

## **REQUESTS FOR PROPOSALS ON-CALL ENGINEERING SERVICES**

The Carbon County Commission is soliciting proposals to hire a firm to provide general on-call engineering services for general engineering and/or grant writing/administration services for various designated and undesignated public works projects within the Carbon County jurisdictional area. The County will utilize the selected firm to serve as an on-call County Engineer for a period of up to five years for all professional engineering and/or grant writing/administration related activities associated with but not limited to roads, bridges, trails, water, wastewater, solid waste, site development, environmental reviews, miscellaneous public works projects, etc. Desired services may include the following: planning, preliminary engineering, final design, bidding/contractor procurement, surveying, construction administration, inspection work, grant writing and/or grant administration. The agreement and payment terms will be negotiated with the selected offeror.

Copies of the detailed request for proposals (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 the Carbon County Commission, 17 West 11<sup>th</sup>, PO Box 887, Red Lodge, MT 59068-0887 or online at <https://carbonmt.gov/rfps/>. All responses must be received by May 15, 2025 at 11:00 a.m. and will be opened at that time. Please state "Engineering and/or Grant Writing/Administration Services Proposal" on the outside of the response package.

Publish:  
April 17<sup>th</sup> and 24<sup>th</sup>, 2025

## **REQUESTS FOR PROPOSALS ENGINEERING AND/OR GRANT WRITING/ADMINISTRATION SERVICES**

The Carbon County Commission is soliciting proposals to hire a firm and/or individual to provide general engineering and/or grant writing/administration services for various designated and undesignated public works projects within the Carbon County jurisdictional area. The County will utilize the selected firm to serve as an on-call County Engineer for a period of up to five years for all professional engineering and/or grant writing/administration related activities associated with but not limited to roads, bridges, trails, water, wastewater, solid waste, site development, environmental reviews, miscellaneous public works projects, etc. Desired services may include the following: planning, preliminary engineering, final design, bidding/contractor procurement, surveying, construction administration, inspection work, grant writing and/or grant administration. The agreement and payment terms will be negotiated with the selected offeror.

Responses to this RFP should include:

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 engineering team;
4. A description of the firm's prior experience, in particular those funded by CTEP/TA, DNRC, TSEP, CDBG, RD, SRF, size of community, location, total construction cost, and name of a local official knowledgeable of the firm's performance.
5. 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;
6. List, including contact names, of the past five projects involving bridge replacements, road projects, or other similar engineering projects for local governments.

The proposals will be evaluated based on the following criteria:

- Related project experience (25%);
- The qualifications of professional personnel to be assigned to the project (20%);
- Overall quality of the proposal (15%);
- Recent and/or current work for the County, or a similar entity (20%);
- The capability to meet time and project budget requirements (5%);
- Present and projected workloads (5%); and
- Firm location (10%) Federal guidelines governing the use of grant funding may require Carbon County to provide, to the greatest extent feasible, opportunities for training and employment arising in connection with federally funded projects be extended to local lower-income residents. Further, to the greatest extent feasible, business concerns located in our substantially owned residents of the project area will be utilized

Four (4) copies of the proposals and all supporting materials suitable for evaluation shall be submitted. Legibility, clarity, and completeness are essential. Proposals should assure that the firm has the professional capability to satisfactorily complete all the tasks as described in the previous section.

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 County, all factors considered. Unsuccessful offerors will be notified as soon as possible. Questions and responses should be directed to the Carbon County Commission, 17 West 11th, PO Box 887, Red Lodge, MT 59068-0887. All responses must be received by May 15, 2025 at 11:00 a.m.. Please state "Engineering and/or Grant Writing/Administration Services Proposal" on the outside of the response package. Proposals may not exceed 25 one-sided pages, excluding a standard corporate brochure, cover letter, and personnel resumes.

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 Angela Newell, Administrative Officer, Carbon County, 17 West 11th, Red Lodge, MT 59068. (Telephone No. 406-446-1595).

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.

**Carbon County Commission**

Scott Blain, Presiding Officer

Attest:

Macque L. Bohleen, Clerk and Recorder