**REQUEST FOR QUALIFICATIONS
(RFQ)**

**For Architectural Services**

**Visitor Information Center**

**Hardin, Montana**

**RFQ Submittal Deadline: August 14, 2025 3:00 p.m.**

RFQ Contacts: Andrew Lehr, Tina Toyne, Alexandria Edwards

Email Address: cityfinance@hardinmt.com

ttoyne@hardinmt.com

aedwards@hardinmt.com

**City of Hardin
406 N Cheyenne Ave
Hardin, MT 59034**

**hardinmt.com**

Table of Contents

1. Introduction
2. Background
3. Scope of Work
4. Contents
5. Submission
6. Deadline
7. Proposed Schedule
8. Evaluation and Firm Selection Process
9. Information for Architects/Firms
10. Attachment A – Proposer Information Form

Correspondence concerning this RFQ is to be sent to the following individuals:

Andrew Lehr
Finance Officer/ City Clerk
City of Hardin
406 N. Cheyenne Ave.
Hardin, MT 59034
406-665-9260 Ext. 102
cityfinance@hardinmt.com

Alexandria Edwards

Project Manager

City of Hardin

406-679-0028

aedwards@hardinmt.com

1. INTRODUCTION

This Request for Qualifications (RFQ) process is intended to facilitate the selection of a qualified architectural firm to design a new Visitor Information Center, located in Hardin, Montana. The architectural firm selected and retained through this process shall assist with early design development, including site and building concepts.

The Visitor Center is intended be located on a city-owned vacant parcel known as “the triangle,” and will include interior spaces such as an interactive visitor space, gift shop, administrative and chamber offices, public restrooms, and mechanical rooms. The building must incorporate appropriate mechanical, electrical, plumbing, fire protection, technology, audiovisual, and security systems.

The selected architect will work in close collaboration with the City Finance Officer and City Project Manager. Qualifications should demonstrate experience in architectural design services for public or tourism-related facilities.

1. BACKGROUND

The construction of the Visitor Information Center is a component of the Big Horn Tourism Breakthrough Project, funded by the Pilot Community Tourism Grant Program through the Montana Department of Commerce, which was awarded to the City of Hardin for tourism development in Hardin and greater Big Horn County in February 2025.

The new Visitor Information Center will serve as a welcoming hub for both visitors and community members, celebrating the unique culture, history, and opportunities of Big Horn County. It will also house the Hardin Area Chamber of Commerce and Agriculture offices and serve as a gateway to the broader region.

The Visitor Information Center is intended to be built on a city-owned vacant parcel known as “the triangle,” located within Hardin city limits. The Center will include interior spaces such as an interactive experience for guests, gift shop, administrative and chamber offices, public restrooms, and mechanical rooms. The building will also incorporate at least one space to be utilized as a business incubator to support entrepreneurs. The building must incorporate appropriate mechanical, electrical, plumbing, fire protection, technology, audiovisual, and security systems.

1. SCOPE OF WORK

The scope work will include, but is not limited to:

* Site analysis of the City-owned vacant parcel (referred to as “the triangle”), including constraints, utilities, topography, access, visibility, and other pertinent conditions.
* Feasibility evaluation of proposed uses, building massing, and configuration, with consideration of budget constraints, zoning, building codes, and overall design viability.
* Conceptual site and building design, including floorplans, elevations, and site layout planning (e.g., parking, pedestrian flow, landscaping considerations).
* Infrastructure needs assessment, including preliminary MEP (mechanical, electrical, plumbing), fire protection, and IT/AV/security considerations.
* Preliminary cost estimates, including a breakdown by major system, space, and infrastructure components.
* Identification of potential regulatory or logistical challenges, such as permitting, floodplain, access, or utility requirements.
* Phasing recommendations, including logical development steps and priority elements to inform future funding and construction planning.
* Facilitation of stakeholder engagement, including coordination with the City, Department of Commerce, property owner, and relevant community or tourism partners.

This scope is designed to ensure the City is fully prepared to pursue permitting, and construction documents starting in 2026, please see the Proposed Schedule in Section VII .

1. PROPOSAL CONTENTS

Architect’s should prepare a concise proposal that includes the following elements:

1. Firm Information
	1. Name, physical and mailing address, e-mail contact, and telephone number(s) of the lead firm and any subconsultants.
	2. Identification of the primary point of contact.
2. Relevant Experience
	1. A summary of the firm’s and team’s experience with early design development.
	2. Highlight experience with conceptual design, cost estimating, site layout, and infrastructure assessment.
3. References
	1. At least two project references involving similar scope and scale. Each reference must include:
		1. Project name and brief description
		2. Services provided
		3. Client organization and contact person (including phone and email)
4. Key Personnel
	1. Names and qualifications of key personnel who will perform the work.
	2. Their specific roles, responsibilities, and anticipated time commitment to this project.
5. Project Capacity
	1. Statement of the firm’s current workload and ability to assume this project within the proposed timeline.
6. Proposed Scope of Work
	1. A narrative describing how the architect will approach and fulfill the services outlined in Section 3.
	2. Include any innovative methods, stakeholder engagement strategies, or value-added services the team will provide.
7. Deliverables, Timeline, and Budget
	1. A detailed list of deliverables.
	2. A preliminary project timeline with milestones and estimated completion date.
	3. A budget proposal that includes:
		1. Personnel by name and level of effort (hours or % FTE)
		2. Direct costs (e.g., travel, printing, materials)
		3. Subconsultant costs, if applicable
		4. Total not-to-exceed amount
8. SUBMISSION

Responding architects shall submit five physical copies one pdf copy of your firm’s response to this RFQ to:

Andrew Lehr

City Finance Officer
c/o: City of Hardin
406 N Cheyenne Ave
Hardin, MT 59034

cityfinance@hardinmt.com

1. DEADLINE

Responses to this RFQ are due in the City's office no later than 3:00 PM on Thursday, August 14, 2025. No responses will be accepted after that time, and any responses received after that time will be returned to the responder without being opened.

1. PROPOSED SCHEDULE

Following is the detailed schedule of events for this RFQ. The City of Hardin reserves the right to modify the below schedule

* RFQ Issued 7/30/2025
* Mandatory Site Tour at 920 N Mitchell Ave, Hardin, Montana 8/05/2025
* Request for information, deadline for questions or clarifications 8/07/2025
* RFQ Submission – 3:00 pm 8/14/2025
* Finalists Notified 8/19/2025
* Interviews 8/20-22, 2025
* Firm Selection by City Council 9/02/2025
* Firm Awarded 9/03/2025
* Proposed Start Date 9/15/2025
* Programming, Design, & Schematic Due 10/31/2025
* Design Documents Due 1/06/2026
1. EVALUATION AND ARCHITECT SELECTION PROCESS

*Evaluation Criteria*

The qualifications will be scored based upon the following criteria:

|  |  |  |
| --- | --- | --- |
| Firm Information  | Complete and clear contact details for lead firm and any subconsultants; designated point of contact. | 5 |
| Relevant Experience  | Demonstrated experience in early design development, including conceptual design, cost estimating, site layout, and infrastructure assessment. | 20 |
| References  | At least two relevant project references with full contact info, clear descriptions, and comparable scope/scale. | 10 |
| Key Personnel  | Qualifications, roles, and level of effort of assigned staff; clarity on time commitment and relevance of expertise. | 15 |
| Project Capacity  | Firm’s availability and ability to complete the project on schedule based on current workload. | 10 |
| Proposed Scope of Work  | Approach to services outlined in RFQ, including innovation, stakeholder engagement, and added value. | 20 |
| Deliverables, Timeline, and Budget | Clear and realistic deliverables list, timeline, milestones, and a transparent, detailed budget. | 20 |
| **Total Points**  | **100** |

*Selection of Architect*

The City of Hardin reserves the right to award the contract solely upon the architect’s submitted materials. The City also reserves the right to request oral interviews with the highest ranked firms to allow expansion upon the written responses. If interviews are conducted, a maximum of three firms will be selected, with the final determination to be made through a qualification-based selection.

1. INFORMATION FOR ARCHITECTS/FIRMS

*Disclaimer*

This RFQ does not form or constitute a contractual document. The City of Hardin shall not be liable for any loss, expense, damage or claim arising out of advice given or not given or statements made or omitted to be made in connection with this RFQ. The City will not be responsible for any expenses that may be incurred in the preparation of this RFQ.

A professional services contract will be required of the selected firm and if the contract fails to be negotiated in a timely manner, the City reserves the right to contract with another qualified firm.

*Questions*

Questions regarding the Request for Proposals contents may be sent to the contacts listed in Section 1 via email no later than 3:00 pm Thursday, August 7, 2025. The City will provide a written response within three business days. 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 the Request for Proposals, a copy of which will be posted on the City’s website, under the Public Notices page at https://www.hardinmt.com

*Non-Responsive Proposals*

Proposals that offer not response on a response “to be determined” to any item will be deemed “non-responsive” and returned to the submitted without being scored.

*Examination of Documents*

Before submitting the proposals, the proposer shall carefully review the terms of this request, be informed of the existing conditions and limitations, and include with the proposal sufficient information to cover all items required in the specifications and evaluation. Upon the submission of the Proposal, the architect acknowledges that all information is accurate and complete.

*Proposal Modifications*

Modifications, additions or changes to the terms and conditions of this request for proposals may be cause for rejection of the proposal. No oral, 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 two partners. 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 the proprietorship must be signed by the owner and the name of each person signing shall be typed or printed legibly below the signature. Signature for proposal shall be required on Attachment A – Proposer Information form, as well as any other formal letter or proposal documents the proposer(s) deem necessary.

*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 90 days.

*Quote Valid*

The proposer must honor their budget/cost proposal for a period of 90 days after the RFQ 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 the highest quality, nationally advertised brand and/or trade names.

*Disposition of Proposals*

All materials submitted in response to this RFQ become the property of the City of Hardin. One copy of each proposal submitted shall be retained for the official files of and will become public record after award of the Contract.

*Contract*

Within 15 calendar days after the date the Professional Services Contract is sent to the successful firm, the successful firm must fully execute and deliver the contract to The City of Hardin. Contract delivery may be completed through a scanned copy of the executed document, followed by a fully executed original copy sent via mail or other delivery service. If the successful firm fails to execute the contract, The City has the right to cancel the recommended award and reject the proposal. The City may then proceed with the next most responsive firm.

**ATTACHMENT A – Proposer Information**

**Proposer’s Information Form**

**ACKNOWLEDGEMENT**

The undersigned declares that she or he:

* Has carefully examined the RFQ specifications
* Is thoroughly familiar with its content
* Is authorized to represent the proposing firm; and
* Agrees to perform the work as set forth in the specifications of this request for proposal.

**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): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PROPOSER’S SIGNATURE
No proposal shall be accepted which has not been signed in ink in the appropriate space below:

By signing below, the submission of a proposal shall be deemed a representation and certification by the Proposer that they have investigated all aspects of the RFQ, that they are aware of the applicable facts pertaining to the RFQ process, its procedures and requirements, and they have read and understand the RFQ. 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 Proposer is INDIVIDUAL/SOLE PROPRIETOR, sign here

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 Proposer’s Signature

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 Proposer’s typed name and title

2. If Proposer is 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 Proposer is a CORPORATION, the duly authorized officer shall sign as follows:
The undersigned certify that he/she is respectively:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Signature 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)