

**REQUESTS FOR QUALIFICATIONS  
ENGINEERING, PLANNING, AND GRANT WRITING/ADMINISTRATION SERVICES**

The Town of Hysham is soliciting proposals to hire a firm(s) or individual(s) to provide general engineering, planning, and/or grant writing/administration services related to Hysham's infrastructure. The city will utilize the selected firm(s) or individual(s) for a period of up to five years for all planning, engineering, and/or funding-related activities associated with its infrastructure, including, but not limited to, wastewater collection and treatment facilities, water treatment and distribution, storm drainage, streets, parks, trails, municipal buildings, etc. Desired services may also include land use, capital improvements, and/or project development planning, surveying, preliminary engineering, final design, construction management, inspection work, grant writing, and/or grant administration. The agreement and payment terms will be negotiated with the selected offeror.

Responses to this RFQ must not exceed 20 pages, excluding the front and back cover of the proposal, resumes and the cover letter. Responses must also include the following:

1. The firm's legal name, address, and telephone number
2. The principal(s) of the firm and their experience and qualifications.
3. The experience and qualifications of the staff to be assigned to the project.
4. A description of the firm's prior experience, including any similar projects (in particular, those funded by DNRC, TSEP, CDBG, EDA, MDT, FEMA, SRF, RD, etc.), size of the community, location, total construction cost, and name of a local official knowledgeable regarding the firm's performance.
5. A description of the firm's current work activities and how these activities would be coordinated with the project, and the firm's anticipated availability during the project term.
6. An example of a proposed work plan and schedule for activities that may be performed.
7. List, including contact names, a minimum of five projects involving services applicable to those outlined in this RFQ.

The proposals will be evaluated based on the following criteria:

<b>Criteria</b>	<b>Point Value</b>
1. The qualifications of the professional personnel to be assigned to the project	30
2. Related experience on similar projects	25
3. Recent and current work for the Town of Hysham or similar entity issuing the RFQ	20
4. The consultant's capability to meet time and project budget requirements	15
5. Present and projected workload	10

The selection of finalists to be interviewed, if interviews are deemed necessary, will be based on an evaluation of the written responses. The award will be made to the most qualified offeror whose proposal is deemed most advantageous to the Town of Hysham; all criteria considered. Unsuccessful offerors will be notified as soon as possible. Additional Information can be obtained by contacting Mayor Larry Fink at PO Box 228, Hysham, MT 59038, (406)342-5544 or townofhyshamclerk@rangeweb.net. All proposals must be submitted to the Town of Hysham by February 3<sup>rd</sup>, 2023, at 5pm.

Please write "Engineering, Planning and/or Grant Writing/Administration Services Proposal" on the outside of the response package. Include four copies of the proposals and send one electronic copy to [hyshamtownclerk@rangeweb.net](mailto:hyshamtownclerk@rangeweb.net).

Section 3 of the Housing and Urban Development Act of 1968 requires recipients of CDBG funding, to the greatest extent feasible, to extend to lower-income residents' opportunities for training and employment that may arise from the project. Further, to the fullest extent feasible, the consultants and contractors selected to design and construct public facilities projects will utilize business owners located in or substantially owned by residents of the Town of Hysham.

This solicitation is being offered in accordance with federal and state statutes governing the procurement of professional services. Accordingly, the Town of Hysham reserves the right to negotiate an agreement based on fair and reasonable compensation for the scope of work and services proposed and the right to reject any responses deemed unqualified, unsatisfactory, or inappropriate.

Town of Hysham  
Larry Fink, Mayor

Publish in the Miles City Star  
January 17, 2023 & January 24, 2023