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FINANCE OFFICER/CITY CLERK  
Andrew Lehr

## Request for Qualifications

The City of Hardin has been awarded a Montana Community Reinvestment Program Grant (MCRPG) in the amount of \$30,000 by the Montana Department of Commerce for an Infill and Redevelopment for Housing.

Contingent upon this award, the City Council is requesting qualifications for consultant services to design an Infill and Redevelopment for Housing for the City of Hardin.

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: Infill and Redevelopment for Housing. 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 clearly marked on the outside of the envelope "Hardin Infill and Redevelopment for Housing", and must be submitted by Friday October 25, 2024 by 3:00 p.m. to Andrew Lehr, Finance Officer/ City Clerk, 406 North Cheyenne Avenue, Hardin, MT 59034.

All Proposals will be evaluated Friday, October 25 through Tuesday, October 29, 2024.

Dated this 27<sup>th</sup> Day of September, 2024

Andrew Lehr, Finance Officer/City Clerk

Publish: October 3, 2024 and October 17, 2024

**REQUEST FOR QUALIFICATIONS  
(RFQ)**

**For Professional Services  
Infill and Redevelopment for Housing**

**RFQ Submittal Deadline:**

**October 24, 2024 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  
hardinmt.com**

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The City of Hardin is the grantee of a Montana Community Reinvestment Program award under the Montana Department of Commerce, Community MT Division, of a Infill and Redevelopment for Housing and will provide grant administration. The City of Hardin will provide oversight of the project activities identified in this Request for Qualifications (RFQ). Grant funds totaling \$30,000 will be used to fund a contract executed under this RFQ.

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  
406 N. Cheyenne Ave.  
Hardin, MT 59034  
406-665-9260 Ext. 103  
ttoyne@hardinmt.com

## 1. INTRODUCTION

The City of Hardin is seeking a request for qualifications (RFQ) response from qualified firms with specific experience in developing comprehensive plans for Infill and Redevelopment for Housing. The selected consultant will work in conjunction with the City Finance Officer and Economic Development Director, as well as any other stakeholders, to develop a Master Plan for Infill and Redevelopment for Housing. Qualifications should include information demonstrating experience in the fields of Infill and Redevelopment for Housing requested in this RFQ.

Qualified responding firms must be able to help improve a community's standard of living by creating a plan for open or vacant properties, developing those into workforce housing. The city wishes to establish a detailed plan for the community to assist in addressing two problems at once. The first is redevelopment of current housing, whether due to age or blight. The second portion of the plan would help provide resources to help the city infill vacant lots, which would could involve providing resources to property owners or attracting developers through incentives, etc. This would also entail a plan to develop and assign the proper zoning to these vacant lots to enable developers, or property owners, to have a seamless avenue to begin building housing.

The final outcome of this project would be a planning document that is reasonable and attainable. The plan will be used to apply for further funding, provide a defined plan for these properties and complement the efforts of Big Horn County and One Health in their planning and impact projects in the community. The implementation plan will include plans for public-private partnerships, land trusts or city-owned rentals to develop these properties. The City's preference would be for the first two options. Another outcome is being able to use the final product as a marketing tool to attract developers. A final characteristic of the implementation plan will include potential entities that the City could partner with to accomplish the deliverables. This will include entities such as Habitat for Humanity and Homeward.

The responding firm must be able to meet the Completion Schedule included in this RFQ.

## 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.

## 2. BACKGROUND

There has been support provided by multiple businesses and organizations involved in the region, including the Big Horn County Hospital, Pure West Real Estate, School District 17H & 1, the Hardin Generating Station Power Plant, the Hardin Police Department and Beartooth RC&D.

The City of Hardin would like to establish a detailed plan for our community that once the study is complete, the City will take the necessary steps to carry out the recommendations of the study outlined within the final deliverables. The City does plan to seek additional funding, such as impact funding through CDBG or a Brownfields grant, to help redevelop properties as recommended through this program. The City will implement as many of the recommended steps within its own local funding sources as can be fiscally afforded. It has been suggested, that as the rest of the State of Montana grows, Hardin will continue to decline. The City would like to develop a strategy that brings resiliency to the community. It is desired to find ways to encourage infill and development throughout the city to provide housing for our workforce, which will in turn bring economic development to our community. We are encouraged by the work we see taking place in Big Horn County with their housing needs assessment. Housing has taken a precedence in Big Horn County and will help us achieve resiliency in our economic development which is equally important. Being able to sustain additional workforce by having affordable housing is of the most importance.

It is the intent to select a qualified consultant through an open and competitive process to determine if the response from qualified firms will achieve the objectives and meet the goals of the Hardin Infill and Redevelopment for Housing.

### 3. HARDIN INFILL AND REDEVELOPMENT FOR HOUSING GOALS

The Infill and Redevelopment for Housing goals in this section are to be used by the consultant in the preparation of a detailed proposed scope of work that results in a Hardin Infill and Redevelopment Housing Plan.

The primary goals of the Hardin Infill and Redevelopment for Housing Plan are to:

- Establish a detailed plan for the city to assist in the creation of infill and redevelopment for housing plan. The end goal would be the plan to create available workforce housing for our community.
- Create a program to consider and capitalize on incentives for property owners, both new and existing.
- Assist in growing the housing resiliency of the community to respond to projected population fluctuations and economic factors.
- Develop a strategy to promote the use of empty lots and/or blight through infill and redevelopment for housing, while capitalizing on the housing study that Big Horn County is conducting and the work being completed by One Health on the acreage they own and are trying to develop.
- Leverage the growth and marketing of the business corridor by simultaneously assisting the infill and redevelopment for housing within the community.
- Provide any updates to public infrastructure that will support development, as well as a detailed plan to promote entrepreneurship.
- The plan should analyze and outline short-term through long-term strategies and actionable items. In addition the plan should outline what other funding opportunities are available to help support and implement the actionable items.
- Propose new, mixed-use or other zoning to facilitate an efficient process of developing or redeveloping properties.

#### 4. QUALIFICATIONS CONTENTS

Consultants are expected to prepare qualification responses that address the following elements:

1. Name, physical and mailing address, e-mail contact and telephone number(s) of the lead firm and any other firms listed as subconsultants.
2. Past experience of the consulting team with developing an Infill and Redevelopment or housing studies, especially if the experience involved funding from Department of Commerce.
3. References from at least three projects where the consultant has provided similar Infill and Redevelopment or housing studies. The references must include complete contact information as well as a brief description of the project completed.
4. The names and qualifications of the principal team members who will perform the proposed work, their individual responsibilities and expected time commitment.
5. Capacity to assume new business.
6. Proposed scope of work that addresses the goals of the Infill and Redevelopment for Housing documented in Section 3.
7. Description of the public outreach process.
8. Deliverables, budget and preliminary timeline for completion of the project. Include in the budget the personnel by name including level of effort, the direct costs not attributable to personnel to include travel, printing and other (specify), and subcontractor cost.

## 5. QUALIFICATIONS SUBMISSION

Five copies of the qualification's response must be submitted no later than 3:00 pm, Mountain Time, Thursday, October 24, 2024 to the following:

Hardin Infill and Redevelopment for Housing  
Attention: Andrew Lehr  
c/o: City of Hardin  
406 N Cheyenne Ave  
Hardin, MT 59034

## 6. PROPOSED TIMELINE

The tentative RFQ timeline is as follows:

RFQ Issued	October 2, 2024
Deadline for questions/ clarifications	October 21, 2024 – 3:00 p.m.
<b>Qualifications Response Due</b>	<b>October 24, 2024 – 3:00 p.m.</b>
Evaluation Completed by City	October 24-29, 2024
Interviews, if necessary	October 28-29, 2024
Contract Awards by City Council	November 4, 2024
Proposed Start Date	November 18, 2024
Final Plan Due	May 31, 2025

## 7. EVALUATION AND CONSULTANT SELECTION PROCESS

### Initial Evaluation

Qualifications received will undergo an initial review to determine:

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

### Evaluation Criteria

The qualifications will be scored based upon the following criteria:

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

- Past experience with developing Housing Studies & References 5 points
- Firm and personnel qualifications 5 points
- Location as it relates to provision of services 5 points



## 7. EVALUATION AND CONSULTANT SELECTION PROCESS (Continued)

### Evaluation Criteria

Quality of Qualifications Response (35 points subtotal):

- Description of proposed scope of work 5 points
- Description of public outreach process 5 points
- Present and Projected Projects 5 points
- Deliverables, budget and completion schedule 5 points
- Adherence to strategic goals (#3) 15 points

TOTAL 50 points

### 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.

## 8. INFORMATION FOR CONSULTANTS

### 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 Monday, October 21, 2024. The City will provide a written response within three 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>

## 8. INFORMATION FOR CONSULTANTS

### Section 3 of the Housing and Urban Development Act of 1968

Consistent with Section 3 of the Housing and Community Development Act of 1968, CDBG regulations governing the grant require that to the greatest extent feasible, opportunities for training and employment arising in connection with this CDBG-assisted project 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. Disadvantaged business enterprises (DBE's) are encouraged to apply.

### Non-Responsive Qualifications

Qualifications that offer not response on a response "to be determined" to any item will be deemed "non-responsive" and returned to the submitted without being scored.

### Examination of Documents

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

### Qualification Modifications

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

### Certification of Alteration or Erasure

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

## 8. INFORMATION FOR CONSULTANTS

### Signature

All qualifications shall be typewritten or prepared in ink and must be signed in longhand by the responding firm or firm's agent or designee, with his/her usual signature. Qualifications submitted by a partnership must be signed with the partnership name to be followed by the signature and designation of two partners. Qualifications 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. Qualifications 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. Signature for qualifications shall be required on Attachment A – Proposer Information form, as well as any other formal letter or documents the consultant(s) deem necessary.

### Withdrawal of Qualifications

Consultants may withdraw their qualifications response either personally or by written request at any time prior to the due date set for receiving responses. No qualifications 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 responding firm must honor their budget/cost proposal for a period of 90 days after the RFQ due date.

### Certification

The consultant certifies that the qualification has been arrived at independently and has been submitted without any collusion designed to limit competition. The responding firm 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.

### Disposition of Qualifications

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

## 8. INFORMATION FOR CONSULTANTS

### 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 response. 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 set forth 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 the qualifications shall be deemed a representation and certification by the Proposer that they have investigated all aspects of the RFQ, that they are aware of the applicable facts pertaining to the RFQ process, its procedures and requirements, and they have read and understand the RFQ. 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 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: \_\_\_\_\_