily as determined by the County.
4. The County reserves the right to determine the best qualified ENGINEER and negotiate a final scope of service and cost or negotiate a contract with another ENGINEER if an agreement cannot be reached with the first selected ENGINEER, or reject all proposals. The successful ENGINEER will be required to enter into a contract with the County, which will incorporate the ENGINEER's scope of service and work schedule as part of the agreement.
5. This SOQ does not commit the County to award a contract. The County assumes no liability or responsibility for costs incurred by ENGINEERS in responding to this request for proposals or request for interviews, additional data, or other information with respect to the selection process, prior to the issuance of an agreement, contract or purchase order. **The ENGINEER, by submitting a response to this SOQ, waives all right to protest or seek any legal remedies whatsoever regarding any aspect of this SOQ.**

## MISCELLANEOUS

- 1. No Oral Agreements.** No conversations or oral agreements with any officer, employee, or agent of the County shall affect or modify any term of this SOQ. Oral communications between any person and County officer, employee or agent shall not be considered binding.
- 2. No Partnership/Business Organization.** Nothing in this SOQ or in any subsequent agreement, or any other contract entered into as a result of this SOQ, shall constitute, create, give rise to or otherwise be recognized as a partnership or formal business organization of any kind between or among the Respondent and the County.
- 3. Employment Restriction and Indemnity.** No person who is an owner, officer, employee, contractor, or consultant of a Respondent shall be an officer or employee of the County. No rights of the County retirement or personnel rules accrue to a Respondent, its officers, employees, contractors, or consultants. Respondents shall have the responsibility of all salaries, wages, bonuses, retirement, withholdings, worker's compensation and occupational disease compensation, insurance, unemployment compensation and other benefits and taxes and premiums appurtenant thereto concerning its officers, employees, contractors, and consultants. Each Respondent shall save and hold the County harmless with respect to any and all claims for payment, compensation, salary, wages, bonuses, retirement, withholdings, worker's compensation and occupational disease compensation, insurance, unemployment compensation other benefits and taxes and premiums in any way related to each Respondent's officers, employees, contractors and consultants.
- 4. Governing Law.** This SOQ and any disputes arising hereunder or under any future agreement shall be governed and construed and enforced in accordance with the laws of the State of Montana, without reference to principles of choice or conflicts of laws.

**Exhibit A  
Project Details**

Provide all Engineering, design, and construction contract administration services. Please request Attachment A “TA application” from [jamie.grabinski@gallatin.mt.gov](mailto:jamie.grabinski@gallatin.mt.gov).

**Projected Schedule/Milestones:**

The anticipated contract execution date is June 4<sup>th</sup>, 2024. Upon contract execution, the engineering, design, and bid and specifications development is expected to take six (6) to nine (9) months.

NEPA	August 15 <sup>th</sup> , 2024
50% Design	October 31 <sup>st</sup> , 2024
100% Design	December 31 <sup>st</sup> , 2024
Permit(s)	January 15 <sup>th</sup> , 2025
Bid Documents/Specifications	February 1 <sup>st</sup> , 2025
Pre-bid meeting	February 15 <sup>th</sup> , 2025

**Statement of Qualifications Evaluation Criteria**  
Total of 100 possible points

**1. Describe the ENGINEER's team's experience with projects of similar size and design: Be sure to specify work related to Transportation Alternatives pavement preservation projects.**

Possible Points: 30

**2. Describe the qualifications of all personnel that will be assigned to this project:**

Possible Points: 30

**3. Describe the capabilities to meet time schedule requirements. The projected schedule is listed on page 8 of this SOQ.**

Possible Points: 25

**4. Describe present and projected workloads and how they may affect this project:**

Possible Points: 10

**5. Office(s) location:**

Possible Points: 5