

## **REQUEST FOR PROPOSALS FOR PROFESSIONAL ENGINEERING SERVICES FOR THE TOWN OF ALBERTON**

The Town of Alberton is soliciting proposals for engineering design, construction management and grant writing/administration services. The Town may utilize the selected firm for a period of up to five (5) years for all engineering and/or grant writing/administration services related to the Town's wastewater and stormwater systems. The agreement and payment terms will be negotiated with the selected offeror.

The services to be provided may include but are not limited to: development of planning documents; project funding applications & grant administration; wastewater system improvements design; stormwater system improvements design; surveying; geotechnical engineering; bid assistance; construction administration, management and inspection; hydrology/hydraulics; and any other services the Town deems necessary to implement the scope of improvement projects for its wastewater and stormwater infrastructure, including streets, paths, trails, buildings, etc.

There is no guarantee that the Town of Alberton will require any number of the above services and the agreement with the selected offer or will allow for termination of any or all of the services at any time during the contract period.

Responses 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 project.
4. A description of the firm's prior experience, including wastewater and stormwater projects (in particular, those funded by state or federal funding). Include the name of a local official knowledgeable regarding the firm's performance and include only projects that the identified key staff had major roles.
5. A description of the firm's current work activities and anticipated availability.
6. Capability to meet time and budget requirements.

\*Proposals shall be limited to 10 pages (not including resumes) and will only be submitted in electronic PDF form.

Respondents will be evaluated according to the following factors:

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| 1. The qualifications of the professional personnel to be assigned to the project | 20% |
| 2. The consultant's capability to meet time and project budget requirements       | 15% |
| 3. Previous or current work with the Town   | 35% |
| 4. Present and projected workloads  | 10% |
| 5. Related experience on similar projects   | 20% |

Ranking criteria will heavily emphasize on previous and current work for the Town. Selection may be based strictly off the proposal. If deemed necessary by the Town of Alberton, interviews will be held with the top-ranked firms. The award will be made to the most qualified offeror

whose proposal is deemed most advantageous to the Town, all factors considered. Unsuccessful offerors will be notified as soon as possible.

Questions and responses should be directed to the Alberton Town Clerk (Nancy Tome) at (406) 722-3404 or Town of Alberton, Attn: Nancy Tome, 607 Railroad Ave., Alberton, MT 59820. One electronic PDF version of the Proposal should be emailed to the Town Clerk at [townofalberton@blackfoot.net](mailto:townofalberton@blackfoot.net) by **5:00 P.M on Tuesday February 10, 2026**. Please state "REQUEST FOR PROPOSALS FOR PROFESSIONAL ENGINEERING SERVICES FOR THE TOWN OF ALBERTON" in the email.