

REQUEST FOR QUALIFICATIONS (RFQ)

Professional Services: Engineering, Architectural, Surveying, Consulting, Planning, and Related Disciplines for Downtown Revitalization, Public Facilities, and Tourism Infrastructure Development

Issued by:

Mission West Community Development Partners (MWCDP)
407 Main St SW, Ronan, MT 59864
www.missionwestcdp.org

Issue Date: June 30, 2025

Due Date & Time: Friday, August 15th, 2025, at 5:00 PM MST

Contact:

Jennifer Ruggless, Office Manager
Email: Jennifer.ruggless@missionwestcdp.org
Phone: 406-676-5906

Legal Notice for Publication

Notice is hereby given that Mission West Community Development Partners (MWCDP) is soliciting Statements of Qualifications (SOQs) from qualified firms and individuals to be evaluated and prequalified for various professional services over a 5-year period. The prequalified list will support implementation of public infrastructure, tourism-related improvements, and community revitalization projects aligned with the Ronan Downtown Master Plan and the Montana Pilot Community Tourism Grant Program (PCTGP).

Prequalified firms may be invited to submit proposals or enter into direct negotiation for professional services based on project scope. MWCDP encourages small, disadvantaged, and minority-owned firms to submit qualifications. All participants must carry appropriate liability insurance and proof of workers' compensation or valid exemption.

Proposals must be submitted electronically to Jennifer.ruggless@missionwestcdp.org no later than 5:00 PM MST on Friday, August 15th, 2025. Bound copies can also be delivered to Mission West CDP at 407 Main St SW, Ronan, MT 59864 by Tuesday, July 29, 2025.

1. Purpose

MWCDP's intent in seeking Statements of Qualifications from engineering, architectural, planning, surveying, and construction management firms to provide services in support of community development projects. These projects include placemaking, revitalization of public spaces, infrastructure improvements, brownfields redevelopment, and enhancement of tourism assets across Lake, Mineral, and Sanders Counties and the Flathead Indian Reservation.

2. Submission Requirements

Firms may submit a single SOQ addressing one or more areas of expertise. All responses must include:

- **Cover Letter (2 pages max)**
- **SOQ Cover Sheet** indicating areas of expertise
- **Organizational Profile (3 pages max)**
- **Personnel Qualifications (1-4 pages)**
- **Project Experience per Area of Expertise (4 pages max each)**
- **Resumes and References (Appendix)**

Bound copies must be labeled:

Attn: Taylor Lennox

"SOQ – Project Development and Management"

3. Evaluation Criteria

Criterion	Weight
Organizational experience in requested expertise areas	30%
Qualifications of personnel assigned to projects	25%
Demonstrated ability to manage time and budget	20%
References and past performance	15%
Proximity and regional familiarity	10%

MWCDP reserves the right to shortlist and interview firms or request additional information. Firms may be selected for direct contract negotiations under applicable procurement laws.

4. Areas of Expertise Sought

Firms may request qualification in any of the following categories:

General & Technical Services

- Architectural & Engineering Design (A&E)
- Surveying and GIS
- Environmental Engineering, Permitting & NEPA/MEPA Compliance
- Transportation and Complete Streets Planning
- Water/Wastewater/Stormwater Infrastructure
- Geotechnical & Soils Testing
- Structural Engineering & Analysis
- Public Art, Placemaking, and Streetscape Design

Planning & Development

- Land Use Planning & Site Master Planning
- Downtown & Corridor Revitalization
- Façade Improvement Programs
- Brownfields Remediation and Redevelopment
- Cultural Integration and Heritage Tourism Planning
- Sustainable Infrastructure Design

Project Management

- Grant Writing and Funding Strategy
- Construction Administration & Management
- Design/Build or GC/CM Partnerships
- Public Engagement and Stakeholder Coordination
- Event Planning and Activation of Public Spaces

5. Project Background and Alignment

The Ronan Downtown Master Plan and 5-Year Economic Development Strategic Plan, developed with robust public engagement, outline a comprehensive vision for transforming Ronan and neighboring communities into tourism-ready destinations. PCTGP-supported projects will include:

- Streetscape improvements (bike lanes, sidewalks, lighting)
- Public space revitalization (pocket parks, parklets, plazas)
- Façade enhancements and brownfield cleanup
- Infrastructure expansion to support tourism
- Indigenous heritage interpretation and placemaking

MWCDP will draw from the prequalified pool to contract services for projects across the three-county service area and Flathead Reservation over the next five years.

6. Selection Process

Upon project identification, MWCDP will:

- Review SOQs relevant to the project scope
- Interview firms as needed
- Enter negotiations with selected firms

MWCDP reserves the right to reject any or all SOQs and to solicit new proposals as needed.

7. Questions

All inquiries should be directed to:

Jennifer Ruggless

Jennifer.ruggless@missionwestcdp.org

406-676-5916

Mission West Community Development Partners is an equal opportunity employer and encourages participation from DBEs, Native-owned businesses, and small Montana firms.

Submitted	Qualified	Instructions: Check the Box in the “Submitted” Column opposite any Area of Expertise for which you are requesting “Qualification”. Each marked area of Expertise will be required to be addressed in the Narrative (Section 5.0). The “Qualified” column is solely for use by MWCDP during its evaluation process.
<input type="checkbox"/>	<input type="checkbox"/>	Architectural & Engineering Design (A&E): Includes full-service architectural and engineering support for planning, design, and construction of public facilities and infrastructure.
<input type="checkbox"/>	<input type="checkbox"/>	Surveying and GIS: Covers all survey services including boundary, topographic, construction staking, and GIS mapping and data analysis.
<input type="checkbox"/>	<input type="checkbox"/>	Environmental Engineering, Permitting & NEPA/MEPA Compliance: Involves environmental assessments, impact statements, permitting, compliance documentation, and coordination with regulatory agencies.
<input type="checkbox"/>	<input type="checkbox"/>	Transportation and Complete Streets Planning: Encompasses transportation studies, roadway and intersection design, bike/pedestrian infrastructure, and multimodal transportation planning.
<input type="checkbox"/>	<input type="checkbox"/>	Water/Wastewater/Stormwater Infrastructure: Covers planning, design, and implementation of utility systems including potable water, wastewater, stormwater drainage, and related infrastructure.
<input type="checkbox"/>	<input type="checkbox"/>	Geotechnical & Soils Testing: Includes geotechnical investigations, soils analysis, foundation design support, and materials testing during construction.
<input type="checkbox"/>	<input type="checkbox"/>	Structural Engineering & Analysis: Supports structural assessments, design and inspection of buildings, bridges, and other infrastructure.
<input type="checkbox"/>	<input type="checkbox"/>	Public Art, Placemaking, and Streetscape Design: Involves design and integration of community-centric public spaces, art, wayfinding, and street furniture for improved aesthetics and identity.
<input type="checkbox"/>	<input type="checkbox"/>	Land Use Planning & Site Master Planning: Includes comprehensive planning, zoning support, and site layout for parks, public spaces, and community facilities.
<input type="checkbox"/>	<input type="checkbox"/>	Downtown & Corridor Revitalization: Focuses on strategic planning and improvements for main streets, commercial corridors, and historic preservation.
<input type="checkbox"/>	<input type="checkbox"/>	Façade Improvement Programs: Covers design, planning, and technical assistance for exterior improvements to commercial buildings to enhance visual appeal.
<input type="checkbox"/>	<input type="checkbox"/>	Brownfields Remediation and Redevelopment: Includes environmental assessments, cleanup planning, and redevelopment strategies for contaminated or underutilized properties.
<input type="checkbox"/>	<input type="checkbox"/>	Cultural Integration and Heritage Tourism Planning: Incorporates local and Indigenous culture into tourism strategies and public infrastructure design.
<input type="checkbox"/>	<input type="checkbox"/>	Sustainable Infrastructure Design: Focuses on green infrastructure, energy efficiency, low-impact development, and resilient design practices.
<input type="checkbox"/>	<input type="checkbox"/>	Grant Writing and Funding Strategy: Supports development of funding strategies and preparation of local, state, and federal grant applications.
<input type="checkbox"/>	<input type="checkbox"/>	Construction Administration & Management: Includes construction oversight, contract administration, schedule tracking, and budget management.
<input type="checkbox"/>	<input type="checkbox"/>	Design/Build or GC/CM Partnerships: Provides project delivery services including collaborative design-build or general contractor/construction manager models.
<input type="checkbox"/>	<input type="checkbox"/>	Public Engagement and Stakeholder Coordination: Facilitates public meetings, stakeholder outreach, and consensus-building during planning and implementation phases.
<input type="checkbox"/>	<input type="checkbox"/>	Event Planning and Activation of Public Spaces: Supports development and management of community events and programs to activate downtown and public spaces.

QUALIFICATIONS OF PERSONNEL

(Complete the Following Form for Each Person for Whom you are submitting Bios as evidence of your Firm's Qualifications and Include in your response)

FIRM NAME: _____

Name	License (P.E., PLS, etc)	Office Location	Years of Experience
			1. Architectural &
			2. Surveying and GIS
			3. Environmental
			4. Transportation and
			5. Water / Wastewater /
			6. Geotechnical & Soils
			7. Structural Engineering
			8. Public Art, Placemaking,
			9. Land Use Planning &
			10. Downtown & Corridor
			11. Façade Improvement
			12. Brownfields
			13. Cultural Integration
			14. Sustainable
			15. Grant Writing and
			16. Construction
			17. Design / Build or
			18. Public Engagement
			19. Event Planning and

