BIGFORK FIRE DISTRICT

REQUEST FOR QUALIFICATIONS (RFQ) AND PROPOSALS (RFP)
Announcement

Fire Station 32 Expansion Project

GENERAL CONTRACTOR / CONSTRUCTION MANAGER SERVICES

Bigfork Fire Department

Bigfork, MT

Bigfork Fire District
810 Grand Drive
Bigfork, MT 59911

October 2026

ANNOUNCEMENT

NOTICE IS HEREBY given that the Bigfork Fire District (District), is seeking a Request for Qualifications (RFQ) and Request for Proposals (RFP) from firms qualified to provide General Contractor and Construction Manager services for the construction of public fire department facilities. This single announcement shall cover both the RFQ and RFP process.

Copies of this RFQ/P announcement are available on the Bigfork Fire Department's website at www.bigforkfire.com

All submissions must be provided as hard copy documents with an accompanying USB drive containing electronic copies of all documents. All documents must be submitted in sealed envelopes as described in this announcement. Emails or other digital submissions will not be accepted.

The **RFQ/P submissions must be received by Tuesday, November 17, 2026, at 3:00 p.m. MST** at the Bigfork Fire Department, 810 Grand Drive, Bigfork, MT 59911.

It is the sole responsibility of the submitting party to ensure that proposals are complete and received prior to the closing time as late submittals will not be accepted. Hand delivery is encouraged. Do not rely upon the post office or parcel carriers for delivery.

Questions relating to the RFQ/P should be directed to: Jeremy Patton, Fire Chief, (406) 837-4590, jpatton@bigforkfire.com.

For legal publication on:

November 1, 2026
November 8, 2026

I. INTRODUCTION

On October 27, 2026, the Bigfork Fire District Board of Trustees determined that the Fire Station 32 Expansion Project satisfies the schedule and cost-savings criteria of MCA 18-2-502(2)(a) and (2)(b), together with the competition findings required by subsection (3), and that General Contractor/Construction Manager (GC/CM) delivery is justified. As such, the District is seeking qualifications and proposals from GC/CM firms to undertake preconstruction and construction services for the design and building of public fire department facilities.

The District intends to enter a GC/CM contract with the selected GC/CM firm that will include preconstruction and construction services at its property at 735 Echo Lake Road, Bigfork, MT 59911. Those services are expected to include some or all of the following: design consultation; plan review; cost-effective construction techniques; construction cost estimating; selection of subcontractors; scheduling and planning; financial management; site preparation and development; installation of site utilities; installation of a new water well; installation of a new septic system; installation of road, parking lot, and training pads; construction of new structures; modifications, additions, and/or demolition of existing structures; and other related services.

Information on GC/CMs will be obtained solely from the responses to this solicitation combined with interviews of references and former/present clients of respondents, if conducted. When selected, the GC/CM will function as part of a team composed of the District, Architect, Owner's Representative, and others as determined by the District.

This RFQ/P shall not commit the District to enter into an 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 District reserves the right to accept or reject all responses received because of this RFQ/P if it is in the District's best interest to do so.

This procurement is governed by the laws of the State of Montana, and the venue for all legal proceedings shall be in the 11th Judicial District Court, Flathead County. By offering to perform services under this RFQ/P, all submitters agree to be bound by the laws of the State of Montana and the requirements of the District, including, but not limited to, applicable wage rates, payments, gross receipts taxes, building codes, equal opportunity employment practices, safety, non-discrimination, etc.

II. SCOPE OF PROJECT - PROJECT DESCRIPTION

The Bigfork Fire District Station 32 Expansion Project is anticipated to include some or all of the following design and construction activities, depending upon budget and timeline:

1. Construction of a new fire station building of approximately 10,000 square feet to include 3 apparatus bays, 1 wash bay, 4 bedrooms, 3 bathrooms, a kitchen/dining/living area, a laundry room, an office, and storage, workshop, and other areas to allow for effective and efficient working areas for fire fighters and administrative staff. The second floor will contain a flex space for mechanical, storage, and/or other uses.
2. The remodel and/or expansion of the existing fire station structure on the property to include new bathrooms, a kitchenette, a covered patio, training space, and storage space. The remodel may include upgrades to the electrical, water, septic, and heating systems.
3. A new water well to serve all buildings on the property.
4. A new septic system and/or the expansion, upgrade, or removal of an existing septic system.
5. Asphalt or cement roadways, parking areas, and training pads sufficient to hold the weight of fire apparatus and training equipment.
6. Installation of underground propane tanks
7. Relocation and installation of a 100kW propane generator.
8. Installation of a 30,000 gallon underground water tank and pump that serves a pressurized hydrant.
9. Site preparation, leveling, tree removal, drainage, and related services
10. Signage, fencing, landscaping, and related auxiliary services.
11. Other design and construction services as needed.

The District has contracted with ThinkOne Architects, 101 East Main Street, Studio One, Bozeman, MT, 59715, to complete both conceptual and final design and serve as the lead architect for the duration of the project. The District is ready to hire a GC/CM as the next step to collaborate in the construction process. Time is of the essence. **All construction project deliverables will need to be completed no later than December 31, 2027.**

The GC/CM will help identify the best path forward regarding design, preconstruction, construction services, and project schedule to achieve the intended goals within budget guidelines. It will be critical that the selected firm demonstrate a commitment to controlling costs throughout the project given the current volatility in the local construction market. Roughly $4M is currently

allocated to this project to include all phases of design and construction including FF&E and other soft costs.

The project will be under intense scrutiny, and it is imperative that it be managed and built with the utmost regard to cost, schedule, and quality control by all participants. The integrity, reputation, skills, and performance of the GC/CM must be of the highest caliber to maintain confidence in the project.

III. SCOPE OF 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 some or all of the following:

1. Participation in all coordination and building committee meetings including design and engineering coordination meetings as appropriate;
2. Ongoing review of design and engineering solutions for constructability, phasing, and budget, and regular collaboration with the District and design team on the overall planning, design and construction of the project;
3. Work with the District and project team on phasing, scheduling, and other strategies to complete construction of the project within budget and project timeline meeting the District's overarching goals of the project;
4. Coordination and gathering of input from subcontractors regarding constructability and cost;
5. Review and cost evaluation at each phase taking into consideration schedule, phasing, and market conditions. This includes periodically providing cost information between major milestones that will help advise on key design decisions;
6. Consult with, advise, assist, and provide recommendations to the District and project team on all aspects of the planning and design of the work;
7. Provide timely and accurate information, estimates, schemes, and participate in decisions regarding construction materials, methods, systems, phasing, sustainability, and costs to assist in determinations which are aimed at providing the highest quality building, constructed using the most sustainable construction materials and practices, within the budget and schedule;
8. Provide input and advice regarding scope and cost of the project;
9. Actively participate in constructability reviews as part of the QA/QC process. Review in-progress design documents and provide timely input and advise on construction feasibility, and alternative materials or solutions, costs, and availability as part of the design development QA/QC process;

10. Review construction documents prior to subcontractor/supplier bidding/selection and suggest modifications to improve completeness and clarity and to eliminate construction change requests due to inconsistencies or omissions in the construction documents;
11. Provide input to the District and project team regarding construction market bidding climate, status of key subcontract markets, and other relevant economic conditions;
12. Recommend and actively source labor and material resources necessary to complete the project construction;
13. Provide input to the District regarding long lead time materials and equipment, impact on the construction schedule, and strategies for mitigating the impact;
14. Prepare milestone construction cost estimates and regular cost information and trends as needed to advise on key design decisions;
15. Notify the District and project team immediately if construction cost estimates appear to be exceeding the construction budget, and reconcile each cost estimate with the District's cost estimate, if required;
16. Furnish a final construction cost estimate for the District's review and approval;
17. Develop a preliminary construction schedule including all phases of work and maintaining continuous operations;
18. Develop all subcontractor/supplier bid packages and perform all advertising and receipt of subcontractor/supplier bids;
19. Obtain bids per trade for the District's review, unless otherwise approved by District to meet resourcing requirements, per GC/CM Contract.

IV. SCOPE OF CONSTRUCTION SERVICES

Under Montana law, MCA Title 18, Chapter 2, Part 5, the District has elected to use an Alternative Project Delivery Contract, with a Construction Manager-at-Risk model featuring Guaranteed Maximum Price (GMP). The GMP will be requested near the conclusion of the preconstruction phase. The established GMP will be the maximum amount paid for the construction of the project, unless scope changes are requested and approved by the District. Acceptance of the GMP will constitute completion of preconstruction services, and the District and GC/CM agreement to enter into a GMP Agreement will initiate the construction period services for the project. At the time of execution of the GMP Agreement, the GC/CM will be required to submit a 100% performance and a 100% payment bond for the amount of the GMP. The District retains the option to not commence or cancel the construction phase services, or to start a new process for the construction of the project or terminate the contract and negotiate a replacement contract with the next highest ranked respondent from this solicitation, or to conclude the GC/CM's

services at preconstruction and issue the project on a lowest responsible and responsive bidder method.

The selected GC/CM will be required to comply (as a minimum allowable rate schedule) with the State of Montana prevailing wage rates adopted and effective at the time of signing the GMP Agreement.

V. TIMELINES AND DELIVERY DEADLINE

THE RFQ/P SUBMISSION MUST BE DELIVERED NO LATER THAN 3:00 PM, MOUNTAIN TIME, TUESDAY, NOVEMBER 17, 2026, to the Bigfork Fire Department, 810 Grand Drive, Bigfork, MT 59911. Closely follow the instructions below and **submit the RFQ and RFP in <u>two</u> separate sealed and properly marked envelopes**.

It is the sole responsibility of the submitting party to ensure that proposals are complete and received prior to the closing time as late submittals will not be accepted. Hand delivery is encouraged. Do not rely upon the post office or parcel carriers for delivery.

<u>RESPONSES THAT ARE RECEIVED AFTER THE DEADLINE SHALL NOT BE CONSIDERED AND SHALL BE REJECTED</u>.

A. Contact Information

All questions and contacts regarding this RFQ/P must be submitted in writing no sooner than **OCTOBER 28, 2026**, and no later than **12:00 PM MST NOVEMBER 10, 2026**. All questions and answers will be posted on the Bigfork Fire Department webpage (www.bigforkfire.com) as they are received and processed. Final answers will be posted no later than **NOVEMBER 12, 2026**.

PLEASE DIRECT YOUR QUESTIONS TO:

Jeremy Patton, Fire Chief
Bigfork Fire Department
810 Grand Drive
Bigfork, MT 59911
(406) 837-4590
jpatton@bigforkfire.com

Amendments to Solicitation

Any interpretation or correction of this RFQ/P will be published on the Bigfork Fire Department webpage at www.bigforkfire.com.

B. Selection Timeline

Legal Advertising dates	November 1, 2026, and November 8, 2026
RFQ/P Questions	October 28 – November 10, 2026, by 12:00 p.m. MST
RFQ/P Answers	By November 12, 2026
Receipt of RFQ/P	By 3:00 p.m. MST November 17, 2026
RFQ/P Review Complete by Committee:	By November 20, 2026
Selection:	By November 20, 2026
Notice of Selection:	November 20, 2026
Submission of Preconstruction Contract for review by District	December 2, 2026 by 3:00 p.m. MST
Anticipated Contract approval	On or before December 29, 2026

It is the District's intent to involve the GC/CM in the development of the project as soon as possible after selection or upon successful negotiation of a contract.

Except for the legal advertising dates and the RFQ/P due date, the District reserves the right to modify the above timeline.

VI. RFQ – FORM AND CONTENTS

Submit one signed hard copy original of all documents in a separate sealed envelope with a USB drive containing digital copies of all documents. Mark the outside of the envelope with "Bigfork Fire Station 32 RFQ" and the name and address of the submitter. **DO NOT PLACE THE RFP IN THIS ENVELOPE**.

A. General Instructions

RFQ responses must be signed by an officer or principal of your firm. RFQ responses must not to exceed 20 pages total including whatever pictures, charts, graphs, tables, and text the firm deems appropriate to be part of the review of the firm's qualifications. A separate transmittal letter, cover page, cover sheets, and dividers are exempted from the page limit.

B. Requested Information

a. Experience. Respondent must demonstrate successful experience and capacity to act as a GC/CM on projects of similar size, type and complexity, particularly fire stations or similar public safety facilities. Provide the name and location of each project, the client, and the contact person and phone number. Describe experience and qualifications of the professional

personnel to be assigned to this project. Describe your recent and current work for the District, if any.

b. Firm Background. Provide information about the firm, including location. Describe the firm's history to include information identifying the firm's annual volume of business, financial/bonding capacities, and the firm's stability in the marketplace. Information identifying the firm's strengths and capabilities that may be appropriate to the project will assist in the evaluation.

c. Firm Workload. Provide the status of current and anticipated work within the firm in terms of time and magnitude for the anticipated project schedule as it relates to availability of key personnel and your firm. Describe the firm's capability to meet time and project budget requirements.

d. Claims. At any time in the last ten (10) years has your firm been assessed and paid liquidated damages after completion of a project under a contract with a public entity?

e. References. Provide detailed contact information for at least five (5) projects undertaken by your firm within the past five years.

C. Bonding

The GC/CM must be able to provide a Performance and Payment bond(s) in the amount of the total budget (estimated around $4M) including GC/CM fees and GMP. Include an original letter from a bonding company certifying the bonding capacity of the respondent.

VII. RFP – FORM AND CONTENTS

Submit one signed hard copy original of all documents in a separate sealed envelope with a USB drive containing digital copies of all documents. Mark the outside of the envelope with "Bigfork Fire Station 32 RFP" and the name and address of the submitter. **DO NOT PLACE THE RFQ IN THIS ENVELOPE**.

A. General Instructions

RFP responses must be signed by an officer or principal of your firm. RFP responses must not to exceed 40 pages total including whatever pictures, charts, graphs, tables, and text the firm deems appropriate to be part of the review of the firm's qualifications. A separate transmittal letter, cover page, cover sheets, and dividers are exempted from the page limit.

B. Requested Information

a. Financial. Describe your firm's financial health. Describe your experience with Guaranteed Maximum Price contracts and strategies for the construction services described in this announcement. For at least the last three completed GC/CM projects, provide a history of estimates at each stage, final GMP, and final contract amount. Explain any extenuating circumstances, if necessary.

b. Preconstruction Fees. Provide your firm's preconstruction services rates and fees as a maximum, not-to-exceed amount for this project together with hourly rates or other basis of compensation for those assigned to the described preconstruction scope. Cost of this work is to be paid on a cost reimbursement basis up to a stated maximum.

c. GC/CM Fee. Provide your firm's GC/CM fee as a percentage of the estimated cost of construction for this project.

d. General Conditions Costs. Provide a detailed and descriptive breakdown of your firm's General Conditions scope and costs. A complete and transparent worksheet cost breakdown is expected and will be carefully evaluated.

e. Method of Adjustment. Provide the method of adjustment to the GC/CM's overhead and profit District-directed changes in the work expressed as a percentage of the cost of the work.

f. Subcontractor Markup. Provide a limit on the subcontractor overhead and profit for District-directed changes in the work expressed as a percentage of the cost of the work.

g. Project Management. Identify the specific methodology your firm will use in the administration of this project, in both the preconstruction and construction phases. Do you use critical path scheduling methods? How do you manage and schedule the procurement and the submittals process and its impact on field activities? How do you track progress against the schedule during construction? Do you use computer software to develop the schedule? If so, what kind? Provide examples of the last schedule from two recently completed projects

h. Cost Control. Describe your methodology for cost control and estimating. How do you organize your estimates? Do you have in-house estimating staff? Describe your approach to Value Engineering/Target Value Design. Describe your actions in a similar completed project where cost management was

critical to the success of the project. Describe your firm's ability and approach to managing costs during preconstruction and construction.

i. Project Team. Provide a list of names and define the roles of individuals that you will commit to this project. Include project management, field management, superintendent(s), estimators, schedulers, etc. and how will you organize your effort for this project. For each team member, describe their responsibility and experience as it relates to this project. Demonstrate the proposed key personnel's specific experience on projects of similar type, size and scope. Indicate the amount of time commitment available to this project during the preconstruction and construction phases. Identify their length of employment with your firm and provide references with contact information for each team member's last two projects in a similar role.

j. Construction. Describe your approach to quality control, site safety, and security. How do you manage the selection and oversight of subcontractors? How do you ensure proper and timely communication with all involved parties to avoid delays, misunderstandings, and requests for information? How do you ensure critical path timelines are not compromised?

VIII. SELECTION PROCEDURE

A. Evaluation of RFQs. The selection committee shall consist of representatives from District, Architect, Owner's Representative, and project team. The selection committee will review submitted RFQ responses using the scoring criteria listed in Section IX. RFQ responses that do not contain the required documentation will be deemed nonresponsive to this solicitation and may be rejected.

After evaluating all conforming responses, the selection committee will then proceed to the RFP process. Any respondents eliminated by the selection committee, at any time, or for any reason, shall have no opportunity to make revisions or participate further in the selection process.

B. Evaluation of RFPs. The same selection committee for RFQs will be used for the evaluation of the RFPs. The selection committee will only open submitted RFPs from those respondents who successfully passed the RFQ evaluation process. The selection committee will review submitted RFPs using the scoring criteria listed in Section IX. Proposals that do not contain the required documentation will be deemed nonresponsive to this RFP and may be rejected. Any respondents eliminated by the selection committee, at any time,

or for any reason, shall have no opportunity to make revisions or participate further in the selection process.

C. **Selection and Final Recommendation**. The selection committee will tally the scores for both the RFQ and the RFP in addition to reference and client interviews, if conducted, to arrive at the necessary ranking. At that time, contract negotiations commence between the District and the highest ranked respondent. The District may negotiate a contract with the next highest ranked respondent if a contract cannot be completed in a timely manner.

IX. SCORING CRITERIA

The District's selection committee will score all RFQ submittals based upon the criteria below:

Qualifications and client satisfaction	25 Points
Experience with projects of similar size and scope	20 Points
Capabilities to meet project timeline and budget	20 Points
Specific experience with fire station construction	10 Points
Present and projected workload	10 Points
Experience of Key Personnel	10 Points
Previous positive experience with District	5 Points

The District's selection committee will score all RFP submittals based upon the criteria below:

Fees and Pricing	25 Points
Project Management and Scheduling	25 Points
Cost Estimating, Management, and Controls	20 Points
Quality Control and Safety	10 Points
Project Team	10 Points
Subcontractor Management	10 Points

X. FORM OF AGREEMENT

The successful firm will be expected to submit a proposed contract for preconstruction services to the District for review and approval on or before **3:00 p.m. December 2, 2026**. The anticipated due date for a final version of the contract will be no later than December 23, 2026 with District approval and Notice to Proceed tentatively scheduled for December 29, 2026.

XI. DISTRICT RESERVATION OF RIGHTS

All proposals submitted in response to this RFQ/P become the property of the District and are public records that may be subject to public review.

A SUBMISSION IN RESPONSE TO THIS REQUEST FOR QUALIFICATIONS CONFERS NO RIGHTS UPON ANY RESPONDENTS AND SHALL NOT OBLIGATE THE DISTRICT IN ANY MANNER WHATSOEVER. THE DISTRICT RESERVES THE RIGHT TO MAKE NO AWARD AND TO SOLICIT ADDITIONAL REQUESTS FOR QUALIFICATIONS AT A LATER DATE.

A. This RFQ/P may be canceled or any or all responses may be rejected in whole or in part, as specified herein, when it is in the best interests of the District. If the District cancels or revises this RFQ/P, all respondents who submitted will be notified via email.

B. The District reserves the right to accept or reject any and all submissions; to add or delete items and/or quantities; to amend the RFQ/P; to waive any minor irregularities, informalities, or failure to conform to the RFQ/P; to extend review deadlines; to postpone award for up to 60 days; to award one or more contracts, by item or task, or groups of items or tasks, if so provided in the RFQ/P and if multiple awards are determined by the District to be in the public interest.

C. The District reserves the right to reject the submission of any person/firm who previously failed to perform properly to the satisfaction of the District, or complete on time agreements of similar nature, or to reject the submission of any person/firm who is not in a position to perform such an agreement satisfactorily as determined by the District.

D. The District reserves the right to determine the best qualified respondents and negotiate a final scope of service and cost, negotiate a contract with another respondents if an agreement cannot be reached with the first selected respondent, or reject all proposals.

E. The GC/CM agreement for preconstruction and construction services between the District and the successful respondent will incorporate the respondent's scope of service and work schedule as part of the agreement.

F. This RFQ/P does not commit the District to award a contract. The District assumes no liability or responsibility for costs incurred by respondents in responding to this request for qualifications or request for proposals, additional data, or other information with respect to the selection process, prior to the issuance of an agreement, contract or purchase order. **The**

respondent, by submitting a response to this RFQ/P, waives all right to protest or seek any legal remedies whatsoever regarding any aspect of this RFQ/P.

G. **This project is subject to the availability of funds.**

XII. NONDISCRIMINATION AND EQUAL PAY POLICY

The District requires each submitting entity to abide by the provisions of MCA 49-3-207 regarding nondiscrimination in public contracts.

The District requires each submitting entity to abide by MCA 39-3-104 regarding equal pay.

XIII. MISCELLANEOUS

A. **No Oral Agreements**. No conversations or oral agreements with any trustee, employee, or agent of the District shall affect or modify any term of this solicitation. Oral communications or any written/email communication between any person and District trustee, employee or agent shall not be considered binding.

B. **No Partnership/Business Organization.** Nothing in this solicitation or in any subsequent agreement, or any other contract entered into as a result of this solicitation, shall constitute, create, give rise to or otherwise be recognized as a partnership or formal business organization of any kind between or among the respondent and the District.

C. **Employment Restriction and Indemnity.** No person who is an officer, owner, employee, contractor, or consultant of a respondent shall be a trustee or employee of the District. No rights of the District's retirement or personnel rules accrue to a respondent, its officers, employees, contractors, or consultants. Respondents shall have the responsibility of all salaries, wages, bonuses, retirement, withholdings, worker's compensation and occupational disease compensation, insurance, unemployment compensation other benefits and taxes and premiums appurtenant thereto concerning its officers, employees, contractors, and consultants. Each respondent shall save and hold the District harmless with respect to any and all claims for payment, compensation, salary, wages, bonuses, retirement, withholdings, worker's compensation and occupational disease compensation, insurance, unemployment compensation other benefits and taxes and premiums in any way related to each respondent's officers, employees, contractors and consultants.

D. **Accessibility.** Upon reasonable notice, the District will provide assistance for those persons with sensory or mobility impairments.

E. **Procurement.** When discrepancies occur between words and figures in this solicitation, the words shall govern.

F. **Governing Law.** This solicitation and any disputes arising hereunder or under any future agreement shall be governed and construed and enforced in accordance with the laws of the State of Montana, without reference to principles of choice or conflicts of laws.