



## **REQUEST FOR PROPOSAL**

Roundup Reach Feasibility Study

### **ABSTRACT**

MT Department of Environmental Quality in partnership with Snowy Mountain Development is requesting proposals for feasibility studies of recreation-focused developments located within the FEMA purchased properties in the community of Roundup, Musselshell County, known as the Roundup Reach.

**Tiffany Ward**

Brownfield Redevelopment Manager  
507 W. Main Street Lewistown, MT 59457  
Office: (406) 535-2591

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 Roundup Reach, City of Roundup, Musselshell County, MT.

Respondents to the Request for Proposal (RFP) must be prepared to meet all State of Montana requirements for work funded by a Montana Department of Environmental Quality's (MTDEQ) Abandoned Mine Lands Program. As well as meeting all Environmental Review standards required by Federal & State agencies, in addition to the Federal Water Pollution Control Act, Protection of Wetlands, and the Endangered Species Act of 1973. 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 are not meant to comprise an exclusive list of services and items that may be required.

Montana State DEQ and Snowy Mountain Development are requesting proposals for feasibility studies of recreation-focused developments covering approximately 180 acres. Musselshell County Federal Emergency Management Agency (FEMA) purchased properties located within the Roundup Reach in the community of Roundup, Musselshell County.

The County seeks a qualified consultant to perform feasibility studies to integrate the community's desire for recreational economic drivers and floodplain restoration. To be considered, interested parties must respond to this Request for Proposal (RFP) and the submittal requirements outlined herein.



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# I GENERAL INFORMATION

## Request for Proposals (RFP) Roundup Reach Feasibility Study

THE ABOVE DESCRIPTION MUST APPEAR ON ALL PROPOSALS AND RELATED CORRESPONDENCE

**THIS IS NOT AN ORDER**

<p>RESPOND NO LATER THAN</p> <p>May 9th, 2025</p> <p>3:00 P.M. MST</p>	<p>RFP INITIATIVE:</p> <p><b>Roundup Reach Feasibility Study</b></p>	<p>All consultants must respond in detail to each element of this RFP to be considered for the contract award.</p> <p>The final copy of the proposal should be sent to the contact person via email below.</p>
<p>Proposer Name:</p>		<p>Tiffany Ward</p> <p>Snowy Mountain Development</p> <p>Brownfield Redevelopment Manager</p> <p><a href="mailto:Ward@snowymountaindevelopment.com">Ward@snowymountaindevelopment.com</a></p> <p>Office: (406) 535-2591</p>

**NOTICE:** SNOWY MOUNTAIN DEVELOPMENT WILL PROVIDE MANAGEMENT AND OVERSIGHT. THE SELECTED CONSULTANT TEAM WILL INTERFACE THE SNOWY MOUNTAIN BROWNFIELDS REDEVELOPMENT MANAGER.

## II INTRODUCTION

### **A. Purpose of Procurement (or Introduction and Objective?)**

MT Department of Environmental Quality (MTDEQ) and Snowy Mountain Development (SMD) invite responses from qualified Consultants to develop a feasibility study concerning the Roundup Reach project in Roundup Montana.

### **B. Background of the Project**

This project is a result of funds awarded by MT DEQ's Abandoned Mine Lands Program (AML). MT DEQ has contracted with Snowy Mountain Development to oversee the administration of the Roundup Reach Feasibility Study funded by the AML Program. Abandoned Mine Lands (AML) are plagued by health and safety hazards as well as diminished economic opportunities. The AML Program promotes the reclamation of mined areas. If these lands are left without adequate reclamation they become mine lands that continue to substantially degrade the quality of the environment, prevent or damage beneficial use of land or water resources, or endanger the health or safety of the public.

The Montana AML Program is responsible for the monitoring and the reclamation of Montana's abandoned coal and hard rock mines. AML staff administer abandoned mine reclamation projects that are funded by federal grants derived from a fee on coal. This program provides the opportunity to stimulate economic development, community revitalization, recreational opportunities, and statewide tourism through increased investment, job creation or retention, business expansion, and local tax base growth.

The town of Roundup, whose name comes from cattle roundups of the late 1800s and was first established in 1908. Roundup provides all services plus a local hospital and houses a Class B school. Roundup is a city in and the county seat of Musselshell County, Montana, United States. The population was 1,742 during the 2020 census. The city was incorporated in 1909. The town's economy is based on cattle ranching, wheat farming, hay production, and

the Signal Peak Coal Mine.

### III INFORMATION FOR CONSULTANTS

#### A. Disclaimer

This RFP does not form or constitute a contractual document. Snowy Mountain Development shall not be liable for any loss, expense, damage, or claim arising out of the advice given or not given or statements made or omitted to be made in connection with this RFP. Snowy Mountain Development will not be responsible for any expenses that may be incurred in the preparation of this RFP. A professional consulting contract will be required of the selected consultant and if the contract fails to be negotiated, Snowy Mountain Development reserves the right to contract with another consultant.

#### B. Quote Valid

The proposer must honor its quote for a period of ninety (90) days after the RFP due date.

#### C. Certification

The proposer certifies that the proposal has been arrived at independently and submitted without any collusion designed to limit competition. The proposer certifies that the materials, products, services, and/or goods offered meet all requirements of the stated specifications and are equal in quality, value, and performance with the highest quality, nationally advertised brand, and/or trade names.

#### D. Insurance Requirements

The proposer will provide proof of professional liability insurance, and worker's compensation, or an independent contractor license.

#### E. Disposition of Proposals

All materials submitted in response to this RFP become the property of Snowy Mountain Development and subject to public disclosure.

#### F. Correspondence & Questions

All questions pertaining to this RFP shall be submitted no later than **April 23, 2025**, via email to:



Snowy Mountain Development

[Ward@snowymountaindevelopment.com](mailto:Ward@snowymountaindevelopment.com)

Subject Line: Roundup Reach RFP

(406) 535.2591

Snowy Mountain Development will make every effort to provide a written response within 2 business days, starting April 14, 2025. Whenever responses to inquiries would constitute a modification or addition to the original RFP, the reply will be made in the form of an addendum to the Request for Proposals, a copy of which will be forwarded to all consultants who have submitted an “Intent to Respond” form (Attachment E). SMD is not responsible for any delivery errors caused by email servers.

## G. Timeline

### RFP Process Timeline Dates

Intent to Respond Cutoff	April 16, 2025
Question and Answer Period Ends	April 23, 2025
Proposals (Due by 3:00 PM MST)	<b>May 9, 2025</b>
Evaluate and Select Consultant	May 14, 2025
Contract Execution	May 19, 2025
Project Initiation	May 19, 2025
Final Feasibility Study Dissemination	Sep. 15, 2025

## IV RFP EVALUATION AND SELECTION PROCESS

### A. Initial Evaluation

Proposals received will undergo an initial review by a steering committee for compliance with instructions stated in the RFP and compliance with the proposal submittal date.



## B. Phase II Evaluation

The evaluation of consultants' proposals may include, but is not limited to, the following criteria:

- Consultant's experience with similar feasibility studies.
- Ability to meet MTDEQ/AML and Snowy Mountain Development requirements.
- Demonstrated knowledge of relevant research, analysis, public recreational reuse and redevelopment projects, and Environmental Protection Standards.
- Availability (timetable) for providing goods and/or services within proposed timeframe and budget proposal.
- Breadth of services available.
- Reporting capability.
- References from other organizations/clients (for similar projects).

**Top-ranking candidates *may* be interviewed prior to final selection.**

## C. Evaluation Criteria

The proposals being requested will be scored on the following criteria:

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

- Quality of Firm and Personnel \_\_\_\_\_ 35 pts.  
Related experience on similar projects.  
Qualifications, experience and training of personnel to be assigned to projects.
- Capacity and Capability of Firm \_\_\_\_\_ 30 pts.  
Ability to meet technical requirements and applications.  
Compatibility of systems, equipment, i.e., CADD and word processing, etc.  
Capability of firm to meet project time requirements.
- Record of Past Performance and Reference checks \_\_\_\_\_ 25 pts.  
Previous record with the SMD, MT-DEQ, and Musselshell County  
Reference checks.
- 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.

## **V SCOPE OF WORK**

### **A. Scope of Work**

MTDEQ and SMDC request proposals for feasibility studies of recreation-focused developments covering approximately one hundred and eighty (180) acres located within Musselshell County. The approximate one hundred and eighty acres are land owned by the County. MTDEQ and SMD seek a qualified consultant to perform feasibility studies for the development of park and public space recreation along with passive and active recreation. To be considered, interested parties must respond to this Request for Proposal (RFP) and the submittal requirements outlined herein.

### **The feasibility study will need to include the following:**

- **Measure and map.** Analyze proposed sites for development strengths and constraints including rural land use regulations, city/county zoning, and site development regulations, impact on the environment, infrastructure needs and availability, clean-up costs, historic easements, and preservation concerns, rights of way and easements, floodplains and abutter concerns.
- **Identify current demographic and recreation trends.**
- **Complete a performance and financial analysis** of the projects which should identify acquisition costs as applicable, development costs, revenue potential, operations costs,

and investment strategies. Provide cost-benefit analysis for privately operated versus county-operated recreation sites. Assess potential business models and market models.

## **B. Proposal Contents**

- Cover letter: include the firm or individual(s) name(s) that will be providing the requirements stated in this RFP, with signature.
- Scope of work: explain the process you will follow to accomplish the deliverables listed above, including major milestones and evaluation. Briefly describe your firm's project management process.
- Qualifications: describe overall services you can offer in response to the stated requirements and include experience working with some or all stakeholders.
- Cost detail: include an itemized estimate for deliverables; provide specific costs for individual features where applicable. (Attachment B)
  - If the execution of work to be performed by your company requires the hiring of subcontractors you must clearly state this in your proposal. Subcontractors must be identified and the work they will perform must be defined. SMD reserves the right to approve all subcontractors assigned to the project.
  - The price you quote should be inclusive. If your price excludes certain fees or charges, you must provide a detailed list of excluded fees with a complete explanation of the nature of those fees.
- Client list and samples of related work/successes: Include a brief description of the role you/your firm played in each project.
- Provide at least two references for projects with similar deliverables to those outlined for this project. Indicate which services were provided to each customer.
- Include resumes for key personnel working on this project.
- Validation Questions Form (Attachment A)
- Conditions and Non-Collusion Agreement (Attachment C)
- Facilitation of public meetings and community brainstorming sessions
- Project implementation schedule and phasing - Please provide an estimated project timeline. The timeline should include:
  - Estimated project start and end dates.
  - Proposed date(s) for pre-project meeting with the County's feasibility study project committee.
  - Proposed dates for conducting a community presentation to collect public input and review preliminary findings.
  - Proposed date for final presentation to County Board. Board meetings are typically the dates/times.

## ATTACHMENT A

### Validation Questions for Consultant

#### GENERAL INFORMATION

- 1) Company Information
  - a. Address:
  - b. Contact Name:
  - c. Contact Phone:
  - d. Contact Email Address:
  - e. Website/URL:
- 2) How many years has your company been doing business in your industry?
- 3) Total full-time employees
- 4) What are your standard payment terms?
- 5) Can you provide documentation that your firm can meet Snowy Mountain Development's minimum insurance requirements before services on this project are rendered?

#### FUNCTIONALITY

- 1) A certificate of insurance must be provided prior to signing the contract, commencing on the day the contract begins. Are you willing to comply with these requirements?
- 2) You must instruct your insurance broker/carrier to notify Snowy Mountain Development should your coverage change. Are you willing to do this?

#### QUALITY AND SERVICE

- 1) Do you have a quality assurance program? If yes, please attach a copy or a link to the document online.
- 2) Are your employees required to take a mandatory drug test?

#### LEGAL ISSUES

- 1) Are there any pending lawsuits against your company? (Include current mediation or arbitration matters.) If yes, please briefly explain.



**ATTACHMENT C**

**Conditions and Non-Collusion Form**

To receive consideration, this form must be signed in full by a responsible, authorized agent, officer, employee, or representative of your firm.

**Conditions and Non-Collusion Agreement**

We have read and agree to the conditions and stipulations contained herein.

We further agree to furnish the services specified at the prices stated herein, to be delivered to the location and on that date set forth herein.

In signing this proposal, you also certify that you have not, either directly or indirectly, entered into any agreement, or participated in any collusion, or otherwise taken any action in restraint of free competition; that no attempt has been made to induce any other person or firm to submit or not to submit a proposal; that this proposal has been independently arrived at without collusion with any other proposer, competitor or potential competitor; that this proposal has not been knowingly disclosed prior to the due date at a time to any other proposer or competitor; that the above statement is accurate under penalty of perjury.

\_\_\_\_\_  
Legal Name of Firm/Corporation

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Address

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
City/State/Zip

\_\_\_\_\_  
Title

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Date



**ATTACHMENT D**

**Intent to Respond Form**

RFP: Feasibility Study for Roundup Reach in Central Montana

Dated: \_\_\_\_\_

Please scan and email the following Intent to Respond form Tiffany Ward by May 9, 2025.

To: Snowy Mountain Development

Attn: Tiffany Ward

Email: [Ward@snowymountaindevelopment.com](mailto:Ward@snowymountaindevelopment.com)

From:

Contact Name:	
Company Name:	
Company Address:	
City/State/ZIP:	
Phone Number:	
Email Address:	

We acknowledge that they intend to respond to this RFP by the specified due date.

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Company Name

---

Printed Contact Name

---

Date

---

Title

---

Signature of Contact Person

\*By signing the above, I certify that I am authorized by the Company named above to respond to this request.



