

**REQUEST FOR QUALIFICATIONS  
PROFESSIONAL ARCHITECTURAL, ENGINEERING AND LAND  
SURVEYING SERVICES**

**CITY OF HELENA, MONTANA  
Calendar Year 2015/2016**

The City of Helena is requesting qualification statements from qualified professional architectural, engineering and land surveying firms to assist with various projects anticipated between May 1, 2015 and December 31, 2016. The projects may include but are not limited to:

Architectural:

1. Site Planning
2. Building and Facility Design
3. Landscape Architecture

Engineering:

1. Civil Engineering (General)
2. Civil Engineering (Water Systems Design)
3. Civil Engineering (Wastewater/Stormwater Systems Design)
4. Civil Engineering (Structural Design)
5. Environmental Engineering
6. Transportation Planning
7. Transportation Engineering
8. Geotechnical Engineering
9. Mechanical Engineering
10. Construction Engineering

Land Surveying

1. Topographic Surveys
2. Property Boundary Surveys and Legal Property Descriptions
3. Construction Staking

**SUBMITTAL FORMAT AND PROPOSAL OF QUALIFICATIONS CONTENT:**

One hard copy and one electronic (PDF format) copy of the statement of qualifications must be submitted to: City of Helena, Attn: Ryan Leland, P.E., City Engineer, 316 North Park Avenue, Helena, MT 59623. **Submit the response by 5:00 pm (local time) on April 16<sup>th</sup>** in a sealed envelope clearly marked on the outside **“FY 15/16 Professional Services Qualifications Proposal”**. Legibility, clarity and completeness are essential. Proposals should provide a list of services corresponding to the list above for which the firm would like to be considered with future work with the City of Helena.

The qualifications proposals shall contain the following information:

- The firm's legal name, address and telephone number.
- List of professional services for which the firm would like to be considered corresponding to the list of architectural, engineering and land surveying services identified above. (One Page)
- The principal(s) of the firm, and the firm's experience and qualifications (maximum of four pages)
- Capsule resume(s) of the individual(s) to be assigned to City of Helena projects with special emphasis on recent experience relative to the type of professional services for which the firm would like to be considered. (One page per individual)
- A brief description of the firm's experience with the specific work for which the firm would like to be considered, particularly experience with government agencies, including the City of Helena. Provide at least five references including name of client, address, phone number and total cost of the project for (Maximum of five pages)
- A brief description of the firm's workload capabilities. (Maximum of two pages)
- Consultant's firm's approach to project and budget management as well as client and public relations. (Maximum of two pages)

#### **GENERAL INFORMATION:**

For specific professional services required, the City may select one or more firms submitting qualifications statements as finalists. Finalists may be interviewed to further establish qualifications. One firm will be selected to submit a formal proposal for the work and to negotiate a contract with the City. If an appropriate agreement cannot be reached with the highest-ranked firm, the second-ranked firm may be invited to submit a proposal and negotiate a contract with the city, and so on.

For professional services with an estimated budget of more than \$50,000, two or more of the highest ranked firms, based on qualifications for the particular disciplines required, may be requested to submit a specific proposal of the project and may be asked to interview with a selection committee.. Based on the firm's qualifications, proposal, and interviews the City may select the firm best suited for the work and negotiate a professional services contract with that firm.

The City reserves the right to reject any or all statements of qualification and readvertise, to waive any irregularities in the proposals, and to accept the proposal that best benefits the City. The City of Helena 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. All qualifications proposals become the property of the City of Helena. The City is not responsible for costs associated with preparing qualifications statements and proposals in response to this RFQ.

**Questions should be directed to Ryan Leland, P.E., City of Helena, 316 North Park,  
Helena, MT 59623, (406) 447-8433.**

Legal Ad:     Independent Record;

Publish:       March 22, 2015  
                  March 29, 2015  
                  April 5, 2015  
                  April 12, 2015