

**REQUEST FOR QUALIFICATIONS**  
**by LIBERTY COUNTY**  
**for ENGINEERING and SURVEY SERVICES and/or**  
**GRANT ADMINISTRATION SERVICES**

Liberty County, Montana is soliciting proposals for engineering and survey services related to the County's infrastructure (roads, bridges, buildings, etc.), survey, grant writing/administration, and planning needs or any additional engineering/professional services as deemed appropriate by the County. The County may utilize the firm for a period of five years for all engineering related activities that are the responsibility of the County and when requested by the County. The agreement and payment terms will be negotiated with the selected offeror.

Firms offering grant writing/administration services may submit qualifications to provide only those services.

The services to be provided may include, but are not limited to:

1. Assisting the County with infrastructure projects including grant funded projects.
2. Providing surveying services as deemed appropriate by the County.
3. Planning and grant writing/administration as deemed appropriate by the County.
4. Design and construction engineering for selected projects, allowing subcontractor utilization as necessary to support project needs.
5. Preparing construction bid packages in conformance with County requirements and supervising the bid advertising, tabulation, and award process, including preparing the advertisement for bid solicitation, conducting the bid opening, and issuing the notice to proceed.
6. Conducting pre-construction conferences.
7. Providing full project management and grant writing/administration services during selected projects.
8. Providing construction management services.
9. Assisting the County staff with day-to-day questions.
10. Assisting the County with all of the above services as they relate to disaster recovery and federal and state disaster assistance.
11. Any other items that the County deems necessary for day-to-day operation or for selected projects.

There is no guarantee that Liberty County will require any number of the above and the County may solicit additional consultants as needed.

Responses to the RFP should include:

1. The firm's legal name, address and telephone number.
2. The principal(s) of the firm and their experience and qualifications.
3. The experience and qualifications of the staff to be assigned to the contract.
4. A description of the firm's prior experience that qualifies them to provide the services described above. Respondents will be evaluated according to the following factors:
  - The qualifications of the professional personnel to be assigned to the contract (30%)
  - Related experience on projects that will meet the needs of the County (30%)
  - Recent and current work for Liberty County or similar entities (25%)
  - Overall quality of the proposal (10%)
  - Location (5%)

The selection of the successful firm will be based on an evaluation of the written responses and an interview, if the County deems the latter is necessary. The award will be made to the most qualified offeror whose proposal is deemed most advantageous to the County all factors considered. Unsuccessful offerors will be notified as soon as possible.

Questions should be directed to Commissioner Justin Wickum at (406) 759-5365. Responses must be directed to the Liberty County Commission, Liberty County Courthouse, 111 1<sup>st</sup> Street East, Chester, MT

59522-0459, and delivered no later than Sept 10, 2025 by 11:00 am. Please state "LIBERTY COUNTY ENGINEERING CONSULTANT" on the outside of the response package. Include 3 copies of the response. Responses may not exceed 15 one-sided pages, excluding a cover letter and personnel resumes.

This solicitation is being offered in accordance with state statutes governing procurement of professional services. Accordingly, Liberty County reserves the right to negotiate an agreement based on fair and reasonable compensation for the scope of work and services proposed, as well as the right to reject any and all responses deemed unqualified, unsatisfactory or inappropriate, and to waive any irregularities.

Section 3 Public Notice: Federal guidelines governing the use of grant funding may require Liberty County to provide, to greatest extent feasible, opportunities for training and employment arising in connection with the federally funded project be extended to local lower-income residents. Further, to the greatest extent feasible, business concerns located in our substantially owned residents of the project area will be utilized. Minority, women-owned, and disadvantaged ("DBE/MBE/WBE") businesses are encouraged to respond to this request. DBE/MBE/WBE firms are encouraged to register on Montana's DBE Registry at <https://www.mdt.mt.gov/business/contracting/civil/dbe.shtml>. Registrants will receive targeted outreach for opportunities pertaining to assisted projects that are covered by DBE/MBE/WBE.

**Liberty County Commissioners**  
**Chester, Montana**



Attest:

A handwritten signature in blue ink, appearing to read "Dawn Pacheco", written over a horizontal line.

A handwritten signature in black ink, appearing to read "Larry Hendrickson", written over a horizontal line.  
Larry HendricksonA handwritten signature in black ink, appearing to read "Joette Woods", written over a horizontal line.  
Justin Wickum  
Joette Woods