

MAYOR  
Joe Purcell

POLICE CHIEF  
Paul M. George Jr.



PUBLIC WORKS DIRECTOR  
Michael Hurff Jr.

FINANCE OFFICER/CITY CLERK  
Andrew Lehr

## Request for Qualifications

The City of Hardin requests professional on-call planning service proposals from a qualified firm or team of consultants to provide professional city planning, strategic documents, architectural services, and grant writing services.

The City of Hardin requests written responses to a Request for Qualification (RFQ) for the selection of a firm or team of consultants to complete the following on-call services: grant writing, general planning-related development, land use/zoning project review, site visits, public counter services, technical plans for the City, planning documents and strategic plans, and map or GIS review and updates.

Copies of the detailed request for qualifications (RFQ), including a description of the services to be provided by respondents, the minimum content of responses, and the factors to be used to evaluate the responses can be obtained by contacting Andrew Lehr, Finance Officer/ City Clerk, 406 North Cheyenne Avenue, Hardin, Montana 59034, phone 406-665-9260 Ext. 102, or by email [cityfinance@hardinmt.com](mailto:cityfinance@hardinmt.com), reference in the subject line: Master Service Agreement. The RFQ can also be found on the City of Hardin website, [hardinmt.com](http://hardinmt.com), under the public notices page.

All responses to the detailed RFQ must be sealed, include five copies of the proposal, include Attachment A, and be marked on the outside of the envelope "Hardin Master Service Agreement", and must be submitted by Tuesday, February 11, 2025, by 3:00 p.m. to Andrew Lehr, Finance Officer/ City Clerk, 406 North Cheyenne Avenue, Hardin, MT 59034.

All Proposals will be evaluated Wednesday, February 12 – Friday, February 14, 2025.

Dated this 21<sup>st</sup> Day of January 2025

Andrew Lehr, Finance Officer/City Clerk

Publish: January 22 and 29, 2025

**REQUEST FOR QUALIFICATIONS  
(RFQ)**

**For Professional Services  
Master Services Agreement**

**RFQ Submittal Deadline:**

**February 11, 2025 3 P.M.**

**RFQ Contacts:**

**Andrew Lehr or Tina Toyne**

**Email Address:**

**cityfinance@hardinmt.com**

**ttoyne@hardinmt.com**

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**City of Hardin  
406 N Cheyenne Ave  
Hardin, MT 59034  
cityofhardinmt.com**

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The City of Hardin requests professional on-call planning service proposals from a qualified firm or team of consultants to provide professional city planning, strategic documents, architectural, and grant writing services. The City of Hardin requests written responses to a Request for Qualification (RFQ) for the selection of on-call or as-needed planning and grant writing services associated with one or more proposed projects, including but not limited to, grant writing, general planning-related development and land use project review, site visits, public counter services, technical plan check for planning documents and strategic plans, map review, conformance with Federal, State and local regulations, and general compliance with City Standards and Regulations.

Correspondence concerning this RFQ is to be sent to the following individuals:

Andrew Lehr  
Finance Officer/ City Clerk  
City of Hardin  
406 N. Cheyenne Ave.  
Hardin, MT 59034  
406-665-9260 ext 102  
cityfinance@hardinmt.com

Tina Toyne  
Economic Development Director  
City of Hardin and Big Horn County  
406 N. Cheyenne Ave.  
Hardin, MT 59034  
406-665-9260 ext 103  
ttoyne@hardinmt.com

## 1. INTRODUCTION

The City of Hardin is seeking statements of qualifications from qualified firms with specific experience in professional on-call planning service proposals. The selected consultant will work in conjunction with the City Finance Officer and Economic Development Director, as well as any other stakeholders, to develop planning and grant writing services associated with one or more proposed projects, including but not limited to grant writing, general planning-related development and land use project review, site visits, public counter services, updates to City planning documents (e.g. growth policy, CEDS, etc), technical plan check for planning documents and plans, map review, conformance with Federal, State and local regulations, and general compliance with City Standards and Regulations. To control costs and provide a high level of professional services to all City departments and the community, the city believes the interests of the community can be best served by using a private firm for additional City Planning services. It is expected that such a firm would be able to contract available resources in response to workflow demands. The selected consultant is expected to be contracted for a minimum of one year and a maximum of five years, through a series of five-year extensions, based on workload needs and relationship with the City.

Consultant will provide the range of expertise necessary to carry out the normal functions of a professional planner and strategic consultant under the direction of the City of Hardin and the City Council. The City will, based on qualifications presented in the response to this RFQ, select the firm best able to provide planning services for upcoming private and city-initiated projects. The successful firm shall also have the resources to provide cost-effective and timely services to the City. The City may request a qualification interview with the three highest-ranked consultant(s) prior to determining the final ranking. This selection will be conducted according to the City's standard procedures. The City reserves the right to reject any and all proposals, to waive irregularities, or to make any selection which they deem to be in the best interest of the city.

## 2. BACKGROUND

The City of Hardin is one of the great gateways to the history of the West and wild country adventure. Incorporated in 1911 Hardin currently has a population of approximately 3,808 residents (2020 census) and is nestled at the intersection of Interstate 90 and Montana Highway 47. The local economy is driven by agriculture, tourism, health care services, a historic business district, restaurants, and hotels. The region offers many treasures for residents and visitors to explore.

### 3. SERVICES REQUIRED.

The on-call planning services that a successful applicant would provide include, but are not limited to the ability to perform the following:

- A. Develop and maintain good working relationships with all City departments, other jurisdictions, and the public.
- B. Analyze projects for compliance with the City's Growth Policy, Subdivision Regulations, Zoning Regulations, Workforce Housing Regulations, Buildings for Lease or Rent Regulations, and other applicable plans and policies.
- C. Review and process ministerial applications and discretionary entitlements, such as Plan Checks, Boundary Line Relocation, Subdivision Regulations, Certificate of Surveys (COS), Variances, and General Plan amendments.
- D. Compiles and analyzes data on economic, social, environmental, and physical factors affecting land use.
- E. Meets with developers, engineers, property owners, contractors, and other individuals to discuss, advise, explain processes, and suggest improvements regarding potential projects, pre-applications, development applications, feasibility analysis, conceptual development plans, and code interpretation.
- F. Attend public hearings and community meetings as necessary. The focus should be on attending in person wherever possible.
- G. Provide strong emphasis on the management of multiple projects and competing priorities while maintaining quality, meeting schedules, and staying within budget.
- H. Answer public inquiries by telephone, mail, or in person at a public office regarding property and/or Growth Policy land uses, application submittal requirements, etc.
- I. Assist the City Council in the conducting of its duties. As outlined in 76-1-306 M.C.A., the Planning Board may delegate to assigned staff the authority to perform ministerial acts in all cases except when final action of the Planning Board is necessary.
- J. Assist the City of Hardin with planning grant applications, Montana Main Street applications, and any other grant applications identified at a later date.

### 4. PROPOSAL REQUIREMENTS.

The proposal shall address all the information requested herein. To achieve a uniform review process and obtain the maximum degree of comparability, proposals must be organized and contain all information as specified below:

- A. Cover Letter. A maximum of two pages serving as an executive summary which shall include an understanding of the scope of services.
- B. Brief Company Profile. General company information including number of employees, location of company headquarters and branch offices, number of years in business and organization, disciplines, and staffing. Describe the general qualifications of the firm as they relate to the work proposed with this RFQ.
- C. Organization and Staffing. Provide a list of the Consultant's employees and agents which the consultant anticipates assigning to this project. This list shall include a summary of the qualifications, licenses, and experience of each individual; and the professional planning level of work to be performed by each individual. The City will retain under its agreement with the successful Consultant the right of approval of all persons performing under the agreement.

- D. Description and Approach. The proposal should demonstrate the Consultant's knowledge of the needs and objectives of the work proposed under this RFQ.
- E. Cost Proposal. The cost proposal shall include the hourly rate for services. Include any sub-consultant's fee schedule, if applicable. This should include the hourly billable costs of each team member. Per diem and other project related shall be provided as well.
- F. Resume, Relevant Projects/Services with References. Provide resumes of the individual(s) from the Proposer's firm or entity that will be directly responsible for carrying out the contract, three references to include name, address, contact person and phone number of the municipality/company, length of time services were provided, and a description of the services provided.
- G. The proposer must be able to meet the Completion Schedule included in this RFQ.

#### 5. SUBMITTAL REQUIREMENTS.

5 paper copies and 1 digital copy of the qualifications must be submitted no later than 3 pm on February 11, 2025, to Andrew Lehr located at 406 N Cheyenne Ave, Hardin, MT 59034 Proposals must be titled "RFQ On-Call Planning Services" All questions regarding this RFQ shall be directed in writing to Andrew Lehr, [cityfinance@hardimt.com](mailto:cityfinance@hardimt.com)

The City of Hardin reserves the right to amend the RFQ by addendum prior to the final proposal submittal date.

The City may request a qualification interview with the three highest-ranked consultant(s) prior to determining the final ranking. This selection will be conducted according to the City's standard procedures. The City reserves the right to reject any and all proposals, to waive irregularities, or to make any selection which they deem to be in the best interest of the City.

Publish: January 22, January 29, 2025

#### 6. PROPOSAL SUBMISSION

Five copies of the proposal must be submitted no later than 3:00 pm, Mountain Time, Thursday, February 11, 2025, to the following:

Master Service Agreement  
Attention: Andrew Lehr  
c/o: City of Hardin  
406 N Cheyenne Ave  
Hardin, MT 59034

## 7. PROPOSED TIMELINE

The RFQ timeline is as follows:

RFQ Issued	January 22, 2025
Deadline for questions/ clarifications	February 7, 2025 – 3:00 p.m.
<b>Proposals Due</b>	<b>February 11, 2025 – 3:00 p.m.</b>
Evaluation Completed by City	February 12-14, 2025
Interviews, if necessary,	February 12-14, 2025
Contract Awards by City Council	February 18, 2025
Proposed Start Date	March 03, 2025

## 8. EVALUATION AND CONSULTANT SELECTION PROCESS

### Initial Evaluation

Proposals received will undergo an initial review to determine:

- Compliance with proposal submittal date and time.
- Compliance with proposal contents.

### Evaluation Criteria

The proposals will be scored based on the following criteria:

Qualifications and ability to perform requested services (15 points subtotal):

- Understanding of Work to be Performed (the Scope of Services): 15 points
- Demonstrated Quality Firm and Professional Staff Technical Skill, Experience, Performance, and Approach: 20 points
- Familiarity with City and State Procedures: 20 points
- Firm and Professional Staff References/Satisfaction of Clients: 15 points
- Completeness and Quality of Proposal: 15 points
- Cost Approach to performing this type of service: 10 points
- Location Factor, proximity to the City of Hardin from the closest regional office: 5 points

TOTAL 100 points

## 9. INFORMATION FOR CONSULTANTS

### Selection of Consultant

The City of Hardin reserves the right to award the contract solely upon the consultant's submitted materials. The City also reserves the right to request oral interviews with the highest-ranked firms to allow expansion upon the written responses. If interviews are conducted, a maximum of three firms will be selected, with the final determination to be made through a qualification-based selection.

### Disclaimer

This RFQ does not form or constitute a contractual document. The City of Hardin shall not be liable for any loss, expense, damage, or claim arising out of advice given or not given or statements made or omitted to be made in connection with this RFQ. The City will not be responsible for any expenses that may be incurred in the preparation of this RFQ.

A professional services contract will be required of the selected firm and if the contract fails to be negotiated in a timely manner, the City reserves the right to contract with another qualified firm.

### Questions

Questions regarding the Request for Qualifications contents may be sent to the contacts listed in Section 1 via email no later than 3:00 pm Tuesday, February 11, 2025. The City will provide a written response within five business days. Whenever responses to inquiries would constitute a modification or addition to the original RFQ, the reply will be made in the form of an addendum to the Request for Qualifications, a copy of which will be posted on the City's website, under the Public Notices page at <https://www.hardinmt.com>

### 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 lower-income residents. Further, to the greatest extent feasible, business concerns located or substantially owned by residents of the project area will be utilized.

### Examination of Documents

Before submitting the proposals, the proposer shall carefully review the terms of this request, be informed of the existing conditions and limitations, and include with the proposal sufficient information to cover all items required in the specifications and evaluation. Upon the submission of the Proposal, the consultant acknowledges that all information is accurate and complete.



## 9. INFORMATION FOR CONSULTANTS

### Proposal Modifications

Modifications, additions, or changes to the terms and conditions of this request for qualifications may be cause for rejection of the proposal. No oral, telephone, email, fax, or telegraphic proposals or modifications will be considered.

### Certification of Alteration or Erasure

A proposal shall be rejected should it contain any material alteration or erasure, unless, before the proposal is submitted each such alteration or erasure has been initialed in ink by the authorized agent signing the proposal.

### Signature

All proposals shall be typewritten or prepared in ink and must be signed in longhand by the proposer or proposer's agent or designee, with his/her usual signature. A proposal submitted by a partnership must be signed with the partnership name to be followed by the signature and designation of two partners. Proposals by corporations must be signed with the legal name of the corporation, followed by the name and signature of an authorized agent or officer of the corporation. Proposals submitted by the proprietorship must be signed by the owner and the name of each person signing shall be typed or printed legibly below the signature. A signature for the proposal shall be required on Attachment A – Proposer Information form, as well as any other formal letter or proposal documents the proposer(s) deem necessary.

### Withdrawal of Proposals

Proposers may withdraw their proposal either personally or by written request at any time before the due date set for receiving proposals. No proposal may be withdrawn or modified after the due date and time, unless and until the award of the contract is delayed for a period exceeding 90 days.

### Quote Valid

The proposer must honor their budget/cost proposal for a period of 90 days after the RFQ due date.

### Certification

The proposer certifies that the proposal has been arrived at independently and has been submitted without any collusion designed to limit competition. The proposer further certifies that the materials, products, services, and/or goods offered herein 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.

## 9. INFORMATION FOR CONSULTANTS

### Disposition of Proposals

All materials submitted in response to this RFQ become the property of the City of Hardin. One copy of each proposal submitted shall be retained for the official files and will become a public record after the award of the Contract.

### Contract

Within 14 calendar days after the date the Professional Services Contract is sent to the successful firm, the successful firm must fully execute and deliver the contract to The City of Hardin. Contract delivery may be completed through a scanned copy of the executed document, followed by a fully executed original copy sent via mail or other delivery service. If the successful firm fails to execute the contract, The City has the right to cancel the recommended award and reject the proposal. The City may then proceed with the next most responsive firm.

**ATTACHMENT A – Proposer Information**

**Proposer’s Information Form**

**ACKNOWLEDGEMENT**

The undersigned declares that she or he:

- Has carefully examined the RFQ specifications
- Is thoroughly familiar with its content
- Is authorized to represent the proposing firm; and
- Agrees to perform the work as outlined in the specifications of this request for qualifications.

**PROPOSER (please print):**

Firm Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_

Email(s): \_\_\_\_\_

Contact person, title, email, and telephone: \_\_\_\_\_

\_\_\_\_\_

Proposer, if selected, intends to carry on the business as (check one):

Individual (sole proprietor)

Partnership

Corporation

When incorporated? \_\_\_\_\_

In which state? \_\_\_\_\_

Other (explain): \_\_\_\_\_

## PROPOSER'S SIGNATURE

No proposal shall be accepted which has not been signed in ink in the appropriate space below:

By signing below, the submission of a proposal shall be deemed a representation and certification by the Proposer that they have investigated all aspects of the RFP, that they are aware of the applicable facts pertaining to the RFP process, its procedures and requirements, and they have read and understand the RFP. No request for modification of the proposal shall be considered after its submission on the grounds that the Proposer was not fully informed as to any fact or condition.

1 If Proposer is an INDIVIDUAL/SOLE PROPRIETOR, sign here

Date: \_\_\_\_\_

\_\_\_\_\_  
Proposer's Signature

\_\_\_\_\_  
Proposer's typed name and title

2 If Proposer is PARTNERSHIP, at least two (2) Partners shall sign here:

\_\_\_\_\_  
Partnership Name (type or print)

Date: \_\_\_\_\_

\_\_\_\_\_  
Member of Partnership Signature

Date: \_\_\_\_\_

\_\_\_\_\_  
Member of Partnership Signature

3 If Proposer is a CORPORATION, the duly authorized officer shall sign as follows:

The undersigned certify that he/she is respectively:

\_\_\_\_\_ and \_\_\_\_\_

Signature

Title

Of the corporation named below; that they are designated to sign the Proposal Cost Form by resolution (attach a certified copy, with corporate seal, if applicable, notarized as to its authenticity or Secretary's certificate of authorization) for and on behalf of the below named CORPORATION, and that they are authorized to execute same for and on behalf of said CORPORATION.

\_\_\_\_\_  
Corporation Name (type or print)

By: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_