



**REQUEST FOR QUALIFICATIONS & PROPOSALS (RFQ/P)**  
GENERAL CONTRACTOR SERVICES

**FLEET SERVICES FACILITY**  
Central Valley Fire District

215 Wings Way  
Belgrade, Montana 59714

**JULY 16<sup>TH</sup>, 2025**

**1. INTRODUCTION**

The Central Valley Rural Fire District (“Owner”) is seeking to obtain general contractor (“GC”) services from a qualified construction firm to undertake preconstruction and construction services for a new fleet services facility. The facility will be located on:

**Address:** 775 Frank Road, Belgrade, Montana.

**Legal Description:** SW 1/4 SECTION 11, TOWNSHIP 1 SOUTH, RANGE 4 EAST, PRINCIPLE MERIDIAN, GALLATIN COUNTY, MONTANA

The new fleet services facility is anticipated to be a pre-engineered metal building with 14 apparatus bays and limited office, storage, and equipment space. The space program for the complete project is anticipated to be approximately 12,800 SF.

The Owner intends to enter a GC Contract for Pre-Construction Services. This GC contract will include a maximum pre-construction services fee, GC fee percentage, and fixed costs for general conditions. This GC contract has provisions for adding construction services through acceptance of a Guaranteed Maximum Price (GMP) by contract amendment. The amendment would include construction services through completion of the Project. Alternatively, Owner may, at its sole discretion, choose not to continue the GC contract beyond the completion of pre-construction activities and solicit bids from qualified contractors for the construction of the project.

GC selection information will be obtained from a Request for Qualifications & Proposals (RFQ/P) submitted in response to this RFQ/P document, interviews, and discussions with former and present clients of Respondents. When selected, the GC will function as part of a team composed of the Owner, Owner’s Representative, Architect, design team, and others as determined by the Owner.

This RFQ/P shall not commit the Owner to enter into any agreement, to pay any expenses incurred in preparation of any response to this request, or to procure or contract for any supplies, goods or services. The Owner reserves the right to accept or reject any and all responses received because of this RFQ/P if it is in the Owner’s best interest to do so.

This Procurement is governed by the laws of the State of Montana and the venue for all legal proceedings shall be in Gallatin County. By offering to perform services under this procurement, all Respondents agree to be bound by the laws of the State of Montana, and including, but not limited to, applicable wage rates, payments, gross receipts taxes, building codes, equal opportunity employment practices, safety, etc.

**2. PROJECT BACKGROUND AND DESCRIPTION**

**2.1 Project Considerations**

Although a final determination has not been made, it is anticipated that the construction of this project will be procured as one general contract under the alternative project delivery method utilizing the GC process.

The project budget has not been finalized but is anticipated to be between \$2 - \$2.5 million and is intended to cover all costs associated with providing a complete and fully functional facility including construction, utility connections, site work, testing, code reviews, supervisory fees, signage, project contingencies, and building technology infrastructure.

For the design, the Owner has selected:

JDS Architects  
719 W. Mendenhall  
Bozeman, Montana 59714

The owner will provide staff for construction representation, the owner's representative selected:

Brandon Yung, Deputy Fire Marshal  
Facilities Manager  
215 Wings Way  
Belgrade, Montana 59714

The Owner is ready to retain a GC as the next step to informing and collaborating in the design process. The Owner, OCR, and the Architect have been working together to the point where Programming and Concept Design has been completed, and Concept Design is underway.

The proposed schedule (subject to change) for the project is:

<b>EVENT</b>	<b>DATE</b>
Public Posting	July 16th, 2025
RFQ/P Due	July 28th, 2025
Committee Review of RFQ/P Responses	July 29th, 2025
Interviews (Discretionary)	Week of July 28th, 2025
Selection	August 5th, 2025
Pre-Construction Contract Award / Start	August 5th, 2025
Construction Drawings 100% Complete	August 18th, 2025
Guaranteed Maximum Price	August 25th, 2025
Construction Start	August 2025
Construction Complete	March 20th, 2026

### **3. SCOPE OF PRE-CONSTRUCTION SERVICES**

Firms receiving this RFQ/P shall propose a maximum Pre-Construction services fee for the project. All Pre-Construction services will be provided on a cost-reimbursement basis up to the stated maximum. The specific scope, terms, and cost of Pre-Construction services may be negotiated prior to signing the final GC pre-construction services contract, based on the proposer's input as well as the owner's requirements. In general, services are anticipated to include, but are not limited to the following:

#### **3.1 GENERAL GOALS**

- a) Serve as a partner to the design team and provide preconstruction guidance.
- b) Develop and update schedules, estimates, and action-plans at scheduled milestones.
- c) Guide decisions regarding phasing/sequencing of the project to optimize quality, schedule, and budget.
- d) Strategically approach the subcontractor market with a focus on providing quality, schedule, and budget value to the owner.
- e) Provide timely information, estimates, and methods to make informed project decisions, and participate in decisions regarding construction materials, methods, systems, phasing, sustainability, etc. to assist in determinations which are aimed at providing the highest quality building, within the budget, schedule, and other constraints.

#### **3.2 QUALITY ASSURANCE**

- a) Partner with design team to improve design through constructability reviews.
- b) Provide design team with collaborative input on design decisions that impact construction quality.
- c) Complete thorough visual and invasive investigations of existing conditions and strategically plan for challenges.
- d) Complete reviews of adjacent site use and strategically plan for impacts.
- e) Actively participate throughout the design process to ensure the GMP is acceptable and within budget. Postponing design analysis until the moment of establishing the GMP is not acceptable and not in keeping with the intent of this process.

#### **3.3 SCHEDULING AND COORDINATION**

- a) Provide design team with collaborative input on design decisions that impact construction schedule.
- b) Develop clear construction staging and impact maps, diagrams, schedules, and plans accounting for site challenges.
- c) Develop clear communication of impacts and schedules to stakeholders and site users.

- d) Guide design team to make changes beneficial to smooth on-boarding of subcontractors.
- e) Work with the Owner and design team on phasing, scheduling, and other strategies to complete construction of this scale of project on or before the agreed upon date. Advance bid packages and early work amendments prior to establishing a GMP are an acceptable strategy.
- f) Provide input to the Owner and the design team regarding long lead time materials and equipment, impact on the construction schedule, and strategies for mitigating the impact.
- g) Develop preliminary construction schedule(s).

### **3.4 BUDGETING AND ESTIMATING**

- a) Provide design team with collaborative input on design decisions that impact construction budget.
- b) Complete thorough and accurate line-item cost estimating throughout pre-construction.
- c) Provide input on current market climate and economic conditions.
- d) Balance budget and schedule with needs of users.
- e) Evaluate the budget and make suggestions for cost-saving changes or value enhancements.
- f) Collaborate with the GC budget comparisons with the design team's cost estimates.

### **3.5 BIDDING PROCESS**

- a) Develop detailed and well-organized bid packages in coordination with the design team.
- b) Advertise, manage, and obtain competitive sealed bids per trade for public opening.
- c) Lead and manage bid package opening and tally results for review.
- d) Manage any bid package amendments and communicate revisions to bidders.
- e) Clearly define scope, scope gaps, exclusions, and bid packages to keep GC allowances in the GMP to a minimum.

## **4. SCOPE OF CONSTRUCTION SERVICES**

The GMP may be requested, at the Owner's sole discretion:

- a) During the Construction Documents phase and prior to buy-out/bidding most or all the bid packages.
- b) After completion of the Construction Documents and prior to buy-out/bidding most or all the bid packages; or,
- c) After buy-out/bidding most or all the bid packages.

The established GMP will be the maximum amount paid for the complete management, execution and construction of the project unless scope changes are requested by the Owner. Acceptance of the GMP by contract will constitute completion of preconstruction services and that GMP Agreement/Amendment will initiate the construction period services for the project.

At the time of execution of the GMP, the GC will be required to submit a 100% Performance and 100% payment bond for the amount of the GMP. In the event that the GC is unable to furnish an acceptable GMP or bonding, the Owner retains the option to cancel the GC's services and start a new process for the construction of the project, issue the project for award to the lowest responsible bidder, or terminate the contract and negotiate a replacement contract with the next highest rated proposer from this solicitation.

The project is subject to the State of Montana Prevailing Wage Rates which can be found online through the Department of Labor and Industry. The selected contractor will be required to comply (as a minimum allowable rate schedule) with those rates adopted and effective at the time of signing any EWA and the GMP Amendment. All reporting, documentation, etc. shall comply with the State of Montana requirements. This project is subject to all applicable requirements as outlined in the Montana Code Annotated (MCA).

## **5. SELECTION PROCEDURE**

Under this RFQ/P, the selection procedure is intended to evaluate the capabilities of interested GC firms to provide services to the Owner for this project. Respondents must comply with the mandatory requirements provided below and responses that do not contain the required documentation may be deemed non-responsive and will be rejected on that basis without further consideration or obligation of the Owner.

Respondents shall organize their responses as set forth below. The Owner will establish a selection committee to review and score the responses. The selection committee will evaluate each firm's proposal based on the overall merit of the written proposals in accordance with the criteria and points listed below. Interviews with the proposed teams are intended to be held according to the schedule provided above. The GC will be selected by the committee based on the overall merit of its RFQ response; RFP proposal response, references, interviews, and information obtained from any other reliable source(s). The Owner may or may not complete reference checks and other evaluation processes at its sole discretion. Failure to follow this format may result in the responses being deemed unacceptable and may be rejected.

The selection committee will short-list firms for a one-hour interview. This interview will consist of a 45-minute presentation and 15 minutes of questions. The Owner reserves the right to waive interviews if the selection committee arrives at a consensus regarding the submitted responses.

### **5.1 STATEMENTS OF QUALIFICATIONS**

Responses to the Statement of Qualifications will be reviewed on a pass/fail basis. Any response that does not meet all the minimum qualification requirements will render the Respondent unqualified to continue in the process.

**5.1.1 MINIMUM QUALIFICATION REQUIREMENTS:**

**1. SIGNATURE:**

- a. Statement of qualifications must be signed by an officer or principal of the firm. The signature requirement for the RFQ/P response may be satisfied by the signature of a corporate officer or principal of the responding firm on a cover letter submitted *WITH* the RFQ/P response.

**2. BONDING CAPACITY:**

- a. It is required that the proposed firm have single-project bonding capacity for the project. The responding firm must have a single project capacity of at least \$2 Million.
- b. Provide single-project and aggregate bonding program amount. Please note that bond single projects are a requirement that, if not met, will preclude the proposer from moving forward in the selection process.
- c. In addition to proof of bonding capacity, please provide:
  - i. Bonding company and agent with phone and email contact information
  - ii. Years of relationship
  - iii. If less than 5 years, or not your exclusive source, name all others used in the last 5 years and provide additional explanation regarding transitions or changes

**3. SAFETY:**

- a. Provide incidence rate, experience modification rate, AND loss ratio. The following thresholds may result in immediate disqualification:
  - i. An incidence rate greater than the latest average for non-residential building construction for Montana as established by the federal Bureau of Labor Statistics (BLS) for the prior year; or
  - ii. An experience modification rating (EMR) greater than 1.0
- b. A loss ratio of more than 100% Respondent may submit an explanation for incident rate, EMR, and/or loss ratio greater than those listed here for further consideration by the Owner. The Owner reserves the sole right to waive the pass/fail requirement if, in the Owner’s sole judgment, sufficient justification exists for any explanation provided. The Owner also reserves the right to request additional information and/or clarification on this item but is not obligated to do so prior to making its determination on whether to waive the requirement.
  - i. Provide your firm’s number of employees for BLS’s most recent reporting period and the firm’s applicable NAICS code.
  - ii. Montana Construction Contractor Registration: Provide evidence of a valid Montana Contractor Registration in good standing.

## 5.2 PROPOSALS

Proposals must be submitted in accordance with the following criteria:

### 1. LEGAL & FINANCIAL INFORMATION (25 POINTS)

- a. In the last five years, have you (if you answer “yes,” provide full explanation):
- b. Had an Owner claim against your Performance Bond?
- c. Been declared in default and/or terminated on a project?
- d. Assessed damages for delay in delivery of project?
- e. Taken legal action, filed liens, or dispute resolution proceedings of any kind against an Owner for anything other than non-payment for accepted work?

### 2. FIRM INFORMATION (25 POINTS)

- a. Firm Workload - Provide the status for current and anticipated work within the firm in terms of time and magnitude for the time anticipated for this project, as it relates to availability of key personnel to be assigned to this project.
- b. Firm Experience - Demonstrate successful experience and capacity to act as a GC on projects of similar size, type and complexity. Describe at least 3 completed projects in the past 5 years with a contract value of \$3,000,000 or greater. What strategies did you employ to secure adequate labor and resources to fully complete the project on time and within budget?
- c. References (prerequisite, no points awardable) - Provide the name and location of each referenced project, the Project Manager, construction superintendent, the client, and a contact person and phone number.
- d. Explain why your firm should be selected and what value you add to the team, project, community, etc.

### 3. PROJECT TEAM (35 POINTS)

- a. Provide a list of names and define the relationship of management individuals that you will commit to this Project. Include project management, field management, superintendent(s), estimators, etc. Identify who will be assigned during:
  - i. Preconstruction/Design
  - ii. Construction
  - iii. For each team member:
    1. Describe their responsibility on this Project
    2. Describe their experience and how it is relevant to this project
    3. Identify their length of employment with your firm and, if less than three years, prior firm(s) and their related experience
    4. A key personnel clause will be included in the GC contract. This clause will require the project team identified in this proposal to be fully and completely engaged to the extent stipulated throughout the duration of this project, except for

catastrophic events (e.g., termination of employment, illness, accident, death).

#### **4. PROJECT MANAGEMENT AND APPROACH (40 POINTS)**

- a. Identify the specific methodology your firm will use in the administration of this Project, in both the preconstruction and construction phases.
- b. Describe your company's ability and approach to:
  - i. Estimating costs during design and managing costs during construction; provide examples that demonstrate your accuracy of estimated costs during the design phase as compared to actual bid results.
  - ii. Collaboration with the design team.
  - iii. Assisting designers with:
    1. Quality of the project documents
    2. Constructability
    3. Alternative methods and products
    4. Budgets and estimating.
  - iv. Safely build a quality building on time and within budget.
  - v. Provide examples of your company's experience in working with public facilities.
- c. Describe your approach to:
  - i. Cost estimating.
  - ii. Budget reductions
  - iii. Planning and scheduling the construction work
- d. Do you use critical path scheduling methods?
- e. How do you manage and schedule the procurement and the submittals process and its impact on field activities?
- f. How do you track progress against the schedule during construction?
- g. Provide a proposed project phasing plan and schedule, delineating recommended milestones based upon the timeline provided in this RFQ/P
- h. Project communication
- i. Project safety – Safety is of primary concern for the client, and there will be zero tolerance for any lapse in industry standards. Please describe your commitment to creating a safe work environment. Also, provide your incident rate and EMR or loss ratio.

#### **SUBCONTRACTORS & SELF-PERFORMED WORK (25 POINTS)**

- a) Subcontractors.
  - a. How do you ensure that this project will get an appropriate response from the subcontracting community?
  - b. When would you involve subcontractors in this project? Identify which phases and which trades.
  - c. Self-Performed Work
    - i. Identify your firm's ability to self-perform work and which trades.

- ii. Identify how your firm will separate administration of self-performed work so there is no dilution of supervision or charge to the Owner for the same personnel providing General Conditions management/supervision and supervision of self-performed work.

## **PROPOSED FEES AND COSTS (50 POINTS)**

- a) **Preconstruction Services Fee** - Provide your firm's Preconstruction Services Fee as a maximum, not-to-exceed amount for this Project, together with hourly rates or other basis of compensation for those assigned to the preconstruction phase. Cost of this work is to be paid on a cost reimbursement basis up to a stated maximum. This fee is for the services described in Pre-Construction Services section and other services you describe herein. A zero dollar or token Preconstruction Services Fee is prohibited.
- b) **GC Fee** - Provide your firm's GC Fee as a percentage of the Estimated Cost of Work for this Project.
- c) **General Conditions Costs** – Provide a detailed and descriptive breakdown of your General Conditions scope and costs. It is the Owner's intention to use this scope as a basis to negotiate a contractual maximum fixed costs for General Conditions Work. Do not defer General Conditions scope or line items as a means of minimizing this expense. A complete and transparent worksheet cost breakdown is expected and will be carefully evaluated.
- d) **Method of Adjustment** - The proposal shall include the method of adjustment to the GC's overhead and profit for Owner-directed changes in the Work expressed as a percentage of the Cost of the Work.
- e) **Sub-Contractor Mark-up** - The proposal shall include a limit on sub-contractor overhead and profit for Owner-directed changes in the Work expressed as a percentage of the Cost of the Work.

Selection of all scopes of work and subcontractors / suppliers shall be performed in a competitive and advertised manner resulting in the best value to the Owner. All bids (i.e. bid package, subcontractor, etc.) shall be opened publicly. Major subcontractors (e.g. mechanical, electrical, technology/data) may be selected by the GC on a qualification, performance, or best value basis in conjunction with the Owner, OCR, Architect, and design team, as appropriate. Pricing and contracts may be awarded to qualified subcontractors on a low cost or best value basis in concurrence with the Owner.

## **6. SUBMITTAL OF INFORMATION**

Respondents are required to submit their responses to the RFQ/P no later than 5:00 p.m. on July 28th, 2025, to:

**FLEET SERVICES FACILITY**  
Central Valley Fire District  
215 Wings Way  
Belgrade, Montana 59714

Respondents will need to submit three (3) written copies and one (1) electronic copy on a thumb drive of their response. The response is to be delivered in one sealed box or envelope. The outside of the envelope or box must be clearly labeled on the front with:

**“REQUEST FOR QUALIFICATIONS/PROPOSALS  
CVFD FLEET SERVICES FACILITY”**

ALL QUESTIONS AND CONTACTS REGARDING THIS RFQ/P MUST BE SUBMITTED IN WRITING (email is acceptable) by July 25th, 2025 TO:

Owner’s Construction Representative:  
Brandon Yung, Facilities Manager

Central Valley Fire District  
215 Wings Way  
Belgrade, Montana 59714  
byung@centralvalleyfire.com

Public opening of the responses will occur at 5:30 p.m. MDT on July 28th, 2025 at a special public meeting of the Board of Trustees meeting located at:

Central Valley Fire District  
Station 1 – Community Room  
215 Wings Way  
Belgrade, Montana 59714

Any interpretation or correction of the RFQ/P will be made by written addendum emailed to all recipients of this RFQ/P. Addenda shall be acknowledged in all responses.

Responses received after the due date and time will be rejected but not returned. Modifications to responses will not be entertained after the due date and time. All costs of preparing the response and any subsequent presentation, if applicable, are to be borne by the Respondent. It is necessary that the Respondent sign the response using the correct and complete legal names and titles of the business entities and individuals.

The Owners reserves the right to cancel, in part or in its entirety, this RFQ/P. If the Owner cancels or revises this RFQ/P all Respondents who submitted responses will be notified. Projects under any contract are subject to the availability of funds.

## **7. INSTRUCTIONS TO RESPONDENTS**

### **RESPONSES MUST:**

- a) Follow the format outlined above.
- b) Contain all the information requested as outlined above.

c) Be signed by an officer or principal.

## 8. FORM OF AGREEMENT

The Owner intends to use a GC Contract Form, Preconstruction Services, General & Supplemental Conditions, which will form the basis for the final agreement (GC Contract). The General Conditions, as may be modified by any Supplemental Conditions, shall apply to the work of all subcontractors and to the work of the GC to the extent that they do not conflict with the GC Contract.

The Owner reserves the right to negotiate all terms in the final contract, including but not limited to any terms or conditions in the contract which are in the best interests of the Owner. Negotiated changes shall be (1) within the general scope of work described herein, (2) unlikely to affect the field of competition under this RFP, and (3) unlikely to substantially affect pricing of GC Fees proposed in the evaluation process (proposed GC Fees are not adjustable after GC selection).

It is the intention of the Owner to enter a GC Contract with the selected GC. The initial scope of the GC Contract will be limited to Pre-Construction activities only. However, the proposed GC Fee and General Conditions Cost submitted in this Proposal will be applied to any construction services added to the contract by early work or GMP amendment.

The Pre-Construction activities will include design constructability reviews, value engineering, estimating, cost estimate reconciliation with Architect/Engineer's estimates, schedule and sequencing planning, and subcontractor bidding as more fully described above.

It is the Owner's right to **NOT PROCEED** beyond each of the design phase reviews until budget reconciliation has been achieved between the Owner, Architect/Engineer, and the GC. Execution of a GMP amendment or termination of Pre-Construction services will constitute completion of Pre-Construction activities. If construction services are added through acceptance of a GMP, an amendment to the GC Contract will be executed. If the construction phase amendment is executed, a 100% Performance bond and a 100% Payment bond for the completion of the Project will be required. If the Owner chooses not to continue the GC Contract beyond the completion of Preconstruction activities, the GC compensation shall be limited to the Preconstruction services maximum, not-to-exceed amount stated in the GC Contract.

## 9. EXHIBITS

The following Exhibit is incorporated into the RFQ/P.

EXHIBIT	DOCUMENT
Exhibit A	Bid Details
Exhibit B	Site Plan and Preliminary Program/Design Layout

END OF RFQ/P

## EXHIBIT A: BID DETAILS

The following details shall override plans shown. This list is a compilation of questions that have come up on preliminary cost estimates.

- Selected contractor must provide all structural engineering for the project.
- This building must be a Type 4 so bid with the following loads.
  - Ground Snow Load 46psf
  - Wind Load 118mph
  - Collateral load at 3psf
- Include a total of 4 fans, 2 on each side of the office section at 150 lbs. per fan.
- Include 2 RTU units at 1,500 lbs. each but we can support with internal framing if needed.
- The 3-bay portion of the building will be for a **SHELL ONLY**. No interior finishes, no insulation and no concrete just road mix base at grade and ramp up to all 6 doors for temporary storage.
- Flexibility to moving the man door locations to accommodate bracing systems.
- Phasing for curb and gutter installation will coordinate with future development within the area.
- Only bid the 8' concrete pads on both the north and the south sides of the building.
- Utilize 6" of road mix for all asphalt areas of the plan and keep it 3" low of the concrete. We will drive on it for a couple of years and then prep and install paving.
- ADA parking is desired to be installed where Bike parking is shown.
- Do not put any landscape monies into your quotes.
- Do not include the trash enclosure in your bids.
- For the 30,000-gallon tank capacity and entire fire suppression system, utilize a figure of \$250,000
- Coordination with well driller and well installation will be performed by owner.
- Owner will construct bike rake.
- Signage and wayfinding utilize an estimate of \$15,000
- For mechanical, electrical, and plumbing systems utilize the following until system designs are completed:
  - Utilities to site and fees \$65,000
  - Electrical and lighting \$200,000
  - Plumbing and heating \$400,000
  - Vehicle exhaust removal system \$116,000
- Insulation –
  - Utilize 2" blue board on interior of stem walls 4' tall and 2" of blue board under the entire slab of the 100 x 80 slab.
  - For the 100 x 80 section figure flash and batt 2" foam and add an additional R-21 walls and R-30 ceiling again remember the 80 x 60 3 bay section will have nothing except the 2" blue board on the interior of the stem walls.

- Office, break room, bathroom and locker areas R-13 all walls and R-19 Batt for ceiling.
- Divider wall between the finished and unfinished side will be R-13 bottom to top with 4 mill vapor barrier on the unfinished side.
- Permits and review fees utilize a figure of \$10,000

Any other questions and concerns for bidding please do not hesitate to contact me directly. All work must comply and exceed all adopted codes and standards applicable to this project.

**OWNER CONTACT:**

Brandon Yung  
406-417-7971  
Deputy Fire Marshal  
Byung@centralvalleyfire.com

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