

REQUEST FOR PROPOSALS GROWTH POLICY

Custer County has been awarded a federal Community Development Block Grant (CDBG) in the amount of \$15,000 by the Montana Department of Commerce (DOC) for professional services to prepare a growth plan for Custer County. The total amount budgeted for consulting services is \$30,000 and completion of the growth plan would be expected not later than May of 2010.

Custer Commissioners are seeking a firm to provide Professional Services, to conduct all the meetings, research, interviews, etc., necessary to provide an up-to-date, multi-jurisdictional Growth Policy in written, electronic and multi-media format to Custer County. The new Growth Policy must satisfy the needs of Custer County and shall also be compliant to the statutory requirements of the State of Montana for local government Growth Policies.

The proposal should at a minimum include:

- 1) the firm's legal name, address, and telephone number;
- 2) prior experience in projects of this type within the past 6 years;
- 3) references for at least 3 projects listed;
- 4) listing of qualifications of staff who will be assigned to this project;
- 5) other experience or expertise you think might be important to the selection committee;
- 6) A description of how your firm will conduct the growth policy process in Custer County.
- 7) the proposed work plan and schedule for activities to be performed.

Respondents will be evaluated according to the following factors:

- Qualifications of the Professional Personnel to be assigned to the Project (20%)
- Consultant's Capacity to Meet Time and Project Budget Requirements (20%)
- Location (15%)
- Present and Projected Workloads (10%)
- Related Experience on Similar Projects (15%)
- Recent and Current Work for the Entity Issuing the RFP (10%)
- Overall Quality of the Proposal (10%)

The selection of finalists to be interviewed will be based on an evaluation of the written responses. The award will be made to the most qualified offeror whose proposal is deemed to be most advantageous to Custer County, all factors considered. Unsuccessful offerors will be notified as soon as possible. Questions and responses should be directed to the Custer County Commission, 1010 Main St., Miles City, MT 59301. All responses must be received no later than December 8, 2009 by 12:00 Noon. Include three (3) copies of the Proposal.

The CDBG application, which includes a complete description of the proposed project can be obtained at the Custer County Courthouse Commissioners Office, 1010 Main St., Miles City, MT during regular business hours. A copy is also available for review at the office of the Business Resources Division, Montana Department of Commerce, 301 S. Park Ave, Helena, MT.

This solicitation is being offered in accordance with federal and state statutes governing procurement of professional services. Accordingly, Custer 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 all responses deemed unqualified, unsatisfactory, or inappropriate.

Custer County is an equal opportunity employer.