

REQUEST FOR QUALIFICATIONS FOR LAND USE PLANNING SERVICES

The City of Thompson Falls has received a federal Community Development Block Grant (CDBG) award from the Montana Department of Commerce (MDOC) to assist in hiring a qualified consultant to help the City prepare a Growth Policy that complies with 76-1-601, Montana Code Annotated.

The services to be provided will include, but are not limited to the following:

1. Assist in the appointment and training of a City Planning Board in preparation for developing the policy.
2. Assist in outreach and engagement to City residents during the project in order to gather their advice and guidance. This may include facilitating public meetings, developing surveys and posters and other outreach materials.
3. Assisting the City with the development of goals and objectives for the new policy.
4. Develop maps and text that inventory the existing characteristics and features of the City.
5. Identify projected future trends for the City.
6. Compile a strategy for the development, maintenance, and replacement of the City's infrastructure.
7. Facilitate the development of an implementation plan for the new growth policy.
8. Develop a process for determining when the growth policy will be reviewed and revised
9. Define how the City and Sanders County will coordinate and cooperate on matters related to the City growth policy.
10. With regards to the review of future subdivisions within the City:
 - a. Help define the review criteria found in 76-3-608, MCA;
 - b. Help explain how the criteria will be used to make decisions regarding proposed subdivisions, and
 - c. Detail how public hearings on proposed subdivisions will be conducted by the City.
11. Provide an evaluation of the potential for fire and wildland fire in the City and identify any steps that the City may take to reduce the risk from fire. The evaluation would follow the statutory requirements.

Responses to this RFQ 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 project;
4. A description of the firm's prior experience in Montana, including any similar projects, size of the community, location, and the name of a local official knowledgeable regarding the firm's performance.
5. A description of the firm's current work activities and how these would be coordinated with the project, as well as the firm's anticipated availability during the term of the project;
6. The proposed work plan and schedule for activities to be performed;

Respondents will be evaluated according to the following factors:

- Qualifications of the Professional Personnel to be assigned to the Project (25%)
- Related Experience on Similar Projects (20%)
- Present & Projected Workloads (20%)
- Consultant's Capacity to Meet Time and Project Budget Requirements (20%)
- Overall the quality of the proposal (5%);
- Recent & Current Work for the Entity Issuing the RFQ (5%)
- Location (5%)

At its discretion, the City of Thompson Falls may select finalists to be interviewed. The City Council will base the selection of finalists 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 City of Thompson Falls, all factors considered. Unsuccessful offerors will be notified as soon as possible. Questions and responses should be directed to Mark Sheets, Mayor, City of Thompson Falls, at (406) 827-3557 or tfallsmayor@blackfoot.net. Response to the request for qualifications must be received by 1:00 pm on Thursday, October 11, 2018. Include five (5) copies of the proposals. Proposals may not exceed 20 one-sided pages, excluding standard corporate brochures and resumes. Please state "Land Use Planning Qualifications" on the outside of the response package, which must be sent to the City of Thompson Falls at 108 Fulton Street (P.O. Box 99), Thompson Falls, MT 59873.

As a recipient of CDBG grant funds from the Montana Department of Commerce, the City must comply with Section 3 of the Housing and Community Development Act of 1968. CDBG regulations governing the grant require that to the greatest extent feasible, opportunities for training and employment arising in connection with this CDBG-assisted project will be extended to local lower-income residents. Further, to the greatest extent, feasible, business concerns located in or substantially owned by residents of the project area will be utilized. Disadvantaged business enterprises (DBEs) are encouraged to apply. For more information, please contact Mark Sheets.

This solicitation is being offered in accordance with federal and state statutes governing procurement of professional services. Accordingly, the City of Thompson Falls 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 all responses deemed unqualified, unsatisfactory, or inappropriate.



City of Thompson Falls



Date: Sept. 20, 2018

Mark Sheets, Mayor

Attest: 

Chelsea Peterson, City Clerk/Treasurer