

**REQUEST FOR PROPOSALS by
CARBON COUNTY for
ARCHITECTURE SERVICES**

Carbon County is requesting qualifications from firms capable of providing architecture services to the Carbon County Commission. The architecture services will involve assisting the County with planning, bid preparation, final design, construction administration, and inspection work.

One (1) copy of the proposal and all supporting materials suitable for evaluation shall be submitted. Legibility, clarity, and completeness are essential. Proposals should provide assurance that the firm has the professional capability to satisfactorily complete all the tasks as described in the previous section.

The proposals shall contain the following:

1. The firm's legal name, address and telephone number;
2. The principal of the firm to be assigned to the project;
3. The experience and qualifications of the individuals assigned to the architecture team;
4. A description of the firm's prior experience with public building construction / reconstruction. Include entity and name of local official knowledgeable of the firm's performance.
5. A description of any recent and/or current work for Carbon County;
6. A description of the firm's current workload and how these would be coordinated with the services provided as well as the firm's anticipated availability during the term of the contract;
7. Anticipated use of other firms as subcontractors.

The proposals will be evaluated based on the following criteria:

- * The qualifications of professional personnel to be assigned to the project (20%);
- * The capability to meet time and project budget requirements (5%);
- * Location of office where majority of project work will occur; (5%)
- * Present and projected workloads (10%);
- * Related experience on public building construction / reconstruction and Capital Improvement planning (using existing space needs assessment) (35%);
- * Recent and current work for Carbon County, or a similar entity (10%); and
- * Overall quality of the proposal (15%).

Finalists may be personally interviewed by the County. If interviews are deemed necessary, the presentations will be made by members of the architecture team designated in the proposal. The top three candidates may be interviewed on April 19, 2022.

Final selection of the architect will be based on all previously identified data and shall take place April 21, 2022 at 11:00 a.m.. When the County has approved the ranking, contract negotiations will commence with the highest-ranked engineering firms. If an

appropriate agreement cannot be reached with the highest-ranked firm, the second-ranked firm will be approached, and so on. The County reserves the right to reject any or all proposals, to waive any irregularities in the proposals, and to accept the proposal that best benefits the County.

All proposals become the property of the selection committee. The selection committee reserves the right to reject any or all proposals and to re-advertise this RFQ. The County will not be held accountable for costs associated with preparing proposals in response to the RFQ.

Questions should be directed to Bill E Bullock, Presiding Officer, Board of Commissioners, Carbon County, 17 West 11th, Red Lodge, MT 59068. (Telephone No. 406-446-1595). Responses must be received no later than 11:00 a.m. local time, April 7, 2022. Please state "Carbon County Architecture Services" on the outside of the response envelope or package.

The Carbon County Commissioners reserve the right to negotiate an agreement based on fair and reasonable compensation for the scope of work and services proposed as well as the right to reject any and all responses deemed unqualified, unsatisfactory or inappropriate.