

Request for Statements of Qualifications for Architectural Services

In accordance with Title 18, Chapter 8 (MCA), Prairie County is seeking Statements of Qualifications from qualified architectural firms for the purpose of providing general architectural services as directed by Prairie County for a five (5) year period, with Prairie County having the option to extend said period for an additional five (5) year period upon County Commissioner approval. The firms would provide general architectural and related services necessary for the design, construction, and renovation of county buildings and facilities. Payment terms will be negotiated with the selected respondents.

Architectural services must, at a minimum, include the following:

- Prepare preliminary and final studies, reports, layouts, drawings, and cost estimates
- Preparation of contract documents and specifications required for bid packages, and assist in preparing bid packages for construction
- Assist during the bidding phase by attending pre-bid conferences, making recommendations, attending bid openings; and reviewing the price schedules submitted by contractors, submitting bid tabulations, and verifying references
- Represent the County in performance of construction administration during the construction phase (including pre-construction conference if required); perform on-site construction inspections, develop change orders, provide inspection reports, etc. as necessary
- Attendance at meetings and facilitating workshops
- Obtaining approval of appropriate local, state and federal agencies
- Conducting final inspection and testing
- Producing documentation for submission to granting sources, and grant administration

There is no guarantee that the County will require any number of the above, and the County will reserve the right to seek additional assistance from other firms for some of the above if the County finds this to be in the County's best interest.

Responses to the RFQ must include:

1. The firm's legal name, mailing address, telephone number, name and email address of primary contact person.
2. The experience and qualifications of the staff to be assigned to the described activities.
3. Capacity to meet time and budget requirements.
4. A description of the project team's prior experience, including any municipal projects, project size, location, total project costs, and the name of the local official knowledgeable of the firm's performance. Include at least three references.
5. A description of the firm's current and projected work activities

Respondents will be evaluated according to the following criteria:

1. The qualifications of the professional personnel to be assigned to the project 20%
2. The consultant's capability to meet time and budget requirements 15%
3. Location; ability to respond to meetings 10%
4. The firm's present and projected workloads 10%
5. Related experience on requested services; experience on similar projects for local government 20%
6. Project methodology and approach 15%
7. Familiarity with the requested services 10%

The respondent's statement of qualifications shall not exceed twenty-five (25) pages (a single page/side of paper being considered one page) total, with a minimum of a font of 10, including cover letter and attachments. Respondent should pay careful attention to detail and provide only the requested information. Respondent shall submit three (3) bound and one (1) electronic copy of the statement of qualifications.

The selection of the Architect may be based only on an evaluation of the written responses or the County may decide to interview firms and will select applicants based upon an evaluation of the written responses. The award will be made to the most qualified firm whose proposal and is deemed most advantageous to the County, all factors considered. Unsuccessful firms will be notified as soon as possible.

Questions and response should be directed to Shari Roberston, Prairie County Clerk & Recorder, Prairie County, P.O. Box 125, Terry, MT 59349, TEL No. (406) 635-5575. All responses must be received by 4:00 p.m. MST June 30, 2026. Please mark envelope "General Architectural Services" on the outside of the response envelope.

This solicitation is being offered in accordance with local, state and federal statutes governing procurement of professional services. Accordingly, Prairie County reserves 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. Compensation for all activities will be negotiated on a task by task basis, as projects and needs evolve.

Prairie County supports Equal Employment Opportunity.

Section 3 Notice Requirements: Prairie County may submit applications for Community Development Block Grant funds from the Montana Department of Commerce.