

RESOLUTION NO. R24-90

A RESOLUTION OF THE CITY COUNCIL AUTHORIZING THE CITY OF LAUREL AND THE LAUREL URBAN RENEWAL AGENCY (LURA) TO ADVERTISE A REQUEST FOR QUALIFICATIONS FOR AN ENGINEERING CONSULTANT.

WHEREAS, the Laurel Urban Renewal Agency (hereinafter “LURA”) has requested that the City of Laurel and LURA seek a Request for Qualifications for Engineering Services for preparing and administering construction projects within the Tax Increment Finance (hereinafter “TIF”) District in accordance with Montana State law to ensure compliance, as well as to manage construction projects related to the expenditures of TIF funds in the District;

WHEREAS, the terms of the Request for Qualifications are attached hereto and incorporated herein by reference; and

WHEREAS, the City believes that it is in the best interests of the City and LURA to advertise a Request for Qualifications consistent with the terms of the attached, in order to retain an Engineering Consultant responsible for administering and overseeing construction projects in the TIF District.

NOW THEREFORE BE IT RESOLVED by the City Council that the City of Laurel and the Laurel Urban Renewal Agency are authorized to advertise the Request for Qualifications for an Engineering Consultant for the Tax Increment Finance District in accordance with Montana state law; and


NOW THEREFORE BE IT FURTHER RESOLVED that the Request for Qualifications for Engineering Services shall be consistent with the terms of the attached, to advertise for an Engineering Consultant responsible for administering and overseeing construction projects in the TIF District.

Introduced at a regular meeting of the City Council on the 22nd day of October 2024, by Council Member Sparks.

PASSED and APPROVED by the City Council of the City of Laurel the 22nd day of October 2024.

APPROVED by the Mayor the 22nd day of October 2024.

CITY OF LAUREL


Dave Waggoner, Mayor

ATTEST:


Kelly Strecker, Clerk-Treasurer

APPROVED AS TO FORM:


Michele L. Braukmann, Civil City Attorney





**CITY OF LAUREL
LAUREL URBAN RENEWAL AGENCY
MONDAY, OCT 7TH, 2024
11:00 AM
CITY BOARDROOM**

A LAUREL URBAN RENEWAL AGENCY meeting was held in City Boardroom and called to order by Cami at 11:00 p.m. on Oct 7th, 2024

COMMITTEE MEMBERS PRESENT:

x	Judy Goldsby		Vacancy
x	Cami Nelson	x	Daniel Klein
x	Cheryl Hill	x	Kurt Markegard
	Janice Lehman		

OTHERS PRESENT:

	Mardie Spalinger
x	Forrest Sanderson
x	Doug Whitney
x	Dianne Lehm

General Items:

Roll Call

Approval of Minutes – Judy made a motion to approve Sept 23rd minutes, Cami 2nd

New Business:

Project Discussion & Update on Engineer RFQ

- Doug and Forrest presented to the committee the Engineering Selection Process – the packet included request for qualification, SOQ scoring criteria, SOQ tabulations, alternative following up questions, Interview questions/scoring criteria and interview scoring tabulation.
- Doug presented that we have a non-exclusive 613-G
- Judy made a motion to add to add Forrest to the selection committee and Doug as an alternative for anyone that can't make it to an interview. Daniel 2nd the motion. All in Favor.
- Daniel mad e amotion to approve the engineering selection process and wants to add Forrest as moderator. Judy made a 2nd to the motion. All in Favor

Old Business:

Kurt provided the most recent - attached

Next meeting is Oct 21st

Announcements:

Dianne Lehm presented EDA Oct 17th Business on Broadway small business summit

Forrest received a request for new project – fill in ditch on Bernhart rd. – the approval from CHS expires Jan 1, 2028

Forrest received information for the company Holophane, the provide lighting and poles. He will be inviting them to our next meeting to do a presentation.

Adjourn Meeting: Daniel made a motion to adjourn the meeting Cheryl 2nd at 12:05

Respectfully submitted,

Cheryl Hill

Cheryl Hill

LURA Secretary

The city makes reasonable accommodations for any known disability that may interfere with a person's ability to participate in this meeting. Persons needing accommodation must notify the City Clerk's Office to make needed arrangements. To make your request known, please call 406-628-7431, Ext. 2, or write to City Clerk, PO Box 10, Laurel, MT 59044, or present your request at City Hall, 115 West First Street, Laurel, Montana.

Account	Object	Actuals				Current	%	Prelim.	Budget	Final	%
		20-21	21-22	22-23	23-24	Budget	Exp.	Budget	Changes	Budget	Budget
2310 TAX INCREMENT-Business Dist.											
411850 Special Projects											
110	Salaries and Wages	14,079	12,772	535	14,552	18,710	78%	30,000		30,000	160%
138	Vision Insurance	21	16		13	28	46%	30		30	107%
139	Dental Insurance	105	100		78	130	60%	130		130	100%
141	Unemployment Insurance	35	45	1	37	75	49%	100		100	133%
142	Workers' Compensation	78	76	4	84	150	56%	200		200	133%
143	Health Insurance	2,604	1,944		1,712	3,335	51%	1,700		1,700	51%
144	Life Insurance	18	13		17	82	21%	82		82	100%
145	FICA	1,077	977	41	1,105	1,200	92%	1,500		1,500	125%
146	PERS	1,235	1,101	48	1,320	1,900	69%	2,200		2,200	116%
149	ST/LT Disability				116	300	39%	300		300	100%
194	Flex Medical				150	0		200		200	133%
220	Operating Supplies				3,441	1,000	34%	5,000		5,000	500%
337	Advertising					700	0%	700		700	100%
350	Professional Services		381			400	0%	300,000		300,000	75000%
370	Travel					500	0%	500		500	100%
380	Training Services		945			1,000	0%	1,000		1,000	100%
735	TIFD Large Grant					275,000	0%	275,000		275,000	100%
736	TIFD Small Grant					50,000	0%	50,000		50,000	100%
737	TIFD Facade Grant					18,000	0%	18,000		18,000	100%
738	TIFD Technical Assistance					6,000	0%	6,000		6,000	100%
901	MISC CAPITAL PROJECTS					2,858,938	0%	2,858,938		2,858,938	100%
931	Roads, Streets & Parking	1,009,102				0	0%			0	0%
	Account:	1,028,354	18,370	629	22,475	3,237,598	1%	3,551,580	0	3,551,580	109%
470300 Economic Development											
700	Grants, Contributions & I	247,084	62,833			0	0%			0	0%
	Account:	247,084	62,833			0	0%	0	0	0	0%
490000 Debt Service											
610	Principal	79,959	82,685	85,503	43,843	86,949	50%	89,930		89,930	103%
620	Interest	100,280	97,554	94,736	46,277	93,292	50%	91,432		91,432	98%
	Account:	180,239	180,239	180,239	90,120	180,241	50%	181,362	0	181,362	100%
521000 Interfund Operating Transfers Out											
820	Transfers to Other Funds	6,000	6,000	6,000	6,000	6,000	100%	6,000		6,000	100%
	Account:	6,000	6,000	6,000	6,000	6,000	100%	6,000	0	6,000	100%
	Fund:	1,461,677	267,442	186,868	118,595	3,423,839	3%	3,738,942	0	3,738,942	109%
	Orgn:	1,461,677	267,442	186,868	118,595	3,423,839	3%	3,738,942	0	3,738,942	109%
	Grand Total:	1,461,677	267,442	186,868	118,595	3,423,839		3,738,942	0	3,738,942	



REQUESTS FOR QUALIFICATIONS

LURA ENGINEERING SERVICES

The City of Laurel is soliciting qualifications to hire a firm or individual to provide general planning and engineering services related to the Laurel Urban Renewal Agency (LURA) improvements, funded through a Tax Increment Finance (TIF) District. The LURA will utilize the selected firm or individual for a period of up to three years for planning and engineering related activities associated with the LURA improvements that may include, but not limited to sidewalks, sidewalk lighting, pedestrian improvements, street improvements, water and sewer lines, storm drainage, and parking improvements. The agreement and payment terms will be negotiated with the selected firm or individual.

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

- Project planning.
- Evaluating the condition of the existing facilities.
- Developing project priority recommendations.
- Developing recommendations regarding packaging of proposed improvements.
- Infrastructure studies.
- Preliminary design.
- Project coordination with land owners, MT-DOT, NorthWestern Energy, and BNSF.
- Prepare project costs estimates.
- Identifying potential grant opportunities and grant writing/administration.
- Analysis of the Environment/Environmental Consequences if required.
- Develop mapping, figures, and exhibits as requested.
- Attend public hearings and meetings as necessary.
- Attend City Council meetings as needed.
- Final design, permitting, and bidding services.
- Construction phase services including construction observation and project closeout.

Responses to this RFQ must not exceed ten pages – excluding resumes, and must include the following:

- The firm's legal name, address, and telephone number
- The principal(s) of the firm and their experience and qualifications.
- The experience and qualifications of the staff to be assigned to the project.
- A description of the firm's prior experience, including any similar projects, size of community, location, total construction cost, and name of a local official knowledgeable regarding the firm's performance.
- A description of the firm's current work activities and how these activities would be coordinated with the project, as well as the firm's anticipated availability during the term of the project.
- The proposed work plan and schedule for activities that may be performed.
- List, including contact names, a minimum of five projects involving services applicable to those outlined in this RFQ.



The statement of qualifications will be evaluated based on the following criteria:

- | | |
|-------------------------------------------------------------------------------|-----|
| 1. Qualifications of the professional personnel to be assigned to the project | 30% |
| 2. The consultant's capability to meet time and project budget requirements | 15% |
| 3. Location | 5% |
| 4. Present and projected workloads | 10% |
| 5. Related experience on similar projects | 20% |
| 6. Recent and current work for the City of Laurel entities similar to LURA | 20% |

The selection will be based on an evaluation of the written responses. However, the City reserves the right to conduct interviews, if interviews are deemed necessary. The award will be made to the most qualified firm or individual whose proposal and/or interview is deemed most advantageous to the Laurel Urban Renewal Agency, all criteria considered. Unsuccessful firms will be notified as soon as possible. Questions should be directed in writing via email to the TIF District Coordinator, Peaks Planning & Consulting, at ForrestSanderson@PeaksPlanning.onmicrosoft.com.

Responses shall include twelve printed copies and one electronic copy, as a PDF, of the SOQ and shall be submitted no later than _____ at 5:00 p.m. addressed to the City of Laurel, City Clerk Treasurer, P.O. Box 10, Laurel, MT 59044, or hand delivered to the City Clerk at City Hall 115 W, 1st Street, Laurel Montana. Please state "LURA Engineering Services Proposal" on the outside of the envelope.

This solicitation is being offered in accordance with federal and state statutes governing procurement of professional services. Accordingly, the City of Laurel 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.



LURA Engineer Selection Process

1. Determine what best meets the needs of the LURA, a Request for Proposals or a Request for Qualifications. *The LURA Board selected to move forward with a Request for Qualifications at their September 23, 2024 meeting.*
2. Develop a Request for Qualifications (RFQ).
3. Develop a Legal Advertisement for publication advertising the RFQ.
4. Develop the scoring criteria for ranking the Statement of Qualifications (SOQ) that are submitted in reply to the RFQ.
5. Develop interview questions and scoring criteria to be used should it be determined that interviews are needed.
6. Determine who will be on the Selection Committee. *The LURA Board identified the Selection Committee members at their October 7, 2024 meeting.*
7. Secure City Council approval to move forward with the selection of an Engineer.
8. Determine advertisement dates and the deadline for SOQ submissions.
9. Advertise the RFQ in Laurel Outlook and in the Yellowstone County News.
10. The City Clerk will receive SOQ as they are submitted prior to the submittal deadline.
11. Distribute the SOQs and scoring criteria to the Selection Committee members and set a date that the members will have the SOQs reviewed and draft scores developed.
12. Selection Committee meets to discuss SOQs, finalize their individual scores, and to total the overall Committee scores. This meeting will also determine if interviews are needed and if needed, which firms will be interviewed.
13. If interviews are to be conducted, then:
 - a. Determine interview format and duration. *The LURA Board selected a 15 minute presentation followed by 15 minutes for Q&A format at their October 7, 2024 meeting.*
 - b. Determine the date and time of interviews,
 - c. Notify selected firms of their interview date, time, format, and interview duration,
 - d. Conduct interviews,
 - e. Selection Committee meets and score interviews immediately after the interviews.
 - f. The interview scoring will determine the final ranking, and
 - g. Recommend the selected firm to the City Council for approval.
14. City Council Approves selected firm.
15. A LURA Master Services Agreement is negotiated with the selected firm.
16. City Council Approves and executes the LURA Master Services Agreement.



**LURA Engineering Selection
Interview Questions and Scoring Criteria**

Committee Member _____
Firm _____

Interview Format: 30 minutes total, 15 minutes presentation, 15 minutes Q&A

100 total possible points

Presentation: Score _____ out of 50

Score based on understanding of TIF funding and limitations,
Understanding of identified projects and future projects,
Project Manager rapport with the LURA Board, and
Overall fit and comfort level to meet the needs of the LURA

Question 1: Score _____ out of 10

How will you communicate and interact with the LURA Board?

Question 2: Score _____ out of 10

Based on your team's experience, why should we select your firm?

Question 3: Score _____ out of 10

How do you track and keep your projects on schedule and on budget?

Question 4: Score _____ out of 10

What processes does your firm have in place to ensure quality control
during the design phase and through construction?

Question 5: Score _____ out of 10

How would you approach a project that may be under funded?

Total Score: _____ out of 100



Alternative or Follow up Questions:

How do you balance your staff's time to meet all of their project commitments?

Is the staff proposed the actual staff that will be used?

Are you, the presenter today, actually running the project or will it be someone else?

Which of your past clients should call for references, and which ones should we not call?



LURA

Selection Committee SOQ Scoring Tabulations

Date: _____



Firm:	Awarded Points	Awarded Points	Awarded Points	Awarded Points	Awarded Points	Awarded Points
SOQ Reviewer						
Camilla Story						
Daniel Klein						
Cheryl Hill						
Judy Goldsby						
Mardie Spalinger						
Kurt Markegard						
Forrest Sanderson						
(TIF Coordinator)						
Doug Whitney						
(Alternate)						
Total:						

Does the Selection Committee Recommend Interviews? _____ (Yes or No)

If Yes, what firms are to be interviewed?

- Firm 1 _____
- Firm 2 _____
- Firm 3 _____
- Firm 4 _____
- Firm 5 _____



LURA

Engineering Selection Interview Scoring Tabulation

Date: _____

Firm:	Awarded Points			
	Awarded Points	Awarded Points	Awarded Points	Awarded Points
Interview Scores:				
Camilla Story				
Daniel Klein				
Cheryl Hill				
Judy Goldsby				
Mardie Spalinger				
Kurt Markgard				
Forrest Sanderson				
(TIF Coordinator)				
Doug Whitney				
(Alternate)				
Total:				

Selection Committee Recommends: _____

Selection Committee Chair: _____



LURA
Engineering SOQ Scoring Criteria

Date: _____

Criteria	Maximum Points	Considerations:
1	30	Resumes, experience on similar projects, likelihood of actual staff
2	15	Staff, workload, internal controls, budget tracking, communications
3	5	Location of office serving LURA and other local projects
4	10	Anticipated workload over the next three years
5	20	Are the identified staff work on these project?
6	20	References provided, good or bad past work with the City
	100	

Criteria	Awarded Points	Awarded Points	Awarded Points	Awarded Points	Awarded Points
1	30 points				
2	15 points				
3	5 points				
4	10 points				
5	20 points				
6	20 points				
Total:					

Firm: _____

Reviewer Name: _____

Reviewer Signature: _____

**CITY OF LAUREL REQUEST FOR QUALIFICATIONS FOR
Laurel Urban Renewal Agency Engineering Services**

A. Requirements for Submission of City Proposal:

1. Time for Filing: Not later than _____ at 5:00 p.m. addressed to the City of Laurel, City Clerk Treasurer, P.O. Box 10, Laurel, Montana 59044, or hand delivered to the City Clerk at City Hall 115 W, 1st Street, Laurel Montana.
2. Sealed Envelope: Outer envelope containing proposal should be marked: "LURA ENGINEERING SERVICES." If contained in a mailed envelope, the mailing envelope should be marked to indicate it is the outer, sealed envelope.
3. Twelve printed copies and one electronic copy as a PDF of the proposal are required
4. The City will open proposals after the deadline expires.
5. The selection may be made directly from the submitted proposals, or the City may conduct interviews if deemed necessary.
6. Questions should be directed in writing, via email, to the TIF District Coordinator; Peaks Planning & Consulting, at ForrestSanderson@PeaksPlanning.onmicrosoft.com.

B. Scope of Services (under the direction of the City of Laurel Staff and LURA Board) may include, but not limited to the following:

1. Sidewalks, sidewalk lighting, pedestrian improvements, street improvements, water and sewer lines, storm drainage, and parking improvements.

C. Minimum Information Required for the Statement of Qualifications:

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 project.
4. A description of the firm's prior experience, including any similar projects, size of community, location, total construction cost, and name of a local official knowledgeable regarding the firm's performance.
5. A description of the firm's current work activities and how these activities would be coordinated with the project, as well as the firm's anticipated availability during the term of the project.
6. The proposed work plan and schedule for activities that may be performed.
7. List, including contact names, a minimum of five projects involving services applicable to those outlined in this RFQ.
8. The statement of qualifications shall not exceed 10 pages, excluding resumes.

D. Length of Contract

The contract term shall be a 3-year contract that is renewable at the discretion of the City. Items contained in the contract may be renegotiated as necessary to meet the needs of the City. The City will provide the written contract for services.

The City reserves the right to reject any and all proposals, to waive irregularities, and to request additional information from the individual firm submitting the proposal