



REQUEST FOR PROPOSALS

Historic Restoration Architectural Services

Snowy Mountain Development
Tonya Garber-Redevelopment Manager
507 W. Main Street
Lewistown, MT 59457
Office: (406) 535-2591 Cell: (406) 350-0593

Sealed proposals will be received electronically via PDF format through the due date and hours shown below (local prevailing time), for furnishing the following described materials and/or services, for delivery and/or performance for the benefit of the Milwaukee Railroad Roundhouse, 308 A Ave S., City of Harlowton, Wheatland County, MT.

Respondents to the Request for Proposals (RFP) must be prepared to meet all State of Montana requirements for work funded by a Montana Historic Preservation Grant by the Montana Department of Commerce. Consultants who are Minority, Women, Disadvantaged, Small Businesses and/or Small Businesses in rural areas are strongly encouraged to apply.

The items listed in the scope of services are representative of the services and items that may be required, but not meant to comprise an exclusive list of services and items that may be required.

The City of Harlowton was awarded a Montana Historic Preservation Grant and has contracted with Snowy Mountain Development to oversee the administration of the grant. The Montana Department of Commerce Montana Historic Preservation Grant Program is designed to support public or private entities with the preservation of historic sites, historical societies, or history museums through grant funding. The MHPG Program provides the opportunity to stimulate economic development, community revitalization, and statewide tourism through increased investment, job creation or retention, business expansion and local tax base growth. Combined with such return on investment, the MHPG Program supports the preservation of Montana's historic structures, sites, societies, and museums, contributing to the maintenance and demonstrating the economic impact of historical resources throughout the state.

Scope of Services Summary: Historic Restoration Architectural Services under agreement with the City of Harlowton, Wheatland County, MT will include inspection, of the Milwaukee Railroad Harlowton Roundhouse structure as necessary to define the bidding strategy and scope of work and bid documents to seek bids for restoration services from an independent contractor, provide construction administration/oversight, and provide quality assurance services during restoration work by the independent contractor. The work is primarily focused on the exterior building envelope. This will include but not limited to securing the building against water intrusion and vandalism, repair exterior walls, windows, and doors to properly insulate and provide a weather tight enclosure so the Roundhouse could be open to the public while adhering to the Department

of Interior’s Standards and Guidelines for Historic Preservation of buildings and the existing Programmatic Agreement (PA) with MT DEQ. The PA has identified certain items for compliance including but not limited to how the fire brick wall will be replaced, how materials will be selected for replacement/treatment of wood on the building exterior, stabilization methods and how to conduct these activities and retain the historic character of the roundhouse. Knowledge and experience of Historic Tax Credits is preferred.

Date of Issue: April 24, 2024
Proposals Due: May 24th, 2024 by Close of Business, 5:00 p.m.
Selection Date: June 10, 2024 (subject to change)

In compliance with the Request for Proposals, and subject to all the conditions thereof, the undersigned offers to furnish the materials requested and certifies he/she has read, understands, and agrees to all terms, conditions, and requirements of the proposal, and is authorized to contract on behalf of firm named below.

Company Name: _____

Address: _____

City/State/Zip: _____

Telephone: _____ Email: _____

Print Name: _____ Title: _____

Signature: _____ Date: _____

SCOPE OF SERVICES

The City of Harlowton seeks expressions of interest and qualifications from professional historic architectural firms/individuals to establish a contract for Historic Restoration Architectural Services to include work under the following.

- Historic Restoration Architectural Services including but not limited to architectural studies, analysis for repairing and protecting structures, historic repurposing of structures, and other related services required for the design and construction of this project.
- Historic Restoration Architectural Services including but not limited to preparation of historic restoration contractor bidding documents, review of submitted bids, contractor selection recommendations. (Restoration contractor must be selected by September 30th, 2024.)
- Historic Restoration Construction Oversight/Administration including but not limited to managing and directing successful restoration contractors, ensuring timeliness of project phases, compliance with MT prevailing wage rates and requirements, and completion adherence with project schedules.
- Historic Restoration Quality Assurance Monitoring, adhering to the Department of Interior’s Standards and Guidelines for Historic Preservation of buildings.

- Historic Restoration Services and Redevelopment collaboration with MT Department of Environmental Quality and Snowy Mountain Development Corporation.
- Historic Restoration Services for ensuring compliance with the Programmatic Agreement Requirements with MT DEQ, MT SHPO, & EPA to develop a plan to address mitigation, abatement, and restoration of the Harlowton Roundhouse. This will include:
 - How the fire brick wall will be replaced
 - How materials will be selected for replacement/treatment of wood on the building exterior
 - Stabilization methods
 - How to conduct these activities and retain the historic character of the roundhouse.
- Collaborative work effort with City of Harlowton, Snowy Mountain Development, MT DEQ, and MT DEQ's hired consultant.

The building(s) for which services may be requested include:

- The Milwaukee Railroad Roundhouse

All work shall be performed under the responsible charge of an Architect specializing in Historic Restoration and registered as such. Work in general will focus on the envelope of the identified building(s) and require restoration of building exterior walls, windows, and doors and to provide a weather tight enclosure design to secure the building but may include design services to repurpose the interior of the identified building(s). The City of Harlowton and Snowy Mountain Development have reports and analyses on the condition of the identified building(s). You can request copies of said reports and analyses at garber@snowymountaindevelopment.com or call (406) 350-0593-mobile or (406)535-2591-office. The building(s) is located on public property and is exposed to the presence of asbestos containing material (ACM) and other hazardous materials throughout. Proper precautions and Personal Protective Equipment (PPE) are recommended. A courtesy call to Harlowton City Hall Office before entering the property is requested (406) 643-4188.

SUBMITTAL REQUIREMENTS

Offerors shall submit a comprehensive and concise package (15 pages maximum) that is bound in one volume that includes their detailed qualifications for all areas proposed. The package must also be submitted electronically in PDF document format. Offerors must submit qualifications for all professional services listed in the scope of services in addition to:

- Description of the firm and statement of qualifications. Supporting documentation relative to the firm's experience accomplishing work described in the scope of services.
- Names and qualifications of staff and personnel assigned to comparable projects with past clients.
- References from clients of other architectural contracts held by the offeror.
- Description of the firm's ability to respond to work requests in a timely manner.
- Description of how the firm would facilitate local, small, female and/or minority business participation in the services offered.

CONTRACT TERM

The contract term for services under this contract shall be for one (1) year, from the date of the contract award, or the completion of the project, whichever occurs first.

PROPOSAL SUBMITTAL

Please submit 3 electronic copies in PDF format at
garber@snowymountaindevelopment.com
ctyharlo@itstriangle.com
jseyler@mt.gov

Questions about the project should be directed to Snowy Mountain Development-Tonya Garber, (406) 350-0593 or garber@snowymountaindevelopment.com

PROPOSAL CONTENTS:

The proposal must contain the information listed in this section. ***Please organize your proposal in the same order and numbering format as shown below, which will assist in reviewing your proposal.***

- 1) Quality of Firm and Personnel
 - A) Related experience of similar projects.
 1. Provide a discussion of your firm's previous related project experience as it relates to the scope of services detailed in this RFP.
 - B) Qualifications, experience and training of personnel to be assigned to projects.
 1. Discuss the qualifications, experience, and training of the professional staff that will be utilized for this contract. Include an organization chart that indicates the project staff, their area of expertise, registration, and office location.
 2. Include brief resumes that describe the education, training, experience, and qualifications of the personnel listed above
- 2) Capacity and Capability of Firm
 - A) Ability to meet technical requirements and applications.

Briefly describe the services your firm will provide during this contract, including professional expertise and technical capabilities that your firm possesses. Discuss any subcontractors and support services that you anticipate utilizing and describe their expertise as it relates to this contract.
 - B) Compatibility of systems, equipment, i.e., CADD and word processing, etc.

Provide a brief discussion on the computer systems and software that your firm utilizes (i.e. Word, Excel, ACRES, ArcGIS, etc.). Describe any additional support equipment you intend to use for this term contract.
 - C) Capability of firm to meet project time requirements.

Briefly describe your ability to meet project schedules based on available staff and projected workload during the next year.
 - D) Capability to respond to project, SMDC, MT-DEQ requirements. Describe your firm's approach in preparing work plans/cost estimates, reports and implementing work and managing projects. Briefly discuss your firm's ability to respond to fast-tracked or emergency projects. Describe your firm's ability to work on projects in various parts of the state (i.e. staffing availability, office locations, etc.)

- 3) List references of the firm's clients from the past three (3) years for projects involving similar work. Include client name, contact person, and phone number. Give range of contract value. (Do not include Federal Standard Forms (SF 330))
- 4) Cost of Services
 - A) Payment Schedule
Include a payment schedule of cost of services.

Failure to provide the requested information may result in disqualification.

PROPOSAL EVALUATION

All proposals will be evaluated in accordance with the following factors:

- 1) Quality of Firm and Personnel **35 pts.**
 - A) Related experience on similar projects.
 - B) Qualifications, experience and training of personnel to be assigned to projects.
- 2) Capacity and Capability of Firm..... **30 pts.**
 - A) Ability to meet technical requirements and applications.
 - B) Compatibility of systems, equipment, i.e., CADD and word processing, etc.
 - C) Capability of firm to meet project time requirements.
 - D) Capability to respond to project, Department of Interior's Standards and Guidelines for Historic Preservation of buildings, and MT-DEQ requirements.
- 3) Record of Past Performance and Reference checks.....**25 pts.**
 - A) Previous record with the SMD, MT-DEQ.
 - B) Reference checks.
- 4) Cost of Services **10 pts.**

Following the review and evaluation of all proposals, the list of firms will be narrowed down to an appropriate short list. Consultants on this list may have an opportunity to interview. If multiple proposals are solicited, final assignments will be based on the selection criteria: (1) Cost; (2) Availability and organization of work plan; (3) Understanding of the project issues; (4) Approach to the project. The award will be made to the most qualified respondent whose proposal is deemed to align best with the goals and objectives, all factors considered. Unsuccessful respondents will be notified as soon as possible.

Consultants will be subject to Federal and Montana laws and regulations including non-discrimination, Americans with Disabilities Act compliance, and Fair Employment Practices. The successful candidate and/or firm will not discriminate against any employee, contract or application on the basis of race, color, religion, creed, political ideas, sex, age, marital status, physical or mental handicap, or national origin.