

**REQUEST FOR PROPOSALS  
PREPARATION OF PRELIMINARY ARCHITECTURAL REPORT  
CITY OF ROUNDUP, MONTANA**

City of Roundup is soliciting Proposals from qualified Architectural/Engineering firms for the development of a Preliminary Architectural Report (PAR) for the Homes on the Range located at 902 3<sup>rd</sup> Street East, Roundup, Montana. The City of Roundup has received a federal Community Development Block Grant (CDBG) award of \$50,000 from the Montana Department of Commerce to develop a Preliminary Architectural Report outlining recommendations concerning a comprehensive evaluation of the remaining useful life and safety of the building due to subsidence and settling issues affecting the Homes on the Range, a low-income, senior and/or disabled persons living facility; and to determine the feasibility and conduct a geotechnical survey of the adjacent lot for the possibility of building a new facility.

The Homes on the Range existing facility needs repairs and improvements, or a new building. The PAR must be prepared in a manner that is consistent with all applicable requirements set forth in Appendix D of the CDBG Application Guidelines for Housing, Public Facilities & Economic Development Planning Grants – attached at the end of this document.

**I. INSTRUCTIONS TO APPLICANTS / SUBMISSION PROCEDURES**

All questions concerning the request or scope of work should be directed to Tonya Garber at [garber@snowymountaindevelopment.com](mailto:garber@snowymountaindevelopment.com)

Respondents are required to submit their response to this Request for Proposals no later than the end of business day (5:00 p.m.) Wednesday, December 4<sup>th</sup>, 2024.

**Respondents will need to submit three (3) electronic copies of their response to this Request for Proposals** (hereafter “RFP”). Responses to this RFP are to be delivered via email to the following:

[garber@snowymountaindevelopment.com](mailto:garber@snowymountaindevelopment.com).  
[roundupmayor@yahoo.com](mailto:roundupmayor@yahoo.com)  
[lulunmike@midrivers.com](mailto:lulunmike@midrivers.com)

The subject line must clearly label:

**“Response to Request for Proposals  
Homes on the Range Preliminary Architectural Report”**

**II. PROJECT DESCRIPTION and SCOPE OF WORK**

The PAR will combine a structural stability, safety assessment, determination of remaining useful life, a geotechnical survey of adjacent lot, as well as feasibility study for repairs of the existing facility, and costs of building a new facility. The overall purpose of the Preliminary Architectural Report is to determine the cost effectiveness and efficiency of a facility renovation or building a new facility and to serve as a basis

for a grant application to federal and State loan and grant programs, including, but not limited to, Community Development Block Grant, USDA Rural Development, Low Income Housing Tax Credit as well as other programs. The PAR will also include an examination of potential residential, commercial, and other uses of the space within the building, including exploration of the provision of housing for seniors, low- and moderate-income persons, disabled persons, and market rate units.

Following pre-design approval, the selected consultant may also be asked at the discretion of the City of Roundup and the Homes on the Range Board to assist in developing a final construction design, prepare construction bid documents, assist in bidding the project, and monitor construction activities. Any invasive inspections need to be prescheduled and arranged with Homes on the Range. Disadvantaged business enterprises (DBE's) are encouraged to apply.

Respondents may request to review previous reports and analyses on the condition of the building and the CDBG planning grant application which includes a description of the proposed project including activities, budget, schedule and other pertinent information by requesting a copies at [garber@snowymountaindevelopment.com](mailto:garber@snowymountaindevelopment.com). Site tour are available upon request, please call Homes on the Range at 406-323-1291, ask for Mike and/or Irv.

**The services to be provided will include the preparation of the Uniform Environmental Checklist as found in the latest version of the Uniform Application for Montana Housing Loan, Grant and Tax Credit Programs located at the following website:**

<http://housing.mt.gov/UniformApplication>

- See Uniform Application for Housing Programs / UNIAPP Form and Instructions / Uniform Application (UNIAPP Fillable Form)

### **III. SECTION 3 OF THE HOUSING AND URBAN DEVELOPMENT ACT OF 1968**

Consistent with the requirements of Section 3 of the federal Housing and Community Development Act of 1968, to the greatest extent feasible, opportunities for training and employment arising in connection with project activities will 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.

### **IV. RESULTING CONTRACT**

**The contract will require that the Respondent and all subcontractors comply with all applicable requirements of the Montana Community Development Block Grant (CDBG) program.**

### **V. EVALUATION**

Respondents RFPs will be evaluated according to the following listed criteria and weight of each factor:

1. The qualifications of professional personnel to be assigned to the project -- 30 %
2. Related experience on similar projects – 20 %
3. Capability to meet time and project budget requirements – 30 %
4. Cost of Services – 10 %

5. Present and projected workloads – 5 %
6. Recent and current work for City of Roundup – 5 %

## **VI. GUIDELINES FOR RESPONSES**

Responses 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 project;
4. A description of the firm's prior experience, including any similar projects (in particular those funded by CDBG), size of community, location, total construction cost, and name of a local 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; and,
6. The proposed work plan, cost estimate and schedule for activities to be performed.
7. Any proposed subcontractors should also be clearly identified and their profiles described, as well.

## **VII. COST AND AWARD PROCEDURE**

The City of Roundup utilizes a "proposals based" selection process to negotiate a contract with the firm determined to be the most qualified at a price, which is determined to be fair and reasonable. Costs will not be discussed until the top ranked respondent has been selected for contract negotiations.

The City of Roundup reserves the right to accept or reject any and all Proposals, or parts of Proposals; waive technicalities; and to make its decision on the basis of merit, appropriateness, and any other factor. Unless all Proposals are rejected or the solicitation is canceled, a contract will be awarded to the Respondent whose Proposal best meets the requirements and criteria set forth in this solicitation.

## APPENDIX D

### PAR PRELIMINARY ARCHITECTURAL REPORT (PAR) REQUIREMENTS

#### A. A PAR MUST BE SUBMITTED AS PART OF CDBG APPLICATIONS FOR:

- Public Facility projects that are non-water/non-wastewater projects -- such as a senior center, Head Start facility, nursing home, food bank; and
- Housing and Neighborhood Renewal projects that involve new housing construction or rehabilitation of an existing building (excluding rehabilitation of single-family residences).

#### B. A PAR MUST:

- be prepared by a professional architect licensed to practice in the State of Montana;
- adequately describe existing building conditions and problems, present and analyze reasonable alternatives, and propose a specific course of action for solving the identified problems;
- provide sufficient information to adequately assess the need for, feasibility, and general, estimated cost of the proposed project; and
- thoroughly address all of the other issues identified in this PAR outline

#### C. WHY PARs ARE IMPORTANT IN THE CDBG APPLICATION RANKING PROCESS:

- Information and analysis contained in the PAR is crucial in CDBG's scoring of Criterion 2 (Need), Criterion 3 (Project Strategy), and Criterion 5 (Implementation and Management) for CDBG Housing and Neighborhood Renewal applications and Criterion 2 (Need for Project), Criterion 3 (Project Concept and Technical Design), and Criterion 7 (Implementation and Management) for CDBG Public Facilities applications.
- If the PAR does not provide the required information -- including a clear analysis of existing conditions, a thorough and reasonable proposal to address the deficiencies, and reasonable cost estimates -- the application may receive fewer points in the competitive ranking for CDBG grants and, as a result, may not receive funding.
- Architects and project representatives can call CDBG staff (406-841-2770) to request clarification and guidance regarding this PAR outline.
- The PAR outline presented here is by no means all-inclusive. The architect should use his or her professional judgment to present sufficient information during preparation of the PAR, taking into account that different projects require varying levels of detail (rehabilitation of an existing building versus construction of a new building) and consideration of reasonable alternatives.
- The architect should provide appropriate documentation, wherever possible, to support the analysis of alternatives and the final proposal submitted.

- The public should be involved in the selection of the preferred architectural alternative, especially representatives or members of any groups that are expected to be the principal users of the proposed facility.

## **D. ENVIRONMENTAL CONSIDERATIONS RELATED TO THE PAR**

NOTE: All state and CDBG funded projects are subject to the Montana Environmental Policy Act (MEPA) and the National Environmental Policy Act of 1969 (NEPA). Both laws seek to avoid adverse impacts on the environment by mandating careful consideration of the potential impacts of any development assisted with federal funds or approved by a state agency.

- NEPA establishes national policy, goals, and procedures for protecting, restoring, and enhancing environmental quality within the United States as a whole.
- MEPA seeks to avoid or mitigate adverse impacts on the natural and human environment by mandating careful consideration of the potential impacts of any development assisted with state funds or approved by a Montana state agency.
- Architects and project representatives should consult the Uniform Environmental Checklist, which must be completed and submitted as part of any application to CDBG.
  - This checklist is Section D of the [Uniform Application for Montana Housing Loan, Grant & Tax Credit Programs](#) and the same checklist is also found in the [Uniform Application for Montana Public Facility Projects](#).
- In order to avoid delays, all applicants to state or federal infrastructure or housing funding programs should consider potential environmental impacts during project planning. As a result, local officials may be able to avoid or mitigate potential environmental impacts through project design or location decisions by carefully considering potential, adverse environmental consequences of projects and the actions that could be required to mitigate any adverse consequences.
- Various funding agencies have different requirements related to the environmental review process, the selection of the preferred alternative, and adoption of the PAR. Applicants should contact those agencies that they are considering applying to so that each agency's specific requirements can be met concurrently and avoid any unnecessary delays in project completion.

## **E. PAR OUTLINE**

### **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 - Describe concerns and deficiencies, compliance issues, and relevant regulations such as the International Building Code, (and other codes as listed in "Special Requirements Concerning Code and Standards Enforcement"), asbestos, lead-based paint, handicapped accessibility, zoning ordinances, and other federal, state, local, or tribal requirements concerning the existing facility(ies).

Attach pertinent correspondence to or from appropriate federal, state, and local regulatory agencies, especially information that provides documentation of health and safety concerns and deficiencies.

2. FACILITY OPERATION & MAINTENANCE (O&M) - Describe O&M concerns regarding the existing facility(ies) with an emphasis on those with the greatest financial and operational impact.

If the high cost of maintaining the existing facility(ies) is related to a proposal to modify or replace the existing facility, describe and document these concerns and potential cost savings.

3. GROWTH - Describe the facility's capacity to meet projected growth needs from the completion of construction through the anticipated useful life of the building

Discuss any potential for future expansion, if applicable, or any consideration given to designing for phased construction or incremental expansion of the facility in the future.

Provide both the number of current users served by the facility(ies) and the projected number of users to be served by the proposed project upon completion.

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

Using narrative and drawings, describe the planning and service area and alternate building(s) or sites under review or consideration. The description should include the following information:

1. LOCATION - Indicate legal and natural boundaries, major obstacles, environmental constraints, etc., using maps, photographs, and sketches of the planning and service area, including both the existing location and potential alternate locations for the facility.
2. GROWTH AREAS AND PROJECTED POPULATION TRENDS - Identify specific areas of projected, concentrated population growth and relate these to the forecasted growth in the clientele to be served by the proposed project.

Provide population projections for the project's planning and service area (and for the persons and/or groups the facility will serve) as well as for the projected design period (i.e., the anticipated useful life of the proposed facility).

Base projections for the clientele to be served upon historical records, Census data, or economic projections, citing recognized sources.

**C. EVALUATE THE CONDITION OF THE EXISTING FACILITY(IES), including the following:**

1. HISTORY - Provide a brief history of the facility(ies), including when the structure was constructed, major improvements implemented in the past, and any past problems.

2. **CONDITION OF FACILITIES** - Describe the present condition and any problems such as code deficiencies, general structural decay, presence of asbestos, mold or moisture, lead based paint, subsidence issues, overcrowding, or handicapped accessibility. Describe the adequacy or capacity of the existing facility(ies) to meet existing and long-term needs.

## II. ALTERNATIVE ANALYSIS

**A. DESCRIPTION OF ALTERNATIVE SOLUTIONS.** Describe each alternative design, building, or site considered -- i.e., identify and describe existing buildings with potential for rehabilitation or alteration, or alternative building sites considered for new construction.

1. **IF PROPOSING REHABILITATION OR ALTERATION OF EXISTING BUILDINGS** - Describe existing buildings within the community that could be modified or rehabilitated to accommodate the proposed facility or need.

Describe the potential benefits and possible deficiencies with each alternative design, building or site considered, including code compliance issues, floor space, handicapped accessibility, and potential for long-term expansion, as applicable.

2. **IF PROPOSING NEW CONSTRUCTION** - If proposing new construction, describe alternative building sites considered for new construction, any existing structures on the site(s), potential for long-term expansion, proximity to other services, environmental constraints, etc.

**B. REGULATORY COMPLIANCE AND PERMITS.** Describe issues that need to be addressed concerning compliance (for either a new building or a rehabilitated building) with appropriate regulations such as the International Building Code and other relevant codes, zoning issues, asbestos, lead-based paint, permits, handicapped accessibility (American Disabilities Act and HUD 504 regulations), designated 100-year floodplains, and other applicable federal, state, local or tribal requirements.

**C. LAND ACQUISITION ISSUES.** Identify sites to be purchased or leased and any easements needed, if applicable. Specify whether these properties are currently owned, to be purchased or leased, and whether options have been obtained, contingent upon receipt of funding.

**D. ENVIRONMENTAL CONSIDERATIONS.** For the alternative selected for the project, discuss the following:

1. **POTENTIAL ENVIRONMENTAL IMPACTS** - The information described in the completed Uniform Environmental Checklist (found in the [Uniform Application for Montana Housing Loan, Grant & Tax Credit Programs](#)) is the basis for discussing environmental resources in the area that might be impacted or that might impact the proposed facility. The Uniform Environmental Checklist must be attached as part of the PAR. If there has been a previous environmental assessment completed for the project, please include a copy of that assessment in addition to the completed Uniform Environmental Checklist. With the exception of coastal zones and coastal barriers, possible impacts on each environmental issue must be investigated and discussed.
2. **MITIGATION** - Evaluate appropriate short and long-term measures to mitigate

each potentially adverse impact.

Describe the mitigation measure(s) necessary to minimize potentially adverse impacts upon identified environmental resources. Projects contemplating the renovation of existing structures should thoroughly discuss mitigation measures to address any existing hazards, such as asbestos and lead-based paint, where identified, in accordance with federal and state requirements.

3. CORRESPONDENCE - Include any environmentally-related correspondence and agency comments (e.g., comments from the State Historic Preservation Office) as required by the Uniform Environmental Checklist, found in the [Uniform Application for Montana Housing Loan, Grant & Tax Credit Programs](#).
4. EXHIBITS/MAPS - Include any exhibits, maps, or drawings as applicable to describe potential environmental impacts.

**E. CONSTRUCTION PROBLEMS.** Discuss potential concerns such as geological constraints, limited access, underground storage tanks, high water table, asbestos, lead-based paint, contaminated soil, noise, odors, or other conditions that may affect cost of construction or long-term operation of the proposed (new or rehabilitated) facility.

**F. COST ESTIMATES FOR EACH ALTERNATIVE.** For each alternative considered, include both:

1. PROJECT COSTS (i.e., administrative, financial, engineering, architecture, and construction costs) and
2. PROJECTED ANNUAL OPERATION AND MAINTENANCE COSTS
  - In responding to items 1 and 2 for HOUSING projects, consult Section C (Financial Analysis, Parts I-VI) of the [Uniform Application for Montana Housing Loan, Grant & Tax Credit Programs](#).
  - In responding to items 1 and 2 for PUBLIC FACILITIES projects, consult the [Uniform Application for Montana Public Facility Projects](#); and Appendix F for Special Requirements for Projects Involving Non-Profit Agencies or For-Profit Organizations or other Public Agencies of the CDBG Application Guidelines. Section C, Financial Analysis of the [Uniform Application for Montana Housing Loan, Grant & Tax Credit Programs](#) provides a form to compute annual operation and maintenance costs that would be useful for Public Facilities projects as well as housing proposals.

### III. SELECTION OF THE PREFERRED ALTERNATIVE

- A. ANALYSIS OF ALTERNATIVE SOLUTIONS.** Provide an analysis of why the preferred alternative (design, building, or location) was selected over other alternatives.
- B. SITE LOCATION AND CHARACTERISTICS.** Discuss the site location of any current or proposed facilities, and why the preferred alternative was selected over other alternatives.
- C. PRELIMINARY ARCHITECTURAL PLANS.** Provide preliminary architectural plans (including a

proposed floor plan) for the proposed (new or rehabilitated) facility.

- D. OPERATIONAL REQUIREMENTS.** Discuss the expertise required to operate the facility and any unique operational requirements or benefits of the facility and describe why the preferred alternative was selected over other alternatives.
- E. PROJECT COST SUMMARY / PROJECT COST ESTIMATE.** Provide an itemized estimate of the project cost based on the anticipated period of construction including administrative, development and construction, land and utilities, legal, engineering, interest, equipment, contingencies, refinancing, and other costs associated with the proposed project. See 'II. F. COST ESTIMATES FOR EACH ALTERNATIVE', above.

For HOUSING projects, consult Section C (Financial Analysis, Part I) of the [Uniform Application for Montana Housing Loan, Grant & Tax Credit Programs](#).

For PUBLIC FACILITIES projects, consult the [Uniform Application for Montana Housing Loan, Grant & Tax Credit Programs](#) and the CDBG website discussing Special Requirements for Projects Involving Non-Profit Agencies or For-Profit Organizations or other Public Agencies.

Section C, Financial Analysis, Part V of the [Uniform Application for Montana Housing Loan, Grant & Tax Credit Programs](#) provides a form to compute annual operation and maintenance costs that would be useful for both Public Facilities and Housing projects.

#### **IV. CONCLUSIONS AND RECOMMENDATIONS**

Provide any other conclusions and recommendations and any additional findings that should be considered in the evaluation of the proposed project and the selected alternative.