



Request for Proposals

City of Billings, Montana

for

City Hall Offices/Site(s)

within Downtown Billings

Phase I

REQUEST FOR PROPOSALS

Downtown City Hall Site(s) for City of Billings

SECTION 1 – GENERAL INFORMATION

1.1 Purpose

The City of Billings is issuing this Request for Proposals (RFP) for the purpose of gathering proposals pertaining to developed space(s) for locating the offices and needs of City Hall Department functions that operate in Downtown Billings. The space will accommodate the Departments outlined in the Scope of the Downtown offices and functions with projected square footages development through a Master Planning process conducted in 2015 and recently updated. Also included are Parking requirements defined as both employee parking, city vehicle parking and parking needed for the Public to access these City Service functions at a City Hall. This RFP includes a map showing what the City believes to be the boundaries within the Downtown areas that we believe will best serve Billings. If you wish to propose a site outside of those boundaries, please provide your rationale and the City of Billings will determine if this meet our criteria.

In full disclosure, it is important to acknowledge that the City is requesting proposals at this time to set some direction for the future. Depending on the nature of the proposals, the terms, etc., it must be noted that the process within the City could require a public ballot issue and the process of determining funding methods, etc. will mean a minimum of 18 months to 3 years to approve a project. That does not mean the City cannot proceed with some planning, conceptual design or begin public processes to move forward, however, please note that a project will take some time to develop.

For the purposes of establishing the steps that have led to this RFP, it is important to understand that all the Departments contained in the scope of this RFP have been doing business in Downtown Billings and in the 2-3 most recent decades, were conducting in Three (3) Facility Locations, namely, City Hall, upper floor within the Library, and at the Community Center. In the planning of the new Library and feedback from the public, it was determined that the new Library be placed on the ballot as a Bond Issue with ONLY Library functions as a part of that new Facility. The success of that bond issue was also attributed to the private donations that partnered with public funding to build that facility. In essence, that decision ultimately displaced over 21,000 GSF of space that was occupied by Public Works Administration and Engineering in addition to Planning and Community Services Departments which includes the Building Department. The Departments that occupied in that space are now in shorter term leased space in two different locations, blocks apart in

downtown Billings. In addition, the current City Hall is out of any growth capacity and is deficient in needed space to operate.

In response to these needs, the City conducted a Facilities Master Planning process and subsequently, that Plan was adopted by City Council in 2017 and the direction of that plan was to move forward with many objectives, but primarily to: 1) create a more consolidated location for City services locations that are accessible to the Public in one or two locations, as opposed to five or more, and 2) to create a City Hall presence that allows efficient and productive space for City functions to conduct that business and take advantage of the positive synergies that creates for operating cohesive and consistent City Services to the citizens of Billings.

The proposal shall include:

- A detailed description of the proposer and the individuals, entity or entities making the Proposal including background information and other projects and/or sites that have been done previously or experience in development or both.
- Disclosure of the parties involved in the Proposal and Background information
- A brief summary of the short and long term objectives of this proposal and the facilities proposed in the RFP response
- A comprehensive description of site and project that would house the City Hall functions for the City of Billings
- A description of the process that would occur with the City to develop such project
- The tables show square footage required for the current staffing levels, those forecasted for 2030 and 2040. Please discuss how you propose meeting the growth needs in the space(s) at those milestones.
- Note that there are at least 10 Departments that are accessed daily by the Public, so accessibility to those locations are critical to a successful City facility.
- Outline the terms or propose financing opportunities that could be available to the City of Billings with respect to a proposed project – any forecasted or estimated pricing can be included and would be appreciated.
- Acknowledge that all buildings, offices areas and proposed spaces would need to meet all laws, ordinances, codes of record including full accessibility under the laws of the ADA and all current regulations. Note that the City is also accountable to Title III under the ADA.

Ultimately, the City of Billings hopes to utilize the Proposals to set a direction for the future to get these needs addressed. That could be with one of the proposals or many.

1.2 General Submission Information

The City intends to evaluate these proposals and determine the implications and economic impacts associated with the proposals. This RFP is not to be construed as a contract or commitment of any kind. The City may enter into discussions with one or more of the

parties proposing but will not likely establish an Agreement until further action by City Administration and City Council takes place. Therefore, projects that are specific to location but somewhat conceptual will be advised unless more specific details are already developed.

1.3 Questions

Questions regarding this RFP shall be submitted to:

City of Billings
Attention: Kevin Iffland, Assistant City Administrator;
210 N. 27th Street
PO Box 1178, Billings Montana;
Phone: (406) 657-8478;
Fax: (406) 657-8390
ifflandk@billingsmt.gov

from 8:00 a.m. to 5:00 p.m. (MST), Monday through Friday. Whenever responses to inquiries would constitute a modification or addition to the original RFP, the reply will be made in the form of an addendum to the Request for Proposals.

1.4 Preparation Costs

The City shall not be responsible for proposal preparation costs, nor for costs including attorney fees associated with any (administrative, judicial or otherwise) challenge to the determination of the highest-ranked Proposer and/or award of contract and/or rejection of proposal. By submitting a proposal, each Proposer agrees to be bound in this respect and waives all claims to such costs and fees.

SECTION 2 – RULES GOVERNING COMPETITION

2.1 Examination of Proposals

Proposers should carefully examine the entire RFP, any addenda thereto, and all related materials and data referenced in the RFP. Proposers should become fully aware of the nature of the Work and the conditions likely to be encountered in performing the Work.

2.2 Proposal Acceptance Period

All offers must be complete and irrevocable for sixty (60) days following the submission date. If necessary, potential project schedules could be discussed at the City's discretion.

2.3 Disposition of Proposals

All materials submitted in response to this RFP become public records under Article II, Section 9 of the Montana Constitution and §§ 2-6-102 and 7-1-4144, MCA and may be distributed by written request pursuant to Montana's Constitutional Right to Know or Public Records Acts.

Information provided in response to this RFP will be held in confidence and will not be revealed or discussed with competitors. However, one copy of each proposal submitted shall be retained for the official files of the Department and will become public record after award of any Contract.

The Consultant understands that, if selected, the City reserves the right to provide its opinion publicly and privately regarding the Consultant's performance.

2.4 Proposal Format

Proposals are to be prepared in such a way as to provide a straightforward and concise delineation of the Proposer's capabilities to satisfy the requirements of this RFP. Emphasis should be placed on:

- Conformance to the RFP instructions
- Responsiveness to the RFP requirements
- Overall completeness and clarity of content

2.5 Signature Requirements

All proposals must be signed. An officer or other agent of a corporate vendor, if authorized to sign Contracts on its behalf; a member of a partnership; the owner of a privately owned vendor; or other agent if properly authorized by a Power of Attorney or equivalent document may sign a proposal. The name and title of the individual(s) signing the proposal must be clearly shown immediately below the signature.

2.6 Proposal Submission

Fifteen (15) copies of the proposal must be submitted to the City no later than 4:00 p.m. (MST) on Friday, August 2nd, 2019. All copies of the proposals must be under sealed cover and plainly marked with the project name. Proposals shall be delivered or mailed to:

Kevin Iffland
Assistant City Administrator
210 N. 27th Street
Billings Montana 59101
Or
P.O. Box 1178
Billings, Montana 59103

2.7 Modification/Withdrawal of Proposals

A respondent may withdraw a proposal at any time prior to the final submission date by sending written notification of its withdrawal, signed by an agent authorized to represent the agency. The respondent may thereafter submit a new or modified proposal prior to the final submission date. Modifications offered in any other manner, oral or written, will not be considered. A final proposal cannot be changed or withdrawn after the submittal deadline, except for modifications requested by the City after the date of receipt and following oral presentations.

2.8 Oral Change/Interpretation

No oral change or interpretation of any provision contained in this RFP is valid whether issued at a pre-proposal conference or otherwise. Written addenda will be issued when changes, clarifications, or amendments to proposal documents are deemed necessary by the City of Billings

2.9 Late Submissions

PROPOSALS RECEIVED AFTER THE DATE AND TIME SPECIFIED IN SECTION 2.6 WILL NOT BE CONSIDERED AND WILL BE RETURNED UNOPENED.

2.10 Rejection of Proposals

The City of Billings reserves the right to reject any or all proposals if determined to be in the best interest of the City.

SECTION 3 – SCOPE OF WORK

3.1 Project Scope

The City of Billings requests proposals for a qualified Firm, Developer, Consultant, or Owner to propose a site, building(s) or project that will accommodate the size, functions, and general specifications for the City Departments that will operate in a “City Hall” within the downtown area specified in the City of Billings, MT. This request is preliminary to begin the process of determining the future placement of the City Hall functions and, as such, it is disclosed that this project is not yet funded so proposals can be conceptual, but must meet the criteria The City is providing data from and updated master planning process that reveals the Departments to be included and some estimated projections of the sizing and scope of areas needed. It is preferred that the functioning are within one (1) facility, however, multiple facilities can be used if they are in a campus-type setting so Public Access is convenient and efficient. There are critical adjacencies noted in the date provided such that the critical adjacencies will be housed together in a facility. In addition, there is a projection of Parking needs that have been categorized by Employee Parking, City Vehicle Parking, and number of Public parking spaces we foresee as needed. This projection has not be “factored” in any

way, so is truly and estimate only. City vehicle parking means that these vehicles are left on site at the end of the day. A separate Table of “Special” or “Other” spaces is included since we have needs of special areas such as Courtrooms, Public meeting area and other conference spaces. The selected firm may be required to provide up to fifteen (15) printed copies of the report for the City’s use and review and will be required to provide the final report and recommendation on computer disk or other storage media. The firm may also be required to make an oral presentation to City Council.

3.2 Scope of Proposal(s)

FACILITIES MASTER PLAN – SITES FOR CITY HALL- PHASE I – SUMMARY SCOPE OF WORK

Since this is Phase I of this process, it is noted that the City may work with proposers for additional discussions in the future, so not necessarily one proposal will be selected. Phase II in the future would include more detailed plans and schedules to move forward.

Proposal Objectives: It is the intent of the City of Billings to receive input for our future need of consolidating our City Hall functions in the downtown area to set our future direction and assist with decisions that need to be addressed. These objectives are what we are targeting for this RFP:

- Recommendations/Options of site(s) that can accommodate the functions outlined and the quantity of space required
- Gain insight into development goals and ideas for our Community that qualified individuals and firms would propose for the City to consider
- Public input – include a public process in the plan for future presentation and input into aspects of this type of project
- Some perspective of cost and configuration of possible future space
- Comments and analysis on City’s position to own or lease developed facilities

SECTION 4 – PROPOSAL AND SUBMISSION REQUIREMENTS

To achieve a uniform review process and obtain the maximum degree of comparability, the proposals shall be organized in the manner specified below. Proposals shall not exceed ten (10) pages in length (excluding resumes, title page(s), index/table of contents, attachments, or dividers). Information in excess of those allowed will not be evaluated/scored. One page shall be interpreted as one side of single-spaced, typed, 8½” X 11” sheet of paper.

4.1 Title Page (Limited to 1 Page)

Show the RFP project name, the name of your firm, address, telephone number(s), name of contact person, and date.

4.2 Letter of Transmittal (Limited to 2 Pages)

- A. Identify the RFP for which proposal has been prepared.
- B. Briefly state your firm's understanding of the RFP and your reason for submitting a proposal.
- C. Provide the name of the person authorized to make representations for your firm, their title, address, telephone number and other contact information.
- D. The letter must be signed by a corporate officer or other individual who has the authority to bind the firm. The name and title of the individual(s) signing the proposal must be clearly shown immediately below the signature.

4.3 Proposal Narrative (Limited to 10 Total Pages)

- A. Firm Experience
Detail the firm's experience in the same or similar areas of expertise and its ability to provide the required services.
Provide at least three references for which your firm has provided the same or similar services. Include a point of contact, current telephone number, and a brief description of the services provided.
Identify your firm's performance on similar projects, especially noting City of Billings work and task work of this type.
- B. Available Resources and Consultant Location
Provide information on personnel resources available to your firm, which indicates that you have access to the services necessary to perform the work in the time available and within the required standard.
Describe the firm's location where the primary services are to be provided and the ability to meet in person with City personnel when required during the performance of the Contract.
- D. Project Methodology, Approach, Terms and Descriptions or Diagrams
Provide detailed information on the firm's methodology in meeting the scope of work requirements identified in Section 3 and Attachments.

SECTION 5 – EVALUATION CRITERIA AND SELECTION PROCESS

5.1 Evaluation Criteria

Submittals will be evaluated in accordance with the following criteria:

- A. Firm Experience & Resources
- B. Interpretation of Scope and Presentation
- C. Project Methodology and Innovation

- D. Location and attributes
- E. Terms and Economics

A committee of individuals representing the City of Billings will evaluate the proposals and summarize results to the City Council. The City of Billings reserves the right to work with the proposers to verify questions and may request a firm to make a presentation to City Council.

ATTACHMENT A and Appendix X

**SUMMARY TABLES, DATA & AREA BOUNDARIES
AS PREPARED BY**

**CTA ARCHITECTS ENGINEERS IN ASSOCIATION WITH
CGL COMPANIES**



**Table 3-2
Projected Space Needs**

Department/Division	Space				
	Exstg DGSF	2019 DGSF	2030 DGSF	2040 DGSF	% Change
City Administration	1,637	2,250	2,450	3,000	83.3%
City Attorney	3,734	4,150	4,400	4,900	31.2%
Facilities Management - City Hall	1,461	1,600	1,600	1,600	9.5%
Finance	7,905	7,475	7,700	7,700	-2.6%
Human Resources	2,402	3,050	3,375	3,650	52.0%
Information Technology - City Hall	3,002	4,225	4,450	4,900	63.2%
Information Technology - Belknap	1,818	1,575	1,575	1,575	-13.4%
Municipal Court	6,543	11,075	11,525	11,975	83.0%
Parking	1,339	2,400	2,550	2,850	112.8%
Parks, Recreation and Public Lands - Administration	2,980	3,750	4,800	5,850	96.3%
Planning and Community Services - Building	3,490	3,575	3,975	4,375	25.4%
Planning and Community Services - Code Enforcement	958	800	1,000	1,400	46.1%
Planning and Community Services - Community Dev	3,553	3,763	4,825	5,500	54.8%
Planning and Community Services - Planning	3,058	2,485	3,025	3,475	13.6%
Police Department - Administration/ Records	11,500	14,750	16,650	18,100	57.4%
Police Department - Detectives	6,198	6,200	7,000	7,525	21.4%
Police Department - Drug & Fugitives	n/a	3,400	3,800	4,000	
Public Works - Administration	1,341	1,575	1,800	2,025	51.0%
Public Works - Engineering	4,992	5,800	6,250	6,700	34.2%
Other - City Hall Support ¹	574	4,199	4,199	4,199	631.5%
Total	68,485	88,097	96,949	105,299	53.8%

Source: CGL and CTA, December 2014 and updated February 2015 and June 2019. Note totals may vary due to rounding.

¹ Existing includes Break Room, future includes 1 community room for 100 persons (1,500sf), 2 large meeting rooms for 20 persons (400sf), and 4 meeting rooms for 6-8 persons (150sf).

Note that the space projections are expressed as DGSF and that grossing factors must be added to determine total building size or BGSE. CTA would recommend adding 30% to cover the Common areas + mechanical.



**TABLE 3-3
OTHER OR SPECIAL SPACE NEEDS BY DEPARTMENT**

Department	Other or Special Space Needs
City Administration	Access to a Conference Room – see Support below Public Access Window/Counter
City Attorney	Includes Conference Room
Facilities Management	Shop Space for Maintenance/Storage
Finance	Public Access Counter/Window, Records Storage
Human Resources	Public Access Counter/Window, Interview Rooms (2) + Records Storage
Information Technology	IT server Room for City (24/7 with Dedicated Cooling + Delivery/Loading Dock access
Municipal Courts	Courtroom to seat 60, Hearing Room seat 25, Private Restroom, (1) Holding Cell, Records Storage
Parking Division	Public Payment window
Parks & Recreation - Administration	Public Access Counter+ Materials & Supplies Storage
Planning - Building	Public Access Counter + Conference Room
Planning - Code Enforcement	Public Access Counter + Records Storage
Planning- Community Development Dept.	Reception Area (small)
Planning - Planning Dept.	Public Access Counter, Large Conference Room
Police Administration	Public Access Window, Conference Room, Record Storage
Police - Detectives	Secure Interview & Waiting Rooms, Public Window/Waiting Area (outside secure door)
Police - Drug & Fugitive Task Force	NONE
Public Works -Admin. & Finance	NONE
Public Works - Engineering	Public Access Counter, Records Storage, Conference Room
City Hall Support	Common Break Room + Community Room (100 Seats) + (2) large Meeting Rooms for 20 + (4-6 Small Meeting rooms for 6-8 seats

NOTE: Departments in proximity of each other can share Conference Room, but smaller interview or meeting areas noted should be inside department areas.

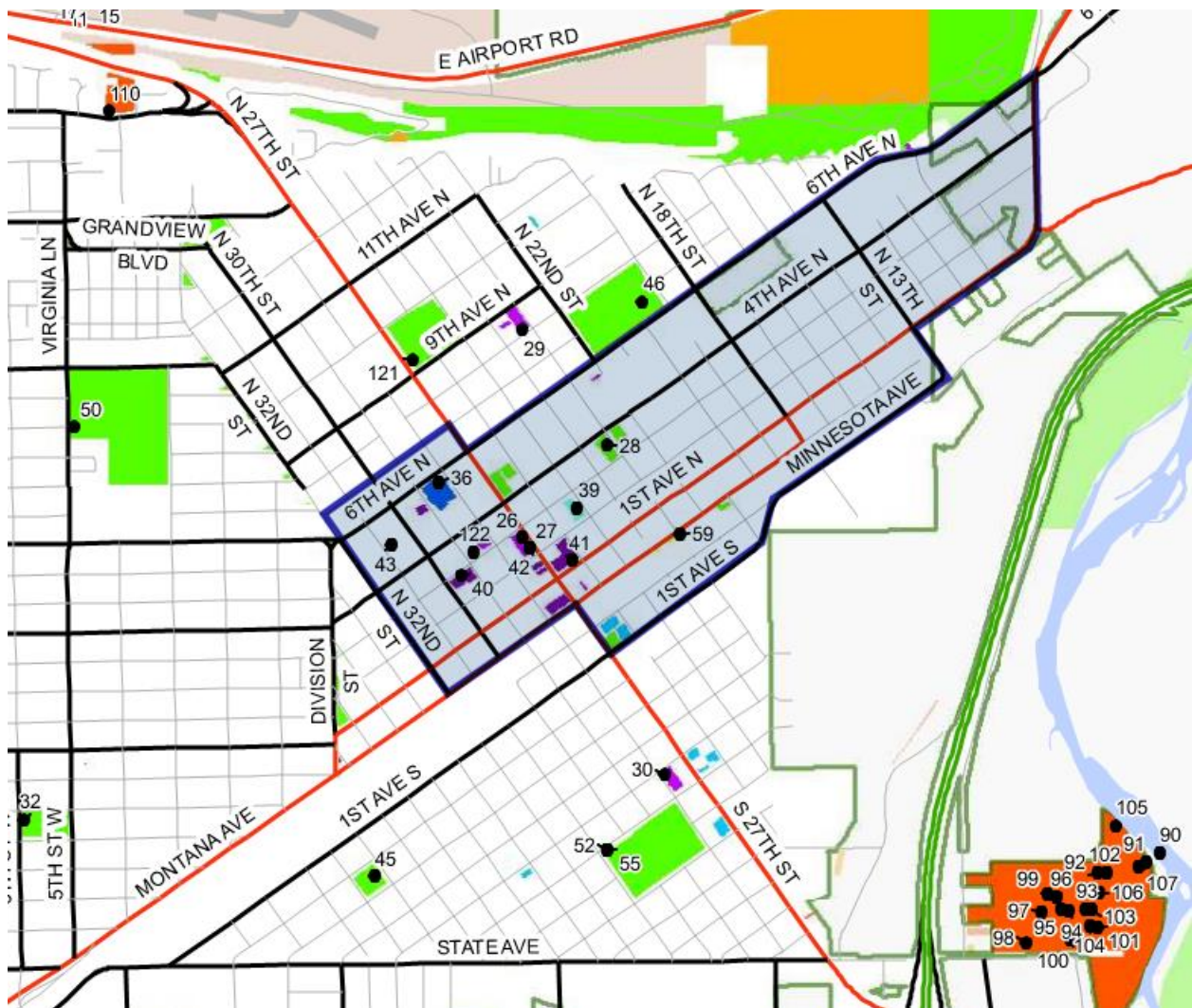


REQUIRED PARKING SUMMARY

PARKING	Employee Vehicles	City Vehicles	Visitor's per day
Existing	205	84	330²
2030 Estimated¹	226	93	363²

¹ Estimated parking count is an increase of 10% over the existing. This 10% matches the projected growth.

² Visitor count is not parking space provided, but the amount of visitors to the departments per day.



CONDITIONS AND NON-COLLUSION FORM

To receive consideration, this form must be signed in full by a responsible, authorized agent, officer, employee or representative of your firm.

CONDITIONS AND NON-COLLUSION AGREEMENT

We have read and agree to the conditions and stipulations contained herein and to the Standard Terms and Conditions contained on the attached.

We further agree to furnish the services specified at the prices stated herein, to be delivered to the location and on that date set forth herein.

In signing this proposal, you also certify that you have not, either directly or indirectly, entered into any agreement or participated in any collusion or otherwise taken any action in restraint of free competition; that no attempt has been made to induce any other person or firm to submit or not to submit a proposal; that this proposal has been independently arrived at without collusion with any other proposer, competitor or potential competitor; that this proposal has not been knowingly disclosed prior to the due date and time to any other proposer or competitor; that the above statement is accurate under penalty of perjury.

Legal Name of Firm/Corporation

Authorized Signature

Address

Printed Name

City/State/Zip

Title

Date

Telephone Number



ATTACHMENT D

INTENT TO RESPOND FORM

RFP: City of Billings RFP for City Offices/Sites in Downtown- Phase I

Dated _____

Please fax, deliver or email the following Intent to Respond form to Kevin Iffland, Assistant City Administrator, at fax (406)657-8390, address 210 N. 27th Street or to ifflandk@billingsmt.gov within two (2) days of RFP due date even if your company chooses NOT to respond to the RFP.

To: City of Billings
Attn: Kevin Iffland
Fax: 406-657-8390

From:	_____	Contact Name
	_____	Company Name
	_____	Company Address

	_____	Phone Number
	_____	Fax Number
	_____	Email Address

We intend to respond to this RFP by the specified due date:

Yes _____ No _____

Company Name Date

Contact Name (please print) Title

Signature of Contact Person

By signing the above, I certify that I am authorized by the Company named above to respond to this request.