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FINANCE OFFICER/CITY CLERK  
Andrew Lehr

## Request for Qualifications

The City of Hardin has been awarded a Montana Main Street Grant in the amount of \$45,000 by the Montana Department of Commerce for a Mixed-Use & Adaptive Reuse Development Grant for the Hotel Becker.

Contingent upon this award, the City Council is requesting qualifications for consultant services to design a Preliminary Architectural Feasibility Plan through a preliminary architectural report (PAR) for the Hotel Becker.

Copies of the detailed request for proposal (RFP), 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: PAR Hotel Becker. The RFP 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 RFP must be sealed, include five copies of the proposal, include Attachment A, and be clearly marked on the outside of the envelope "Hardin PAR/Hotel Becker", and must be submitted by Wednesday, January 15, 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, January 15 through Friday, January 17, 2025.

Dated this 11<sup>th</sup> Day of December 2024

Andrew Lehr, Finance Officer/City Clerk

Publish: December 11<sup>th</sup> and December 18th

**REQUEST FOR PROPOSAL  
(RFP)  
For Professional Services  
Preliminary Architectural Report**

**RFP Submittal Deadline:**

**January 15, 2025 3 p.m.**

**RFP 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 Main Street Grant award under the Montana Department of Commerce for Mixed-Use & Adaptive Reuse Development Grant for the Hotel Becker and will provide grant administration. The City of Hardin will provide oversight of the project activities identified in this Request for Proposal (RFP). Grant \$45,000 will be used to fund a contract executed under this RFP.

Correspondence concerning this RFP 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  
406-665-9811  
ttoyne@hardinmt.com

## 1. INTRODUCTION

The City of Hardin is seeking proposals from qualified firms with specific experience in developing Preliminary Architectural Feasibility Plans for the Hotel Becker through a preliminary architectural report (PAR). 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 the PAR for the Hotel Becker. Proposals should include information demonstrating experience in the fields of a PAR requested in this RFP.

Qualified proposers must be able to help with The Hotel Becker, a landmark historic structure in downtown Hardin, that has been largely vacant and underutilized for several decades. The building, listed on the National Register of Historic Places, has been maintained by the current owner and protected from further damage. But, in recent years, the vacated second and third floors have seen broken windows, pigeons, and water leakage that has started to deteriorate the structure. Overall, the building is seemingly in good shape and is able to be rehabilitated for community-wide uses such as housing and/or lodging and commercial retail space.

In December 2021, the City approved an updated Downtown Revitalization and Growth Policy that included a survey for the community that received over 170 responses covering 11 questions. One question inquired of the community was what the biggest downtown priorities are? The survey revealed that the renovation and use of the Hotel Becker as the largest downtown priority. The growth policy can be located here: <http://www.hardinmt.com/2021 - Hardin Growth Policy and Revit Plan.pdf>.

## 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.

The State Historic Preservation Office in Helena was instrumental in the listing of Big Horn County and Hardin properties in the national register. Their support in this endeavor is greatly appreciated. Hotel Becker was added to the National Register of Historic Places Collection on August 14, 1985.

The City of Hardin is a member community of the Montana Main Street Program with the Montana Department of Commerce. The Main Street Program assists communities in revitalizing and strengthening downtown commercial districts, while also offering technical assistance, expertise and competitive grant funding.

## 2. BACKGROUND (Continued)

The City of Hardin, through their Economic Development Director, has partnered with many state-wide and local agencies. Support has been provided by multiple businesses and organizations involved in the region, including Visit Southeast Montana, Beartooth RC&D, the Big Horn County Museum, the Hardin Area Chamber of Commerce, as well as many local businesses.

The downtown Hardin area is a regional area for shopping, dining, and personal services. Hardin has taken important planning steps to revitalize our downtown and grow our local economy. In recent years, we have completed a growth policy update, completed a downtown master plan, and are currently developing a wayfinding plan as well as an economic development strategy. The Hotel Becker is a significant implementation item of local planning, which has prioritized the revitalization and support of downtown business. The Hotel Becker represents a critical building block to bring much needed housing units and overnight lodging to the core of our community. In the public input components of our plans, the Hotel Becker was noted as the most important local potential project, with many residents wanting to see the building once again utilized and contributing to a vibrant commercial district. This PAR project will implement our community plans and will better position a landmark structure to be rehabilitated.

## 3. HARDIN PRELIMINARY ARCHITECTURAL REPORT GOALS

Hardin has taken seriously its need to think forward with its downtown commercial district. The positioning of the district in relation to the services adjacent to the interstate has presented challenges to bring in vehicle and pedestrian traffic. Our planning and implementation steps have resulted in some success, with numerous successful businesses clustering in the core of downtown. Larger efforts have been made in marketing, placemaking, streetscape design, and wayfinding infrastructure to support such efforts. A rehabilitated Hotel Becker, and its many potential uses, would greatly contribute to this district and community wide effort to revitalize our Main Street with direct job creation as well as added vibrancy to the wider downtown. We see Hotel Becker as a missing piece in the planning puzzle that can be built around, and this site-specific planning project would be a proactive and necessary step toward bringing this community goal to reality. This project will secure a preliminary architectural feasibility report to provide the following:

- Site analysis of the existing hotel including its structural integrity, suitability for continued use, current condition, potential restraints and any other pertinent information.
- Strategize the potential uses of the building to include a mixture of uses as possible or feasible, such as lodging, retail, and housing.
- Perform a feasibility evaluation to include budget constraints, zoning regulations and potential design solutions.
- Analyze the costs of rehabilitation and provide an estimate for each strategy proposed.
- Provide a roadmap of financial resources that can be used, including historical tax credits, to help with the rehabilitation of the building.

### 3. HARDIN PRELIMINARY ARCHITECTURAL REPORT GOALS (Continued)

- Identify potential challenges or complexities related to the site, design, or regulations.
- Facilitate communication and collaboration with the City, the property owner, Department of Commerce and other stakeholders.

### 4. PROPOSAL CONTENTS

Consultants are expected to prepare proposals 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 on the consulting team.
2. Past experience of the consulting team with developing a preliminary architectural report.
3. References from at least two projects where the consultant has developed a preliminary architectural report. 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 architectural and feasibility study documented in Section 3 above, and the evaluation criteria documented in Section 7 below.
7. 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. PROPOSAL SUBMISSION

Five copies of the proposal and one pdf copy must be submitted no later than 3:00 pm, Mountain Time, Thursday, January 15, 2025 to the following:

Hotel Becker  
Attention: Andrew Lehr  
c/o: City of Hardin  
406 N Cheyenne Ave  
Hardin, MT 59034

cityfinance@hardinmt.com

## 6. PROPOSED TIMELINE

The tentative RFP timeline is as follows:

RFP Issued	December 11, 2024
Walk-through of Hotel for Interested Firms	January 7, 2025 – 10:00 a.m.
Deadline for questions/ clarifications	January 10, 2025 – 3:00 p.m.
<b>Proposals Due</b>	<b>January 15, 2025 – 3:00 p.m.</b>
Evaluation Completed by City	January 15-17, 2025
Interviews, if necessary	January 15-17, 2025
Contract Awards by City Council	January 21, 2025
Proposed Start Date	February 10, 2025
Final Plan Due	June 30, 2025

## 7. 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 upon the following criteria:

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

- Past experience with developing a PAR & References 5 points
- Firm and personnel qualifications 5 points
- Proximity of proposing firm to Becker Hotel 5 points

7. EVALUATION AND CONSULTANT SELECTIN PROCESS (Continued)

Evaluation Criteria

Quality of Proposal (35 points subtotal):

- Description of proposed scope of work 10 points
- Present and Projected Projects 5 points
- Deliverables, budget and completion schedule 5 points
- Answers to task requests 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 RFP 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 RFP. The City will not be responsible for any expenses that may be incurred in the preparation of this RFP.

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.



## 8. INFORMATION FOR CONSULTANTS (Continued)

### Questions

Questions regarding the Request for Proposals contents may be sent to the contacts listed in Section 1 via email no later than 3:00 pm Friday, January 10, 2025. The City will provide a written response within three business days. 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 posted on the City's website, under the Public Notices page at <https://www.hardinmt.com>

### Non-Responsive Proposals

Proposals 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 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.

### Proposal Modifications

Modifications, additions or changes to the terms and conditions of this request for proposals 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.

## 8. INFORMATION FOR CONSULTANTS (Continued)

### 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. Signature for 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 prior to 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 RFP 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.

### Disposition of Proposals

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

## 8. INFORMATION FOR CONSULTANTS (Continued)

### Contract

Within 15 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 RFP 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 proposal.

**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 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: \_\_\_\_\_