



MONTANA
DEPARTMENT OF COMMERCE

REQUEST FOR QUALIFICATIONS

GENERAL CONTRACTOR / CONSTRUCTION MANAGER SERVICES

Preconstruction and Construction Phase Services

Visitor Information Center – New Construction

Hardin, Montana

RFQ Submittal Deadline:

December 23, 2025 3:00 PM

City of Hardin

406 N Cheyenne Ave, Hardin, MT 59034

December 10, 2025

REQUEST FOR QUALIFICATIONS ~ FOR GENERAL CONTRACTOR / CONSTRUCTION MANAGER

TO: Prospective GC/CM Candidates

FROM: City of Hardin

SUBJECT: General Contractor / Construction Manager services for a Visitor Information Center in Hardin, Montana.

PROJECT LOCATION: Approximately - 920 N Mitchell Ave, Hardin, Montana

DATE OF ISSUE: December 10, 2025

All responses must be submitted in the required format, enclosed in a sealed envelope clearly labeled with the RFQ title, company name, and due date, and provided in both hard copy and electronic copy.

Responses to this Request for Qualifications for GC/CM services will be received at the City of Hardin City Hall's office no later than **3:00 PM MST on Tuesday, December 23, 2025.** It is the sole responsibility of the proposing firm to ensure that submissions are received prior to the closing time as late submittals will not be accepted and will be returned unopened.

The physical address is:

City Hall, 406 N Cheyenne, Ave, Hardin, Montana

For additional information on this RFQ, contact Alexandria Edwards, Project Manager, 406-665-9260, aedwards@hardinmt.com

DATED at Hardin, Montana, this 10th day of December, 2025

Andrew Lehr

City Finance Officer/City Clerk

For publication on:

Wednesday, December 10, 2025

Wednesday, December 17, 2025

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Correspondence concerning this RFQ is to be sent to the following individuals:

Andrew Lehr
Finance Officer/ City Clerk
City of Hardin
406 N. Cheyenne Ave.
Hardin, MT 59034
406-665-9260 Ext. 102
cityfinance@hardinmt.com

Alexandria Edwards
Project Manager
City of Hardin
406 N. Cheyenne Ave.
Hardin, MT 59034
406-665-9260
aedwards@hardinmt.com

I. INTRODUCTION:

The City of Hardin (“Owner”) is seeking qualified construction firms to provide General Contractor/Construction Manager (“GC/CM”) services for Phase 1 of the Visitor Information Center project in Hardin, Montana. The selected firm will work collaboratively with the Owner to deliver both Pre-Construction Services and Construction Services for the Project.

The Owner intends to enter into a GC/CM Contract for Pre-Construction Services for the Project. This GC/CM contract will include a maximum Pre-Construction Services Fee, GC/CM Fee percentage and Fixed Costs for General Conditions Work. This GC/CM 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 with any GC/CM contract beyond the completion of Pre-Construction activities and solicit bids from qualified contractors for the construction of the Project. The Owner will use the RFQ process to evaluate each of the Proposers’ qualifications. Final selection will be determined from the deliverables submitted in response to the RFQ document, interviews and any other information sought by the Owner to assess a firm’s ability to complete the Project as required

This RFQ 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 as a result of this RFQ 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 venue for all legal proceedings shall be the City of Hardin, Big Horn County. By offering to perform services under this Procurement, all Proposers 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.

II. PROJECT BACKGROUND AND DESCRIPTION

The construction of the Visitor Information Center is a component of the Big Horn Tourism Breakthrough Project, funded by the Pilot Community Tourism Grant Program through the Montana Department of Commerce, which was awarded to the City of Hardin for tourism development in Hardin and greater Big Horn County in February 2025.

The new Visitor Information Center will serve as a welcoming hub for both visitors and community members, celebrating the unique culture, history, and opportunities of Big Horn County. The Visitor Information Center is intended to be built on a city-owned vacant parcel known as “the triangle,” located within Hardin city limits at approximately 920 N Mitchell Ave, Hardin, Montana 59034. Phase 1 of the Visitor Information Center will include a mechanical

room, electrical room, main lobby, restrooms, exhibit gallery, janitor closet, storage room, and a vestibule.

It is the intent of the Owner that design and preconstruction services for the Project will run in parallel to one another, with construction to follow the completion of design. This will allow decisions made on each Project to inform one another maintaining equity/parity between Projects. Clear and constant communication amongst the entire team is essential for the overall success of the Project.

For architectural services, the Owner has selected:

CTA Inc. DBA Cushing Terrell
13 N 23rd Street,
Billings, MT 59101
(406) 248-7455
Principal-in-Charge, Shannon Christensen

III. SCOPE PRECONSTRUCTION SERVICES

Preconstruction services will be provided on a cost reimbursement basis up to a stated maximum. The specific scope of preconstruction services will be negotiated prior to signing the GC/CM contract. In general, preconstruction services are anticipated to include the following: Consult with, advise, assist, and provide recommendations on all aspects of the planning and design of the work. Additionally, the scope of preconstruction services will follow the provisions outlined in the AIA A133 Contract, which can be made available upon request.

1. Project Partnership & Collaboration

- Act as a collaborative partner to the City of Hardin and the Design Team throughout all preconstruction phases.
- Participate in all coordination meetings, building committee meetings, and project work sessions.
- Actively engage with project stakeholders to ensure the Visitor Information Center goals are met related to tourism support, public-facing spaces, long-term durability, community identity, and visitor experience.

2. Design Review & Constructability

- Review all in-progress and completed design documents at each design phase (applicable design development, construction documents).
- Provide constructability reviews identifying feasibility concerns, alternative materials, potential conflicts, and opportunities to streamline construction.
- Recommend adjustments to improve clarity, completeness, and compatibility with current construction practices.
- Conduct investigations of existing site conditions and identify site-specific challenges that may influence design decisions (utilities, access, parking, visitor circulation, weather-related constraints).

- Advise the Design Team on design decisions that impact quality, schedule, cost, and sustainability.

3. Phasing, Scheduling & Coordination

- Develop and maintain a detailed preliminary critical-path project schedule covering design milestones, permitting, bidding, procurement, early work packages, and construction.
- Provide recommendations that optimize construction sequencing and minimize disruption to downtown visitor activity.
- Provide staging plans, logistics plans, and diagrams illustrating impacts to site access, parking, and construction laydown needs.
- Identify long-lead materials and equipment, evaluate schedule risks, and propose mitigation strategies.
- Prepare and update construction impact communications for City staff and project stakeholders.

4. Cost Estimating & Budget Management

- Prepare detailed construction cost estimates at each designated design phase and reconcile with the City's budget.
- Continuously monitor market conditions, subcontractor availability, inflation, and material volatility and report impact to the Owner.
- Immediately notify the City of Hardin if projected costs approach or exceed the approved construction budget.
- Provide value-engineering and cost-optimization recommendations while preserving project quality, visitor experience, and long-term durability.
- Provide comparison estimates aligned with the Design Team's cost opinions.
- Furnish a final preconstruction cost estimate for Owner approval.

5. Procurement Strategy & Market Engagement

- Provide insight on current construction market bidding climate and subcontractor capacity relevant to Hardin and surrounding region.
- Identify opportunities to divide bid packages to improve competition, address market availability, and accelerate construction.
- Develop comprehensive subcontractor and supplier bid packages in coordination with the Design Team.
- Conduct all advertising, solicitation, and receipt of subcontractor and supplier bids.
- Manage opening, review, and tallying of bids and present results to the City.
- Ensure self-performed work is competitively bid against at least two qualified subcontractors.
- Actively source qualified labor, trades, and specialty contractors suited for a public-facing civic building.

6. Early Work, Procurement & Risk Mitigation

- Recommend early work packages (e.g., site preparation, utility relocation, long-lead materials, foundations) when appropriate to maintain schedule.
- Provide strategies for mitigating procurement delays, especially for materials impacting the Visitor Information Center's public amenities or outdoor signage integration.
- Perform early procurement and advance construction activities upon approval from the City.

7. Sustainability, Durability & High-Performance Design

- Provide recommendations that improve building sustainability, operational efficiency, and long-term resilience, consistent with City of Hardin goals for a public Visitor Information Center.
- Evaluate materials and systems for energy efficiency, durability in Hardin's climate, and reduced lifecycle costs.
- Support integration of sustainable practices and, where applicable, identify potential sustainable certification pathways (LEED, high-performance building standards, etc.).
- Bring in specialty trades as needed to support high-performance building planning.

8. Guaranteed Maximum Price (GMP) Development

- Prepare a detailed, transparent Guaranteed Maximum Price in accordance with the contract requirements.
- Provide a clear breakdown of scope, inclusions, exclusions, contingencies, allowances, and assumptions.
- Identify scope gaps early to minimize allowances within the GMP.
- Acceptance of the GMP Amendment will complete the preconstruction phase and initiate the construction phase.
- Upon GMP acceptance, provide 100% Performance Bond and 100% Payment Bond.
- If the GC/CM cannot furnish an acceptable GMP, the City reserves the right to terminate and negotiate with the next highest-ranked respondent.

IV. SCOPE CONSTRUCTION SERVICES

Once the Guaranteed Maximum Price (GMP) is accepted by the City of Hardin, the GC/CM will enter into the Construction Phase and assume full responsibility for delivering the Visitor Information Center project in accordance with all Contract Documents. Additionally, the scope of preconstruction services will follow the provisions outlined in the AIA A133 and AIA A201 Contract, which can be made available upon request.

1. Guaranteed Maximum Price (GMP) Requirements

- The GMP may be requested at the City's sole discretion:
 - During the Construction Documents phase prior to bidding a majority of trade packages;
 - After the Construction Documents are completed and before bidding; or
 - After most or all trade packages have been bid or bought out.
 - The established GMP—inclusive of all Early Work Amendments (EWAs)—will constitute the maximum amount the City will pay for construction of the Project, unless the City approves scope changes.
 - Acceptance of the GMP by contract amendment marks the completion of preconstruction services and the official start of the Construction Phase.

2. Bonding Requirements

- At the time of executing the GMP Agreement/Amendment, the GC/CM must provide:
 - 100% Performance Bond, and
 - 100% Payment (Labor & Materials) Bond For the full GMP value.
- If the GC/CM is unable to provide an acceptable GMP or required bonding, the City reserves the right to:
 - Cancel or decline to commence Construction Phase services;
 - Begin a new procurement process;
 - Negotiate with the next highest-ranked respondent; or
 - Issue the project under a standard lowest-responsible-bidder method.

3. Labor Compliance

- The GC/CM must comply with all State of Montana Prevailing Wage Rates in effect at the time of signing the GMP Agreement or any EWA.
- All wage reporting, documentation, payroll verification, and compliance activities must follow Montana Code Annotated (MCA) and all applicable state requirements.
- The GC/CM must ensure all subcontractors and lower-tier contractors also comply with state wage laws.

4. General Construction Phase Responsibilities

- The detailed construction phase scope will be finalized in the negotiated contract. In general, Construction Phase services include:

4.1 Project Oversight & Management

- Full responsibility for managing, supervising, and coordinating all construction activities.
- Execution of the work in accordance with all drawings, specifications, General and Supplemental Conditions, and approved modifications.

4.2 Schedule Compliance

- Maintain, monitor, and update the construction schedule.
- Ensure timely delivery of materials, coordination of subcontractors, and adherence to critical path requirements.
- Identify schedule impacts and recommend corrective actions.

4.3 Quality Assurance & Contract Adherence

- Ensure that all materials, workmanship, and installation meet the standards required by the Construction Documents.
- Manage inspections, testing, and quality control processes.

4.4 Subcontractor Coordination

- Coordinate, supervise, and manage all subcontractors and suppliers.
- Maintain appropriate staffing, communication, and oversight to achieve efficient progress and high-quality work.

4.5 Cost Control & Financial Management

- Manage all project costs within the established GMP.
- Track expenditures, administer approved change orders, and maintain accurate financial reporting.
- Provide regular cost-to-complete forecasts and updates to the City.

4.6 Safety Management

- Implement and maintain a site-specific safety plan following all federal, state, and local requirements.
- Ensure subcontractor compliance with project safety standards.

4.7 Communication & Reporting

- Conduct regular construction progress meetings with the City and Design Team.
- Provide written updates on schedule, cost, quality, safety, and risk.
- Maintain transparent and timely communication with all project stakeholders.

4.8 Closeout & Turnover

- Complete all punch list items and closeout activities.
- Provide warranties, operations and maintenance (O&M) manuals, training for City staff, as-built drawings, and all required certifications.
- Ensure all systems are commissioned and operational prior to building turnover.

V. SUBMISSION CONTENTS

Responding firms should prepare a concise submission that includes the following elements:

1. Firm Information
 - a. Name, physical and mailing address, e-mail contact, and telephone number(s) of the lead firm and any subconsultants.
 - b. Identification of the primary point of contact.
2. Relevant Experience
 - a. A summary of the firm's and team's experience with early design development.
 - b. Highlight experience with cost estimating, site layout, and infrastructure assessment.
3. References
 - a. At least two project references involving similar scope and scale. Each reference must include:
 - i. Project name and brief description
 - ii. Services provided
 - iii. Client organization and contact person (including phone and email)
4. Key Personnel
 - a. Names and qualifications of key personnel who will perform the work.
 - b. Their specific roles, responsibilities, and anticipated time commitment to this project.
5. Project Capacity
 - a. Statement of the firm's current workload and ability to assume this project within the proposed timeline.
6. Proposed Scope of Work
 - a. A narrative describing how the GC/CM will approach and fulfill the services outlined in Section 3.
 - b. Include any innovative methods, stakeholder engagement strategies, or value-added services the team will provide.
7. Deliverables, Timeline, and Budget
 - a. A detailed list of deliverables.
 - b. A preliminary construction timeline with milestones and estimated completion date.
 - c. A preconstruction budget proposal that includes:
 - i. Personnel by name and level of effort (hours or % FTE)
 - ii. Direct costs (e.g., travel, printing, materials)
 - iii. Subconsultant costs, if applicable
 - iv. Total not-to-exceed amount

VI. SUBMISSION

Responding firms shall submit five physical copies and one pdf copy of your firm's response to this RFQ to:

Andrew Lehr
City Finance Officer
c/o: City of Hardin
406 N Cheyenne Ave
Hardin, MT 59034
cityfinance@hardinmt.com

VII. DEADLINE

Responses to this Request for Qualifications for GC/CM services will be received at the City of Hardin City Hall's office no later than **3:00 PM MST on Tuesday, December 23, 2025**. **It is the sole responsibility of the proposing firm to ensure that submissions are received prior to the closing time as late submittals will not be accepted and will be returned unopened.**

VIII. PROPOSED SCHEDULE

The following is the intended timeline for the Project

GC/CM Selection Timeline:

RFQ Issued:	December 10, 2025
Pre-Submission Meeting (Via Zoom) - Mandatory:	10:00 AM December 17, 2025
Deadline for questions or clarifications	5:00 PM December 17, 2025
RFQ Submission	3:00 PM December 23, 2025
Finalists Notified	5:00 PM January 2, 2026
Interviews:	January 5 – 9, 2026
Final Scoring & Selection:	5:00 PM January 14, 2026
Approval by Hardin City Council:	January 20, 2026
Preconstruction Services Contract:	February 3, 2026

Tentative Design/Construction Timeline:

Review of DD/CD set (75%):	February 2026
Construction Documents 100%:	March 2026
Construction Duration:	2026-2027

IX. EVALUATION AND GC / CM SELECTION PROCESS

Under this RFQ, the selection procedure is intended to evaluate the capabilities of interested GC/CM firms to provide services to the Owner for the Projects. The selection committee will establish a consensus rating for each category based on the overall merit of the written submissions in accordance with the criteria listed below. Interviews with the proposed teams are intended to be held according to the schedule provided above. The Owner will inform selected GC/CM of the time slot for their interview. The GC/CM will be selected by the committee based on the overall merit of its RFQ response, information attained throughout the RFQ phase, references, interviews, and information obtained from any other reliable source(s).

Evaluation Criteria

The qualifications will be scored based upon the following criteria:

Firm Information	Complete and clear contact details for lead firm and any subconsultants; designated point of contact.	5
Relevant Experience	Demonstrated experience in general contractor / construction manager services.	20
References	At least two relevant project references with full contact info, clear descriptions, and comparable scope/scale.	10
Key Personnel	Qualifications, roles, and level of effort of assigned staff; clarity on time commitment and relevance of expertise.	15
Project Capacity	Firm's availability and ability to complete the project on schedule based on current workload.	10
Proposed Scope of Work	Approach to services outlined in RFQ	20
Deliverables, Timeline, and Budget	Clear and realistic deliverables list, timeline, milestones, and a transparent, detailed budget.	20
Total Points	100	

X. Selection of GC / CM

The City of Hardin reserves the right to award the contract solely upon the GC/CMs submitted materials. The City also reserves the right to request oral interviews with the highest ranked firms to allow expansion upon the written responses. If interviews are conducted, a maximum of three firms will be selected, with the final determination to be made through a qualification-based selection.

XI. INFORMATION FOR GC / CM FIRMS

Disclaimer

This RFQ does not form or constitute a contractual document. The City of Hardin shall not be liable for any loss, expense, damage or claim arising out of advice given or not given or statements made or omitted to be made in connection with this RFQ. The City will not be responsible for any expenses that may be incurred in the preparation of this RFQ.

A professional services contract will be required of the selected firm and if the contract fails to be negotiated in a timely manner, the City reserves the right to contract with another qualified firm.

Questions

Questions regarding the Request for Qualification contents may be sent to the contacts listed above via email no later than 5:00 PM Wednesday, December 17, 2025. The City will provide a written response within three business days. Whenever responses to inquiries would constitute a modification or addition to the original RFQ, the reply will be made in the form of an addendum to the Request for Qualifications, a copy of which will be posted on the City's website, under the Public Notices page at <https://www.hardinmt.com>

Non-Responsive Submissions

Submissions that offer "no response" on a response or "to be determined" to any item will be deemed "non-responsive" and returned to the submitted without being scored.

Examination of Documents

Before submitting, the proposer shall carefully review the terms of this request, be informed of the existing conditions and limitations, and include with the submission sufficient information to cover all items required in the specifications and evaluation. Upon the submission, the GC/CM acknowledges that all information is accurate and complete.

Submission Modifications

Modifications, additions or changes to the terms and conditions of this request for qualifications may be cause for rejection of the submission. No oral, telephone, email, fax or telegraphic submissions or modifications will be considered.

Certification of Alteration or Erasure

A submission shall be rejected should it contain any material alteration or erasure, unless, before the proposal is submitted each such alteration or erasure has been initialed in ink by the authorized agent signing the submission.

Signature

All submissions shall be typewritten or prepared in ink and must be signed in longhand by the proposer or proposer's agent or designee, with his/her usual signature. A submission by a partnership must be signed with the partnership name to be followed by the signature and designation of two partners. Submissions by corporations must be signed with the legal name of the corporation, followed by the name and signature of an authorized agent or officer of the corporation. Submissions by the proprietorship must be signed by the owner and the name of each person signing shall be typed or printed legibly below the signature. Signature for proposal shall be required on Attachment A – Proposer Information form, as well as any other formal letter or submission documents the proposer(s) deem necessary.

Withdrawal of Submissions

Proposers may withdraw their submission either personally or by written request at any time prior to the due date set for receiving submissions. No submission may be withdrawn or modified after the due date and time, unless and until the award of the contract is delayed for a period exceeding 90 days.

Quote Valid

The proposer must honor their budget/cost submission for a period of 90 days after the RFQ due date.

Certification

The proposer certifies that the submission has been arrived at independently and has been submitted without any collusion designed to limit competition. The proposer further certifies that the materials, products, services and/or goods offered herein meet all requirements of the stated specifications and are equal in quality, value and performance with the highest quality, nationally advertised brand and/or trade names.

Disposition of Submissions

All materials submitted in response to this RFQ become the property of the City of Hardin. One copy of each submission shall be retained for the official files of and will become public record after award of the Contract.

Contract

Within 15 calendar days after the date the Professional Services Contract is sent to the successful firm, the successful firm must fully execute and deliver the contract to The City of Hardin. Contract delivery may be completed through a scanned copy of the executed document, followed by a fully executed original copy sent via mail or other delivery service. If the successful firm fails to execute the contract, The City has the right to cancel the recommended award and reject the submission. The City may then proceed with the next most responsive firm.

ATTACHMENT A – Proposer Information

Proposer's Information Form

ACKNOWLEDGEMENT

The undersigned declares that she or he:

- Has carefully examined the RFQ specifications
- Is thoroughly familiar with its content
- Is authorized to represent the proposing firm; and
- Agrees to perform the work as set forth in the specifications of this request for qualifications.

PROPOSER (please print):

Firm Name: _____

Address: _____

Telephone: _____

Email(s):

Contact person, title, email, and telephone: _____

Proposer, if selected, intends to carry on the business as (check one):

☐ Individual (sole proprietor)

☐ Partnership

☐ Corporation

When incorporated? _____

In which state? _____

☐ Other (explain): _____

PROPOSER'S SIGNATURE

No submission shall be accepted which has not been signed in ink in the appropriate space below:

By signing below, the submission shall be deemed a representation and certification by the Proposer that they have investigated all aspects of the RFQ, that they are aware of the applicable facts pertaining to the RFQ process, its procedures and requirements, and they have read and understand the RFQ. No request for modification of the submission shall be considered after its submission on the grounds that the Proposer was not fully informed as to any fact or condition.

1. If Proposer is INDIVIDUAL/SOLE PROPRIETOR, sign here

Date: _____

Proposer's Signature

Proposer's typed name and title

2. If Proposer is PARTNERSHIP, at least two (2) Partners shall sign here:

Partnership Name (type or print)

Date: _____

Member of Partnership Signature

Date: _____

Member of Partnership Signature

3. If Proposer is a CORPORATION, the duly authorized officer shall sign as follows:

The undersigned certify that he/she is respectively:

_____ and _____

Signature

Title

Of the corporation named below; that they are designated to sign the Proposal Cost Form by resolution (attach a certified copy, with corporate seal, if applicable, notarized as to its authenticity or Secretary's certificate of authorization) for and on behalf of the below named CORPORATION, and that they are authorized to execute same for and on behalf of said CORPORATION.

Corporation Name (type or print)