



## **Request for Proposals**

*to*

**Develop a Concept Plan  
for the Milwaukee Road Historic District  
“Harlowton Railyard”**

# Request for Proposals

## Table of Contents

### Contents

<a href="#">Section 1: General Information</a> .....	1
<a href="#">Section 2: Objectives</a> .....	2
<a href="#">Section 3: Information for Consultants</a> .....	3
<a href="#">Section 4: RFP Evaluation and Selection Processes</a> .....	6
<a href="#">ATTACHMENT A</a> .....	10
<a href="#">ATTACHMENT B</a> .....	11
<a href="#">ATTACHMENT C</a> .....	12
<a href="#">ATTACHMENT D</a> .....	13
<a href="#">ATTACHMENT E</a> .....	14
<a href="#">ATTACHMENT F</a> .....	15

## Section 1: General Information

### Request For Proposals (RFP) Concept Plan for the Harlowton Railyard

THE ABOVE DESCRIPTION MUST APPEAR ON ALL PROPOSALS AND RELATED CORRESPONDENCE.

#### THIS IS NOT AN ORDER

RESPOND NO LATER THAN  <b>February 14, 2020 5:00 p.m. MST</b>	RFP INITIATIVE:  <b>Concept Plan for the Milwaukee Road Historic District ("Harlowton Railyard")</b>	All consultants must respond in detail to each element of this RFP in order to be considered for contract award.  <b>Five (5) hard copies and USB drive of the proposal should be mailed to the contact person at the address below.</b>
Proposer Name:		SEND ALL CORRESPONDENCE TO THE CONTACT BELOW:  Snowy Mountain Development Corporation 613 N.E. Main Street Lewistown, MT 59457 <b>ATTENTION: Kathie Bailey</b>  Email: <a href="mailto:Bailey@snowymountaindevelopment.com">Bailey@snowymountaindevelopment.com</a> <a href="mailto:Barta@snowymountaindevelopment.com">Barta@snowymountaindevelopment.com</a> PHONE: (406) 535-2591

**NOTICE:** THE MONTANA DEPARTMENT OF ENVIRONMENTAL QUALITY AND THE U.S. ENVIRONMENTAL PROTECTION AGENCY ARE FUNDING THE CONCEPT PLAN THROUGH SNOWY MOUNTAIN DEVELOPMENT CORPORATION. SMDC WILL PROVIDE PROJECT MANAGEMENT AND OVERSIGHT. THE SELECTED CONSULTANT TEAM WILL INTERFACE WITH SMDC'S EXECUTIVE DIRECTOR AND REGIONAL DIRECTOR. CONTRACTS AWARDED UNDER THIS RFP WILL NOT EXCEED \$40,000.

## Section 2: Objectives

### **Introduction and Objectives**

This RFP is issued by Snowy Mountain Development Corporation for the purpose of obtaining information and pricing regarding the development of a Concept Plan for the Milwaukee Road Historic District, also known as the Harlowton Railyard. The objective of the Concept Plan is to solicit community member opinions to create a desirable and predictable public realm that will integrate the historical character of the Milwaukee Road Historic District; lead to job creation and long-term, stable, sustainable economic growth; and add momentum for economic growth.

Given the multi-dimensional nature of the project, consultant teams may include professionals specialized in historic preservation, architecture, engineering, rural planning and development, and economics.

The Selection Committee will rank the proposals by **best value** not lowest price.

**Attachment E, the *Intent to Respond* form, must be completed and sent by email at least two (2) days prior to the advertised RFP due date.**

### **Background of the Project**

The City of Harlowton (City) changed significantly in 1906, when the Chicago, Milwaukee, St. Paul and Pacific Railroad's ("Milwaukee Road") east-west line was routed through Harlowton. The first passenger train from the east rolled into Harlowton on March 9, 1908, with freight trains to follow. The nationally registered Graves Hotel had its grand opening a year later anchoring what was once a very prosperous community of 1730 inhabitants. Unfortunately, through a series of poor business misfortunes, the Milwaukee Railroad went bankrupt and the last train passed through Harlowton 1979. Since that time the population has dwindled to 973 and the absence of the Milwaukee Railroad is still adversely felt on the community to this day, with the Graves Hotel along with many other main street store fronts shuttered. In addition to the largest employer disappearing, the railroad's bankruptcy also burdened the City with a 180-acre abandoned railyard and 15,000 ft2 roundhouse.

From 2015 to present, the City and DEQ's Brownfields program have partnered on multiple state and federal grants to investigate and cleanup the vast amounts of petroleum and metals contamination found at the rail yard. These investigations have determined that the predominant contamination (petroleum) is primarily located to the 5-acres east of the former Roundhouse.

It was during the first phase of cleanup (2017) that the City requested DEQ leave open the remedial excavations and discussed creating a wetland. DEQ and the City then received a DNRC

RRGL Planning grant for the visioning and creation of a wetland restoration plan. A community visioning/listening session was held and several members of the community outlined their desire for the restoration of the historic wetland habitat. Also discussed was the desire to increase public access to City property along the Musselshell and the development of a trail system that ties into the City's existing rails-to-trails system. The new wetland/nature park will be developed to encourage recreational use through wildlife viewing and railroad history enthusiasts, and when completed, is intended to convert the liability of a brownfield site into an amenity for the City of Harlowton.

The current remedial schedule has Phase 2 & 3 occurring in the fall of 2019 and 2020. Once the City and DEQ have completed the remedial excavation activities, the restoration of the historic wetland will commence. As described above, the contamination is believed to only reside in the 5 acres adjacent to the roundhouse. This leaves approximately 175-acres that could be used with little environmental concern.

## Section 3: Information for Consultants

### **Disclaimer**

This RFP does not form or constitute a contractual document. Snowy Mountain Development Corporation shall not be liable for any loss, expense, damage or claim arising out of the advice given or not given or statements made or omitted to be made in connection with this RFP. Snowy Mountain Development Corporation will not be responsible for any expenses which may be incurred in the preparation of this RFP.

A professional consulting contract will be required of the selected consultant and if the contract fails to be negotiated, Snowy Mountain Development Corporation reserves the right to contract with another consultant.

### **Instructions to Proposers**

### **EXAMINATION OF DOCUMENTS**

Before submitting the proposals, the proposer shall:

- (a) Carefully review the terms of this request as well as the attachments;
- (b) Fully inform yourself of the existing conditions and limitations;
- (c) Include with the proposal sufficient information to cover all items required in the specifications.

**NON-RESPONSIVE PROPOSALS**

Consultants are expected to provide their best and most competitive proposal. Proposals that offer no response or a response “to be determined” to any item will be deemed “non-responsive” and returned to the submitter without being scored.

**PROPOSAL MODIFICATIONS**

In addition to any other information and documentation requested in this RFP, any forms provided herein shall be included in the submitted proposal. Modifications, additions or changes to the terms and conditions of this request for proposals may be cause for rejection of the proposal. Proposals submitted without required forms may be rejected. No verbal, telephone, email, fax or telegraphic proposals or modifications will be considered.

**CERTIFICATION OF ALTERATION OR ERASURE**

A proposal shall be rejected should it contain any material alteration or erasure, unless, before the proposal is submitted each such alteration or erasure has been initialed in INK by the authorized agent signing the proposal.

**SIGNATURE**

All proposals shall be typewritten or prepared in ink and must be signed in longhand by the proposer or proposer’s agent or designee, with his/her usual signature. A proposal submitted by a partnership must be signed with the partnership name to be followed by the signature and designation of the partner signing. Proposals by corporations must be signed with the legal name of the corporation, followed by the name and signature of an authorized agent or officer of the corporation. Proposals submitted by a proprietorship must be signed by the owner and the name of each person signing shall be typed or printed legibly below the signature.

**WITHDRAWAL OF PROPOSALS**

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

**QUOTE VALID**

The proposer must honor its quote for a period of ninety (90) days after the RFP due date.

## **CERTIFICATION**

The proposer certifies that the proposal has been arrived at independently and has been submitted without any collusion designed to limit competition. The proposer further certifies that the materials, products, services and/or goods offered herein meet all requirements of the stated specifications and are equal in quality, value and performance with highest quality, nationally advertised brand and/or trade names.

## **INSURANCE REQUIREMENTS**

The proposer certifies that it/they must maintain in good standing the insurance described in this Section. Before rendering any services, the proposer must furnish Snowy Mountain Development Corporation with proof of insurance in accordance with this Section.

1. Workers' compensation and employer's liability coverage as required by Montana law.
2. Commercial general liability, including contractual and personal injury coverage's — \$750,000 per claim and \$1,500,000 per occurrence.
3. Commercial automobile liability — \$1,500,000 per accident.
4. Professional liability in the amount of \$1,500,000 per claim.

Each policy of insurance required by this Section shall provide for no less than 30 days' advance written notice to Snowy Mountain Development Corporation prior to cancellation. Snowy Mountain Development Corporation shall be listed as an additional insured on all policies except Professional Liability and Worker's Compensation Policies.

## **DISPOSITION OF PROPOSALS**

All materials submitted in response to this RFP become the property of Snowy Mountain Development Corporation. One copy of each proposal submitted must be retained for the official files of Snowy Mountain Development Corporation and will become public record.

## **QUESTIONS**

Questions regarding the content of this Request for Proposals may be sent to the contact person listed in Section 1 via email no later than 2 business days prior to due date for proposals. Snowy Mountain Development Corporation will make every effort to provide a written response within 2 business days. Whenever responses to inquiries would constitute a modification or addition to the original RFP, the reply will be made in the form of an addendum to the Request for Proposals, a copy of which will be forwarded to all Consultants who have submitted an *"Intent to Respond"* form (Attachment E).

Consultants must submit their questions using the “Master Q & A” form found in **Attachment D**, and provide, at a minimum, the following:

- Supplier’s name, requester, and appropriate contact information
- The question, clearly stated
- Specific reference to the applicable Request for Proposals section(s)

### **RFP Submission**

Upon the submission of the RFP response, the consultants acknowledge that all information is accurate and complete. Please send six (6) hard copies via mail to the point of contact listed in Section 1.

### **RFP Process Timeline Dates**

Proposals (Due by 5:00 PM MST)	February 14, 2020
Evaluate and Select Consultant	February 24, 2020
Contract Execution	March 6, 2020
Project Initiation	March 20, 2020
<b>Final Concept Plan</b>	<b>August 7, 2020</b>

## **Section 4: RFP Evaluation and Selection Processes**

### **Initial Evaluation**

Proposals received will undergo an initial review by the steering committee comprised of a Snowy Mountain Development Corporation staff member; a Montana Department of Environmental Quality staff member; a Region VIII US Environmental Protection Agency staff member or local designee; a City of Harlowton staff member; and Harlowton Wetland Group representative to determine:

- Compliance with instructions stated in the RFP
- Compliance with proposal submittal date

### **Phase II Evaluation**

The evaluation of consultants’ proposals may include, but is not limited to, the following criteria:

- Consultant’s experience with similar development plans.
- Capacity to assume new business on an ongoing basis for at least one calendar year.
- Perceived ability to meet Snowy Mountain Development Corporation’s and Montana Department of Environmental Quality’s requirements.
- Demonstrated knowledge of floodplain management.
- Availability (timetable) for providing goods and/or services.



- Breadth of services available.
- Reporting capability (*i.e.* weekly written reports, quarterly reports, verbal reports and graphic illustrations to support reports, presentations and invoices).
- Training and professional development history.
- Compliance with Snowy Mountain Development Corporation's and Montana Department of Environmental Quality's terms and conditions.

## **Evaluation Criteria**

The proposals being requested will be scored on the following criteria:

### **Qualifications and ability to perform requested services** (50 points total)

Past experience with other rural concept planning projects similar in scope	25 points
Personnel qualifications	10 points
References from other communities	10 points
Location as it relates to the provision of services to the affected community	5 points

### **Execution of the scope of work** (50 points total)

Proposal provides adequate public information and community dialogue	25 points
Proposal comprehensively addresses the scope of work	20 points
Proposal provides a clear, achievable and comprehensive timeline	5 points

**100 points**

## **Section 5: Scope of Work**

### **Best Practices**

Incorporate the community's rich rail history and ensure the community's interests are heard and expressed in the concept plan.

### **Project Management**

Project management includes project initiation, staff check-in meetings, and interaction and information sharing among partners. Throughout the project period, continued efforts will be made to integrate the Concept Plan with other development activities and planning efforts occurring in the area. Suggested items to address in the proposal include:

- Project Initiation
- Staff Check-In Meetings with Snowy Mountain Development Corporation
- Status reports provided to Snowy Mountain Development Corporation
- Project Management and Weekly and Monthly Reporting

## Existing Conditions SWOT

Identify the strengths, weaknesses, opportunities and threats of the existing land uses, facilities, economics, infrastructure, environment, transportation and regulatory constraints of the project area. This includes stakeholder interviews and market analysis. Suggested items to address in the proposal include:

- Team Briefing Materials
- Project Kick-Off Meeting / Site Tour
- Steering Committee #1 - Kick-off
- Document Review
- Stakeholder Interviews
- Market Analysis
- Community Meeting #1 – Opportunities
- Steering Committee #2 – SWOT
- Existing Conditions Memo & Mapping

## Strategic Plan and Vision

Develop a strategic plan and vision for the Milwaukee Road Historic District through stakeholder involvement in community meetings, steering committee meetings and present a Vision and Strategic Plan Memo. Suggested items to address in the proposal include:

- Community Meeting #2 – *Vision & Strategic Plan*
- Steering Committee #3 – *Vision & Strategic Plan*
- Vision & Strategic Plan Memo

## Land Development Alternatives

Identify land development alternatives with the preferred alternative selected through Charrette, community meetings and steering committee meetings. Suggested items to address in the proposal include:

- Charrette Preparation
- Concept Plan Charrette
- Community Meetings #3 and #4 – *Alternatives and Preferred Alternative*
- Steering Committee #4 – *Charrette Debrief*
- Charrette Follow-up Memo

## Implementation Strategy

Use community and steering committee meetings data and economic benefits analysis to inform design guidelines, transportation and infrastructure, marketing, and implementation. Consultant teams should include a financial analysis of redevelopment alternatives; pro formas by development types noting inputs and costs; capital resources and assumptions; and financial measures (NOI, DCR, LTV, IRR). Pro formas should include potential use of economic development loans, grants and tax credits. Suggested items to address in the proposal include:

- Design Guidelines
- Concept Plan Update

- Transportation & Infrastructure Plan
- Marketing Plan
- Implementation & Phasing Plan with Financial Analysis
- Economic Benefits Analysis
- Community Meeting #5 – *Implementation Plan*
- Steering Committee #5 – *Implementation Plan*

### **Draft & Final Report**

A community meeting, information sessions, presentations, and debriefings with stakeholders to inform the final Concept Plan and ensure seamless adoption and project closeout. Suggested items to address in the proposal include:

- Information Sessions / Presentations to Snowy Mountain Development Corporation Board and Staff; Montana Department of Environmental Quality and City of Harlowton
- Draft Report and Final Presentation
- Community Meeting #6
- Final Report
- Plan Adoption and Project Closeout

### **Deliverables**

***In addition to standard grant administration and project management reports,*** suggested deliverables to include in the proposal include:

- Existing Conditions Memo & Mapping
- Vision & Strategic Plan Memo and Charrette Follow-Up Memo
- Public Announcements and Community Meetings' Sign-In Sheets
- Steering Community Meetings' Minutes
- Final Harlowton Railyard Concept Plan

**(Please Note: The consultant is required to provide 5 printed copies of the Final Plan.)**

## ATTACHMENT A

### VALIDATION QUESTIONS FOR CONSULTANT

#### GENERAL INFORMATION

1. Company Name  
Address:  
Contact Name:  
Contact Phone:  
Contact Email:  
Website/URL:
2. How many years has your company been doing business in your industry?
3. Total full-time employees.
4. What are your standard payment terms?
5. References - Please attach a word document with all contact information for at least three references.
6. Can you provide documentation that your firm can meet Snowy Mountain Development Corporation's minimum insurance requirements?

#### FUNCTIONALITY

1. A certificate of insurance must be provided prior to signing the contract, commencing on the day the contract begins. Are you willing to comply with these requirements?
2. You must instruct your insurance broker/carrier to notify Snowy Mountain Development Corporation should your coverage change. Are you willing to do this?

#### QUALITY AND SERVICE

1. Do you have a quality assurance program? If yes, please attach a copy, or a link to the document online.
2. Are your employees required to take a mandatory drug test?

#### LEGAL ISSUES

- 1) Are there any pending lawsuits against your company? (Include current mediation or arbitration matters.) If yes, please explain.

## ATTACHMENT B

## BUDGET & BUDGET JUSTIFICATION

***The following is a sample only.***

### Project Element Price

Harlowton Railyard Concept Plan	MAXIMUM Amount
Personnel / Labor	\$
Project Design	\$
Project Development	\$
Project Delivery	\$
Project Management ( <i>Weekly, Monthly, Quarterly Reports</i> )	\$
<i>Public Information Sessions / Strategic Planning</i>	\$
Supplies (Including Maps/Mapping)	\$
Final Plan (5 bound hard copies, 1 flash drive or compact disc)	\$
Travel	\$
Other – Identify	\$
<b>Total Cost</b>	\$

## BUDGET JUSTIFICATION

*Use extra sheets if necessary.*

---

---

---

---

---

---

## ATTACHMENT C

### CONDITIONS AND NON-COLLUSION FORM

To receive consideration, this form must be signed in full by a responsible, authorized agent, officer, employee or representative of your firm.

#### CONDITIONS AND NON-COLLUSION AGREEMENT

We have read and agree to the conditions and stipulations contained herein.

We further agree to furnish the services specified at the prices stated herein, to be delivered to the location and on that date set forth herein.

In signing this proposal, you also certify that you have not, either directly or indirectly, entered into any agreement or participated in any collusion or otherwise taken any action in restraint of free competition; that no attempt has been made to induce any other person or firm to submit or not to submit a proposal; that this proposal has been independently arrived at without collusion with any other proposer, competitor or potential competitor; that this proposal has not been knowingly disclosed prior to the due date and time to any other proposer or competitor; that the above statement is accurate under penalty of perjury.

---

Legal Name of Firm/Corporation

---

Authorized Signature

---

Address

---

Printed Name

---

City/State/Zip

---

Title

---

Telephone Number

---

Date

## ATTACHMENT D

## MASTER Q &amp; A FORM

<b>Master Q&amp;A</b>	Any questions regarding this Request for Proposal should be submitted according to the process outlined below. Snowy Mountain Development Corporation will make every effort to answer within two (2) days of receiving the questions.
<b>Q&amp;A Process</b>	<ol style="list-style-type: none"> <li>1. Prepare questions or concerns on the template provided.</li> <li>2. Complete the table in full, providing a date for each question and a section of the RFP to reference (if applicable).</li> <li>3. Submit the completed form via email to Kathie Bailey at Bailey@snowymountaindevelopment.com. Attach associated documents as necessary.</li> </ol> <p>Please contact Kathie Bailey at (406) 535-2591 with any questions regarding this process.</p>

#	Date	Reference Section	Question or Comment	SMDC Response
1				
2				
3				
4				
5				

Questions from: \_\_\_\_\_ Company: \_\_\_\_\_

Email Address: \_\_\_\_\_ Date: \_\_\_\_\_

## ATTACHMENT E

## INTENT TO RESPOND FORM

RFP: Concept Plan for the Milwaukee Road Historic District Dated \_\_\_\_\_

Please scan and email the following *Intent to Respond* form to Kathie Bailey within two (2) days of the RFP due date.

**To:** Snowy Mountain Development Corporation  
**Attn:** Kathie Bailey  
**Email:** [Bailey@snowymountaindevelopment.com](mailto:Bailey@snowymountaindevelopment.com)

**From:**

Contact Name \_\_\_\_\_

Company Name \_\_\_\_\_

Company Address \_\_\_\_\_

Company Address Line 2 \_\_\_\_\_

Phone Number \_\_\_\_\_

Fax Number \_\_\_\_\_

Email Address \_\_\_\_\_

**We intend to respond to this RFP by the specified due date:**

Yes ☐ No ☐

\_\_\_\_\_  
Company Name\_\_\_\_\_  
Date\_\_\_\_\_  
Contact Name (please print)\_\_\_\_\_  
Title\_\_\_\_\_  
Signature of Contact Person

***By signing the above, I certify that I am authorized by the Company named above to respond to this request.***



## ATTACHMENT F

## CONSULTANT CONTACT INFORMATION

**A. Company Contacts**

Primary Contact Person (Name):	
Title/Function:	
Address	
Business Hours Phone:	
Fax:	
Internet E-mail Address:	
Name of Person Responding to Request:	
Title/Function:	
Address:	
Phone:	
Fax:	
Internet E-mail Address:	

**B. General Company and Financial Information**

Company Name:	
Headquarters Address:	
City, State, ZIP	
Headquarters Phone:	
Headquarters FAX:	
Company Owned By:	
Percent % Ownership:	
Years In Business	
Name of CIO	
Name of CEO/President:	