

CITY OF HELENA, MT
REQUEST FOR QUALIFICATIONS (RFQ) NO. TSD-26-14 TO
HIRE A FIRM FOR THE EAST SIDE ARTERIAL CONNECTOR PROJECT

I. NOTICE TO CONSULTANTS

The City of Helena (CITY) is soliciting Statements of Qualifications (SOQs) from qualified and experienced entities (FIRMS) interested in providing all NEPA analysis/documentation and pre-construction activities to plan and design the East Side Arterial Connector project (PROJECT) as stated in this RFQ. FIRMS are encouraged to submit a Statement of Qualifications (SOQ) no later than 2:00 p.m., local time on April 14, 2026 to be considered.

PROJECT comprises feasibility, fulfilling NEPA requirements, complete engineering & design, and Better Utilizing Infrastructure to Leverage Development (BUILD) grant coordination. Any contract awarded through this RFQ is anticipated to be funded by the BUILD program funds and will be subject to any requirements of the grant

II. PROJECT DESCRIPTION

Project Name: East Side Arterial Connector Project

Project No.: TSD-26-14

USDOT BUILD Grant No.: 693JJ32640394

The objective of the PROJECT is to complete a comprehensive NEPA evaluation and all pre-construction activities necessary to plan and design an arterial roadway connecting the South Helena Interstate 15 (I-15) interchange at Saddle Drive to US Highway 12 (US-12) on the east side of Helena at Crossroads Parkway. Activities to be undertaken by this PROJECT include assessments and engineering related to a complete analysis and design of corridor. PROJECT includes feasibility analyses, community visioning, and coordination with developers and regulatory agencies to plan and design a corridor that provides safe and equitable transportation options for all users, supports economic development, and promotes sustainable growth in the Helena area.

III. SCOPE OF WORK

The following preliminary scope of work items are anticipated for the PROJECT and provided for information only and are not required for SOQ submittals.

- A. PROJECT has envisioned a modified 5-lane facility which includes a two way left turn lane where appropriate, otherwise a vegetative median. Lane widths to be considered range from 10.5 to 11 feet to discourage speeding. Appropriate traffic control devices will be designed and implemented, with consideration given to roundabout intersection control. This facility will be designed for all modes of travel. The desire is to make this a pleasant experience for all users. City of Helena's complete street features will be incorporated including a landscape boulevard to separate pedestrians from vehicles.
- B. PROJECT design will incorporate all CITY infrastructure including, but not limited to, water, sewer and storm facilities.

- C. PROJECT includes updating planning analyses, engaging with the community, completing design activities, and fulfilling permitting requirements so that the CITY, in conjunction with their public and private project partners, may be prepared for the permitting and construction of the PROJECT.
- D. FIRM will coordinate transportation design and land use planning with CITY, County, MPO and MDT staff and planning documents.
- E. The PROJECT has the following main components
 - 1. Pre-NEPA
 - a. Planning analysis
 - i. Address Congestion and Safety Concerns;
 - ii. Address Underutilized Investments;
 - iii. Community Connectivity and Re-investment.
 - b. Engage with the local community
 - c. Environmental studies and reports
 - 2. Final Design
 - a. Complete design activities to 100% Plan, Specification & Estimate (PS&E) level;
 - b. Complete all permitting requirements.

IV. ATTACHMENTS

The following information is provided for informational purposes only:

Attachment "A" – Vicinity Map

V. SOQ SUBMISSION REQUIREMENTS

- A. The legal entity (FIRM) desiring consideration for this project must submit an electronic copy and three (3) hard copies of their SOQ. Only one SOQ per FIRM is acceptable. Receipt of multiple SOQs from one FIRM will be grounds for disqualification. The design professional, and key personnel (including the individual's employer) are exclusive to the FIRM and cannot team with other partners to submit more than one SOQ per project. The design professional, and key personnel assigned in the design team statement of qualifications cannot change after submittal of the SOQ without prior written approval of CITY.

Proposal submission must:

- 1. Be no more than ten (10) single-sided 8.5"x11" pages, inclusive of any attachments;
- 2. Utilize Times New Roman 12-point font for all main content text, paragraphs, lists, tables, etc. Charts, figures or other graphics may use a smaller font size;
- 3. Contain the information required by this RFQ and address all required topics;
- 4. Acknowledge that FIRM has reviewed any addenda issued to this RFQ; and
- 5. Be signed by an authorized agent.

- B. SOQ must include all of the following:

- 1. COVER LETTER. A cover letter indicating the responding FIRM's interest in PROJECT.
 - a. Include a signed and dated copy of any Addenda issued to the RFQ.

2. DETAILED PROJECT APPROACH. A detailed analysis of the responding firm's project approach, which describes the firm's understanding of the Project to assure a proper effort will be devoted to PROJECT and to better understand the firm's special perspectives on approach, techniques and work efforts. This section should also include the firm's understanding of issues related to PROJECT. Reference should be made to the tasks within the Scope of Work identified by this RFQ.
3. BUSINESS/FIRM PROFILE AND LEGAL STRUCTURE. An organizational staffing chart and list of major staff assignments to PROJECT, including all sub-consultants, if any. The responding firm must identify the Project manager who would serve as the day-to-day point of contact for the Project. Include the project manager's current workload and project assignments/roles, as well as three examples of past project management experience on a similar type of project. If a multiple-firm approach is proposed, the SOQ should indicate which firm would be the party contracting with CITY. The project manager may not be replaced by the firm unless approved by CITY.

The Firm Profile must include the following information:

- a. Legal Name, address, phone, fax, e-mail, Federal ID#, and website address.
 - b. Brief history of business/firm including date the business/firm was established under the current name.
 - c. List all services provided by the business/firm.
 - d. Number of total employees including number of total employees in Helena, Montana and number of employees in Greater Helena Area.
 - e. Type of ownership, or legal structure of business/firm.
 - f. List any civil or criminal actions and unresolved disputes/allegations pending against the business/firm or any key personnel related in any way to its services, along with a summary of the same.
 - g. Provide a brief history of the business/firm's contractual litigation, arbitration, and mediation cases for the last five (5) years.
 - h. Identify whether the business/firm has ever been disqualified from working for any public or quasi-public entity and, if so, provide an explanation of the circumstances.
4. EXPERIENCE OF THE TEAM. Information on five (5) relevant or similar projects from the last three to five (3-5) years. The description should specify which key individuals worked on each project and their respective roles in the project. It should also describe the relevance of the project to PROJECT that is the subject of this RFQ. The responding firm shall discuss its existing capacity and capability to successfully complete the Project including a statement of availability for the responding firm's team members.
 5. REFERENCES. At least three (3) references for similar projects completed within the past three (3) years. The reference information should include the owner's representative, its contact information, including phone and e-mail address, and a brief description of the project.

VI. EVALUATION CRITERIA

Proposals will be evaluated by a Selection Committee of not less than three (3) members (the “**Selection Committee**”). The Selection Committee will rank the responding firms utilizing the Ranking Criteria and weighting identified below and will select up to three (3) highly qualified firms. CITY will enter into negotiations with the top ranked firm. In the event they are unable to agree upon terms, CITY will proceed down the list by ranked order until such time as the terms have been successfully negotiated or CITY elects to terminate the RFQ and/or its efforts to pursue PROJECT.

Evaluation ranks do not create any right to or expectation of a contract regardless of any ranking given to any firm.

	Ranking Criteria	Points
1	The specialized experience and technical competence of the firm with respect to the type of services required.	40
2	The capacity and capability of the firm to perform the work in question, including specialized services, within the time limitations fixed for the completion of the Project.	30
3	The past record of performance of the firm with respect to such factors as control of costs, quality of work, and ability to meet schedules.	20
4	The firm's proximity to and familiarity with the area in which the Project is located.	10
	TOTAL	100

Each voting member of the Selection Committee will review and evaluate the SOQs received. Individual Committee members will provide a ranking for each criterion based on a 0 to 10 scale, with 10 being best. The Scoring Weight assigned each criterion will be multiplied by the ranking and added together providing a maximum possible Total Score of 1,000 points per Committee member per SOQ. Member's scores will be averaged for each Firm and that average is the final SOQ score. The SOQ will be evaluated based on the following Scoring Guide.

SCORING GUIDE

(9.0-10.0): Response will be a highly comprehensive, excellent reply that meets all the requirements of the areas within the specific criteria.

(7.5-8.9): This response demonstrates an above average performance with few minor deficiencies noted.

(6.0-7.4): This response demonstrates an average performance, with minor deficiencies noted.

(4.0-5.9): This response demonstrates a below average performance, with numerous deficiencies noted.

(0.0-3.9): This response demonstrates an inadequate performance, with numerous deficiencies noted.

VII. SOLICITATION SCHEDULE

The following is the anticipated schedule for the advertisement and award of the project:

RFQ Advertised	28 March 2026
Deadline for questions:	09 April 2026
Questions/Answers posted via addendum:	10 April 2026
SOQ Packets Due Date	14 April 2026 (2:00 PM)
SOQs to Selection Committee	21 April 2026
Selection Committee Ranking	30 April 2026
Contract negotiations commence:	May 2026
Agreement Approval / Commission Award	May 2026
Pre-NEPA Phase Completion:	30 September 2027
Final Design Completion:	30 September 2029

VIII. CONTACT

CITY contact for the purposes of this RFQ is:

Mark Young
Transportation Engineer,
316 N Park Avenue, Helena, MT 59623
Phone: (406) 447-8099
E-Mail: myoung@helenamt.gov

IX. QUESTIONS AND INQUIRIES

All inquiries, questions, or requests for interpretation, correction, or clarification must be submitted in writing to the city contact listed above before 5pm on 9 April 2026. Whenever responses to inquiries would constitute a modification or addition to the original RFQ, the reply will be made in the form of an addendum to this RFQ, a copy of which will be posted on the city's website.

Questions must be posted at least 72 hours before the SOQ is due. CITY will provide an answer posted on the same Q&A page. CITY will make every effort to post an answer within 48 hours after the question was posted.

X. SUBMITTAL INSTRUCTIONS

Proposals must be submitted in a sealed envelope clearly marked on the outside with the RFQ number and project name. Electronic submittals must be one single PDF file.

Three (3) hard copies and one electronic copy (PDF format) of the proposal must be submitted to:

City of Helena
Attn: City Clerk's Office
c/o: Mark Young
316 N Park Ave. Rm 322
Helena, MT 59623

SOQs MUST BE RECEIVED NO LATER THAN 14 April at **2:00 p.m. (MST)**

Proposals may be withdrawn either personally or by written request at any time prior to the due date stated above for receiving proposals. No proposal may be withdrawn or modified after the due date and time, unless and until the award of the agreement is delayed for a period exceeding ninety (90) days.

CITY is not responsible for costs associated with preparing proposals in response to this RFQ.

XI. RESERVATION OF RIGHTS BY THE CITY

CITY reserves the right to readvertise, to waive any minor informalities or irregularities in the proposals, and to accept the proposal that best benefits the City. Minor irregularities are defined as those that will not have an adverse effect on the City's interest. The City reserves the right to reject any or all proposals deemed unqualified, unsatisfactory, or inappropriate.

Notwithstanding anything herein to the contrary, CITY reserves the right to change or extend any and all dates including the due date for SOQs for any reason and at any time, including after the Due Date for SOQs shall have expired.

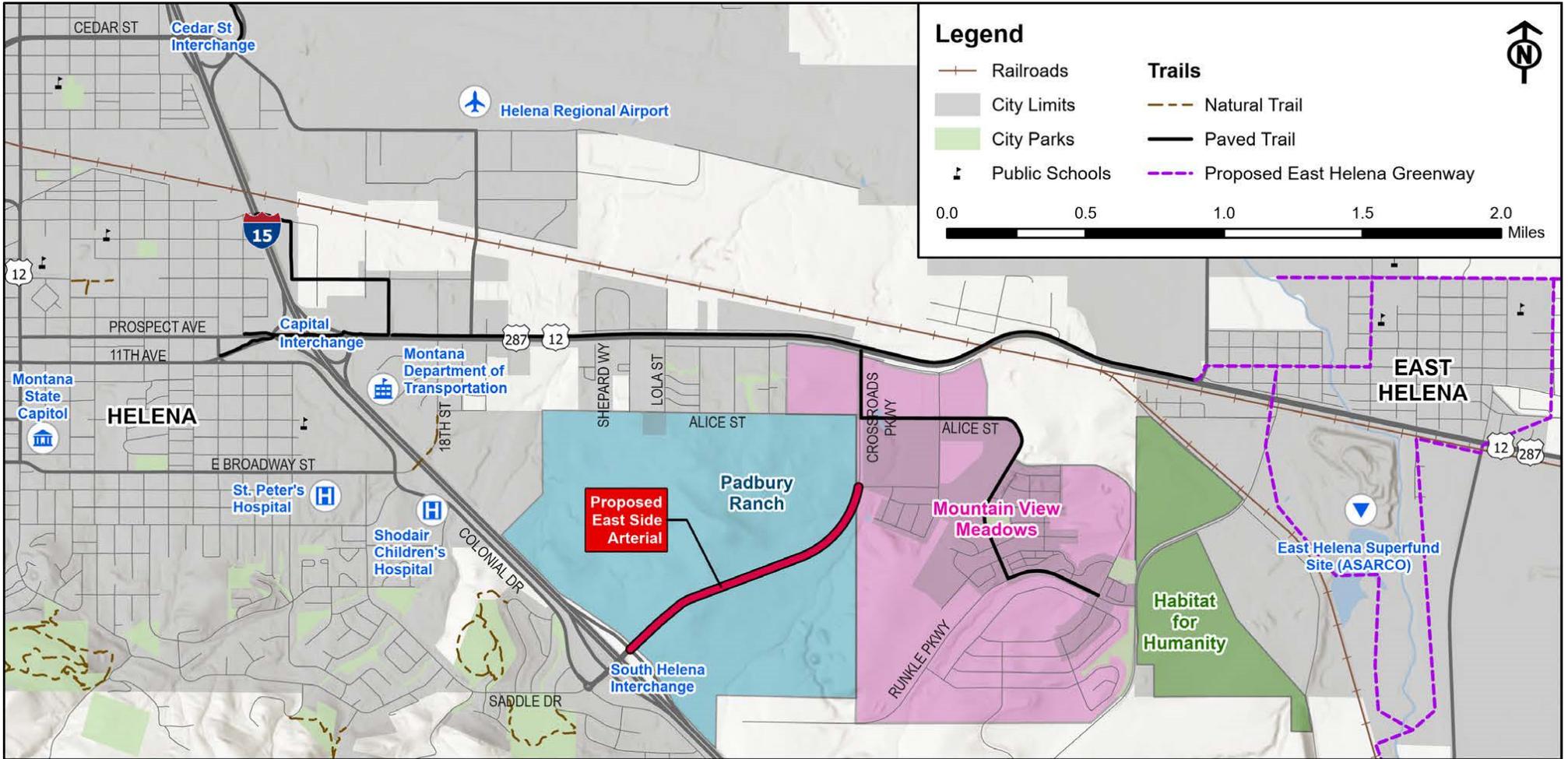
XII. PUBLIC RECORDS DISCLOSURE

All Firms submitting SOQs/Technical Proposals waive any claim for trade secret protection in the event of an open records request from another party and acknowledge the submitted SOQs/Technical Proposals are not subject to redaction by a Firm based on trade secret protection. All proposals become the property of the City of Helena and may be subject to release to the public pursuant to Mont. Const. art. II, § 9 and Mont. Code Ann. § 2-6-1001 *et. seq.*

XIII. LOBBYING

Respondents are prohibited from lobbying the City Commission, the Mayor, City Staff, or members of the selection committee relative to the respondent's proposal or response to this RFQ. Any contact outside of the above-described methods, determined to be improper at the sole discretion of the City, could result in disqualification of the Firm.

Attachment A



VICINITY MAP