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Joe Purcell

POLICE CHIEF
Paul M. George Jr.



PUBLIC WORKS DIRECTOR
Michael Hurff Jr.

FINANCE OFFICER/CITY CLERK
Andrew Lehr

Request for Proposals

The City of Hardin, located at 406 N. Cheyenne Ave., Hardin, MT 59034 has been awarded a grant from the Montana Department of Commerce within the Eastern Montana Initiative Grant Program, in the amount of \$45,000 to improve the infrastructure of the historical Depot in Hardin, MT, located at 10 E Railway St., Hardin, MT 59034. In partnership with the Hardin Area Chamber of Commerce and Agriculture, Inc., the City of Hardin is soliciting proposals from businesses that specialize in infrastructure improvement of historical structures to submit proposals to the City of Hardin for the Historical Depot Infrastructure Improvement Project. The project location is 10 E Railway St., Hardin, MT 59034.

Copies of the detailed request for proposals (RFP), including a description of the services to be provided by respondents, the minimum content of responses, and factors to be used to evaluate the responses can be obtained by contacting Andrew Lehr, Finance Officer/City Clerk, 406 N. Cheyenne Avenue, Hardin, Montana 59034, phone (406) 665-9260 Ext. 102, or by email cityfinance@hardinmt.com. Submitted questions must list the following title in the subject line: "RFP for Historical Depot Infrastructure Improvement Project".

All responses to the request for proposals (RFP) must be sealed, must include six copies of the proposal, include Attachment A, one digital copy and must be clearly marked on the outside of the envelope "Historical Depot Infrastructure Improvement Project", and be submitted by 3:00 p.m. on Wednesday, July 2, 2025 to Andrew Lehr, Finance officer/City Clerk, 406 North Cheyenne Avenue, Hardin, Montana 59034, (406) 665-9260 Ext. 102.

Bid Security in the amount equal to at least ten percent (10%) of the bid, made payable to the City of Hardin, must accompany each bid. The bid security must be either (1) lawful monies of the United States,(2), cashiers check, certified check, bank money order, or bank draft drawn and issued by a national banking corporation, incorporated under the laws of the State of Montana, or (3) a bid bond executed by a surety corporation authorized to do business in the State of Montana.

Each bidder is deemed to covenant that if he is awarded the contract, he will within fifteen (15) days from written notice of award, enter into a contract and execute and deliver a bond to the satisfaction and approval of the City Council in the form and manner provided for in Title 18, Chapter 2, MCA and in the event that said Bidder fails, neglects, or refuses to enter into the contract or supply the necessary bond in the amount therein mentioned, the bid bond shall be declared forfeited to said City and shall be collected by it and paid into the general fund.

Bids shall be received on a per unit basis in accordance with the terms of the specifications contained therein.

The City of Hardin will consider all specifications as written or equivalent in all areas.

The City of Hardin reserves the right to reject any or all bids, to waive informalities, to postpone the award of the contract for a period not to exceed thirty (30) days and to accept the bid that is in the best interest of the City of Hardin.

Dated this 10th Day of June 2025.

Andrew Lehr, Finance Officer/City Clerk

Publish: June 18 & June 25, 2025

Historical Depot Infrastructure Improvement Project

Request for Proposal

I. Introduction

Background

The City of Hardin has been awarded a grant in the amount of \$45,000 from the Montana Department of Commerce within the Eastern Montana Initiative Grant Program. The Historical Depot is owned by BNSF Railway, leased to the City of Hardin, and sub-leased to the Hardin Area Chamber of Commerce and Agriculture, Inc. The City of Hardin and Hardin Area Chamber of Commerce and Agriculture, Inc. (referred to as the Hardin Chamber) are located within Hardin, MT. The Hardin Chamber serves the Hardin area and into Big Horn County.

The mission of the Hardin Area Chamber of Commerce and Agriculture is to promote and enhance the economic prosperity of our community by fostering a favorable business climate and supporting the growth and development of local businesses.

The Historical Depot Building at 10 E Railway Street serves as office space for the Hardin Chamber, office space for community members, and event space that can be rented by the public.

Project Overview

The purpose of this Request for Proposals (RFP) is to invite businesses that specialize in the infrastructure improvement of historical structures to submit proposals to the City of Hardin.

We are currently seeking qualified vendors to support the infrastructure improvements of the Historical Depot, on behalf of the City of Hardin. The project will include evaluation, remediation or renovation of the HVAC system, windows, doors, plumbing, water heater, and kitchen area of the Historical Depot.

The goal of the project is to improve the infrastructure of the Historical Depot Building to preserve its historic presence in Hardin, MT, and to continue service as office and event space for the community.

II. Budget and Services Requested

Budget

The budget for this project is \$45,000

Scope of Work

The selected company will be responsible for the evaluation, remediation or renovation of the Depot's infrastructure, which includes the HVAC system, windows, doors, plumbing, water heater, and kitchen area.

1. HVAC System

- Evaluate the current heating and cooling infrastructure and propose a system that ensures energy efficiency, code compliance, and reliable climate control year-round.
- Remove outdated or non-functioning equipment.
- Supply and install a new HVAC system appropriate for the building's size and intended use.
- Integrate controls and thermostats for zone-based efficiency.
- Ensure all components meet local building and mechanical codes.

2. Windows and Doors

- Inspect all existing windows and doors for functionality, efficiency, and historical significance.
- Repair or replace windows and doors as needed, maintaining the historic character of the building where applicable.

Historical Depot Infrastructure Improvement Project

- Install energy-efficient and weather-sealed windows and doors.
- Ensure all installations meet ADA compliance standards and modern security requirements.

3. Plumbing System

- Inspect existing plumbing infrastructure, including piping, fixtures, and water pressure levels.
- Replace or upgrade plumbing lines as necessary to support the planned use of the depot.
- Ensure proper drainage, waste disposal, and connection to the municipal water and sewer systems.
- Ensure plumbing work is up to current codes and regulations.

4. Water Heater

- Remove any outdated or non-functioning water heater systems.
- Install a new, energy-efficient water heater appropriate for the building's anticipated use.
- Ensure proper venting, piping, and code compliance.

5. Kitchen Area

- Renovate the kitchen area to support basic food preparation and community use.
- Install or upgrade cabinetry, countertops, sink, and necessary plumbing.
- Ensure water, electrical, and ventilation systems are properly routed to meet kitchen appliance needs.
- All surfaces and finishes must be durable, code-compliant, and suitable for light commercial/community use.

6. Structural

- Roof

7. General Requirements

- Ensure all work adheres to applicable local, state, and federal codes, including those relating to historical preservation if applicable.
- Coordinate all necessary permits and inspections.
- Protect existing historical elements during renovation.
- Provide project timeline, detailed cost estimates, and a warranty on work performed.

III. Selection Criteria

The ideal vendor:

- Has experience in the restoration of historical structures in Montana and can provide 3 references
- Has demonstrated knowledge of the requirements of meeting State and Federal commercial building codes
- Can provide highly responsive, collaborative, and transparent communication

IV. Submission Process

Contact Information

- Project Name or Description: Historical Depot Infrastructure Improvement Project
- Company Name: City of Hardin and Hardin Area Chamber of Commerce and Agriculture, Inc.
- Address: 406 North Cheyenne Avenue, Hardin, Montana, 59034
- Procurement Contact Person: Andrew Lehr, Finance Officer/City Clerk
- Telephone Number of PCP: (406) 665-9260 Ext. 102
- Email Address of PCP: cityfinance@hardinmt.com
- Fax Number: 1-406-665-2719

City of Hardin and Hardin Area Chamber of Commerce and Agriculture, Inc.

Historical Depot Infrastructure Improvement Project

Timeline

Proposals must be submitted by 3:00 p.m. on Wednesday, July 2, 2025. The award will be reviewed no later than Tuesday, July 8, 2025. The project and its components must be completed by December 31, 2025.

Submission Criteria

A submission must, at a minimum, include the following elements:

- Name and description of the firm that includes a general overview, names and
- credentials of the team, and project contact name/phone number.
- A narrative outlining the firm's plan set sheets.
- All proper documents showing insurance.
- Bid Bond for Project 10%.
- Proper license with the State of Montana and City of Hardin.
- Stamped engineer Plans (if awarded the bid).
- Cost breakdown for each portion of the project and parts cost.
- Include a Separate Sheet for Bid Alternate
- Project schedule dates from start to finish.
- Include 6 hard copies and one digital copy of the entire proposal.

Historical Depot Infrastructure Improvement Project

ATTACHMENT A – Proposer Information

Proposer's Information Form

ACKNOWLEDGEMENT

The undersigned declares that she or he:

1. Has carefully examined the RFP specifications
2. Is thoroughly familiar with its content
3. Is authorized to represent the proposing firm; and
4. Agrees to perform the work as outlined in the specifications of this request for qualifications.

PROPOSER (please print):

Firm Name: _____

Address: _____

Telephone: _____

Email(s): _____

Contact person, title, email, and telephone: _____

Proposer, if selected, intends to carry on the business as (check one):

☐ Individual (sole proprietor)

☐ Partnership

☐ Corporation

When incorporated? _____

In which state? _____

☐ Other (explain): _____

Historical Depot Infrastructure Improvement Project

PROPOSER'S SIGNATURE

No proposal shall be accepted that has not been signed in ink in the appropriate space below:

By signing below, the submission of the qualifications shall be deemed a representation and certification by the Proposer that they have investigated all aspects of the RFP, that they are aware of the applicable facts pertaining to the RFP process, its procedures and requirements, and they have read and understand the RFP. No request for modification of the proposal shall be considered after its submission on the grounds that the Proposer was not fully informed as to any fact or condition.

1. If the Proposer is an INDIVIDUAL/SOLE PROPRIETOR, sign here

Date: _____

Proposer's Signature

Proposer's typed name and title

2. If the Proposer is a PARTNERSHIP, at least two (2) Partners shall sign here:

Partnership Name (type or print)

Date: _____

Member of Partnership Signature

Date: _____

Member of Partnership Signature

3. If the Proposer is a CORPORATION, the duly authorized officer shall sign as follows:

The undersigned certifies that he/she is respectively:

Signature

_____ and _____
Title

Of the corporation named below; that they are designated to sign the Proposal Cost Form by resolution (attach a certified copy, with corporate seal, if applicable, notarized as to its authenticity or Secretary's certificate of authorization) for and on behalf of the below named CORPORATION, and that they are authorized to execute same for and on behalf of said CORPORATION.

Corporation Name (type or print)

By: _____

Date: _____

Title: _____