

# **GALLATIN COUNTY REQUEST FOR COMPETITIVE PROPOSALS**

## **INTRODUCTION**

TO ALL INTERESTED VENDORS: Gallatin County is seeking competitive proposals from “vendors” to provide goods and services (per specifications on Exhibit A attached and incorporated herein.

## **DELIVERY DEADLINE & INSTRUCTIONS**

**DELIVERED NO LATER THAN 4:00 PM, MOUNTAIN TIME, OCTOBER 13, 2023**, via email (Caitlin.Quisenberry@gallatin.mt.gov), faxed (406)582-3273 or delivered to below address:

COMPETITIVE PROPOSAL FOR DEVELOPMENT OF COMMUNITY VISIONING AND  
MASTER PLAN  
Gallatin County  
C/O Caitlin Quisenberry  
901 N Black Avenue  
Bozeman, MT 59715.

BIDS THAT ARE UNSIGNED OR SUBMITTED BEYOND THE DEADLINE SHALL NOT  
BE CONSIDERED AND SHALL BE REJECTED.

## **CONTACT INFORMATION**

Requests for additional information or clarification: Contact: Caitlin Quisenberry, 901 N Black Ave, Bozeman, MT 59715, Caitlin.Quisenberry@gallatin.mt.gov (406)582-3276

## **AMENDMENTS TO REQUEST FOR PROPOSAL**

Any interpretation or correction of this Request for Competitive Proposals will be made by written addendum sent to all Vendors that have submitted a conforming proposal within the deadline and that have not been eliminated from the selection process by the selection committee.

## **PROPOSAL FORM & CONTENTS**

### Document

1. Cover Letter:

### Minimum Information

Profile, name, address, location, phone number, email address, contact persons.

- 2. Binding Offer: (signed) State that the proposal is a complete, legally binding offer and that the person signing the proposal has the authority to bind the company.
- 3. Proposal Form: (signed) Request For Competitive Proposal Form shall be signed and returned with proposal.
- 4. Specifications: Describe in detail work, services & goods as per Exhibit A.
- 5. Contract Price: Total contract price.
- 6. License: Copy of License, Business Certificate.
- 7. References: 3-references min. w/ contact info and description of similar projects completed.
- 8. Experience: Provide a list and describe projects similar to this request

### **SELECTION PROCESS**

- 1. **Evaluation.** A selection committee will evaluate all conforming proposals.
- 2. **Rejection.** Gallatin County expressly reserves the right, in its sole judgment, to accept or reject any or all proposals, with or without cause, and to waive any defects and to allow modifications and supplementation of proposals that are submitted within the deadline.
- 3. **Review.** The Selection Committee will review conforming proposals as follows
- 4.

<b>Experience in Community Engagement</b>	Agency's experience with similar projects and the quality of their client references.	30%
<b>Project Management</b>	Proposal showcases a realistic and effective approach to project completion in a timely fashion with roles clearly defined for success.	30%
<b>Quality of Proposal</b>	Thoroughness of the proposal including a clear understanding of the project and client.	15%
<b>Price</b>	Effective explanation of financial resources needed for project completion .	25%

- 5. **Scoring & Elimination.** After scoring all conforming proposals based on the criteria herein the selection committee may eliminate one or more or all vendors from further review. Any

Vendor(s) eliminated by the selection committee, at any time, whether through scoring, interviews, presentations, or any other reason or selection process, shall have no opportunity to make revisions or participate further in the selection process.

6. **Interviews & Vendor Site Visit.** After scoring & elimination the selection committee may in its discretion select one or more or all vendors to participate in interview(s), make oral presentation(s), provide supplemental information and documentation, or make site visit(s). The selection committee may use this process for further elimination. All arrangements and scheduling shall be coordinated by the selection committee or its agent.
7. **Confidential Negotiations.** Prior to making any award the selection committee may negotiate directly with the remaining vendor or vendors. In conducting discussions and negotiations, there may be no disclosure of any information derived from competing proposals. The selection committee shall comply with resident bidder preference of § 18-1-102, MCA.

## **BUDGET**

The Gallatin County Fairgrounds has currently budgeted \$20,000 for this part of the Master Planning project.

## **BINDING OFFER**

**VENDOR'S PROPOSAL CONSTITUTES A VALID LEGAL OFFER FOR 180-DAYS. VENDOR'S PROPOSAL SHALL NOT BE WITHDRAWN WITHOUT THE CONSENT OF GALLATIN COUNTY.** Negligence, errors, mistakes or omissions in preparing the proposal, information, documentation, costs, or calculations shall confer no right of withdrawal after the submission deadline. Vendor bears all costs of preparing the proposal and any subsequent presentation or participation in the selection process.

## **MISTAKES ERRORS & OMISSIONS**

Vendor shall disclose errors in costs, calculations or information "mistakes" in the proposal submitted as well as in any related contracts, agreements, estimates, change orders or other documents. In the event that County accepts any proposal, related contracts, agreements, estimates, change order or other documents containing mistakes the **vendor shall be obligated to correct mistakes that are adverse to the County and shall have no right to enforce such mistakes against the County, except mistakes that work in favor of the County shall be binding on the vendor.**

## **CONTRACT FORM**

Vendor agrees to accept & execute the attached **county work & services agreement** that will be issued subject to minor, non-substantive modifications or changes only. Gallatin County reserves the right to require the vendor to execute such further documents, contracts,

agreements or forms as may be reasonably necessary to express the intentions of the parties, or which may be recommended by the County Attorney's office.

### **COUNTY RESERVATION OF RIGHTS**

SUBMISSION OF A PROPOSAL CONFERS NO RIGHTS UPON ANY VENDOR AND SHALL NOT OBLIGATE GALLATIN COUNTY IN ANY MANNER WHATSOEVER. GALLATIN COUNTY RESERVES THE RIGHT TO MAKE NO AWARD AND TO SOLICIT ADDITIONAL PROPOSALS AT A LATER DATE.

This Request for Competitive Sealed Proposals may be canceled or any or all proposals may be rejected in whole or in part, as specified herein, when it is in the best interests of Gallatin County, and such reasons will be stated in the contract file. § 18-4-307, MCA.

### **REMEDIES & REMOVAL**

Vendors are advised that the Montana State Procurement Act provides exclusive remedies for Vendors, bidders, contractors or aggrieved parties. § 18-4-242, MCA. Transfer and assignment of contracts without authority and collusion or secret agreements between vendors for the purpose of securing any advantage is strictly prohibited, and any person who violates such provisions may be held criminally liable for misdemeanor with civil penalties from \$500 to \$5,000. § 18-4-141, MCA. In addition to these remedies [and other recourse provided in this invitation and at law or equity] Vendors may be suspended or removed as provided in § 18-4-241, MCA.

### **AGREEMENT TO TERMS & CONDITIONS**

THE UNDERSIGNED IS DULY AUTHORIZED TO BIND THE COMPANY NAMED BELOW AND HEREBY AGREES TO ALL THE TERMS AND CONDITIONS IN THE FOREGOING REQUEST FOR PROPOSALS.

DATED: \_\_\_\_\_  
\_\_\_\_\_ (Company name)

\_\_\_\_\_  
(Authorized signature above)

\_\_\_\_\_  
(Print name & title)

## **EXHIBIT "A"**

### **SPECIFICATIONS**

**PROJECT NAME:** Gallatin County Fairgrounds Community Visioning and Master Plan

**PURPOSE:** The Gallatin County Fairgrounds is accepting proposals for an agency to lead our Community Visioning and Master Plan process. The Fairgrounds is a 65-acre multi-use space in the heart of Bozeman, Montana that has been serving the community since 1902 and currently houses rentable spaces available for events and RV camping, long term lease tenants such as Bozeman Baseball and the Amateur Hockey Association as well as the annual Big Sky Country State Fair during the third week of July. Many of the community-use spaces are old and needing a refresh or single-use and not as relevant anymore. As Gallatin County has evolved over our 100+ year history, it is important to have a Fairgrounds with the amenities able to accommodate our growing community while also providing pertinent services as based on public and key-stakeholder feedback. The visioning will be step one of a multi-step process that includes design and implementation.

**PROJECT DESCRIPTION:** The Gallatin County Fairgrounds needs an agency to help lead important public and stakeholder conversations, compile meaningful data, and ultimately help design a plan recommendation for how to best use our space to meet the current need of the Gallatin County community while remaining economically viable. Design for the plan recommendation would include advising a design firm on the architectural designs for the implementation of this plan.

The contract will be awarded to the bidder who has the best combination of experience in stakeholder discussions, master planning visioning, comprehension of the market, price, and responsiveness as determined by Gallatin County.

The agency is responsible for working with the Gallatin County Fairgrounds to understand current trends, identify key stakeholders and new partners, lead workshops, compile data and represent the County's best interests in this process.

Applications should explain

- Description of approach to project completion including engagement process, data compilation, and approximate timing
- Experience in community visioning
- Interest in this project
- Price

The proposal must be returned to: Gallatin County Fairgrounds Attn: Caitlin Quisenberry 901 N Black Avenue Bozeman, MT 59715 or email [Caitlin.Quisenberry@Gallatin.MT.Gov](mailto:Caitlin.Quisenberry@Gallatin.MT.Gov) or Fax 406.582.3273



Service Agreement  
Template