

SUBMITTAL INSTRUCTIONS

From: Yellowstone County Commissioners
Yellowstone County, Billings, Montana

Project: Yellowstone County Detention Facility Addition/Remodel

For: Request for Qualifications and Request for Proposals (single submittal)
Selection of General Contractor/Construction Manager

As time is of the essence, Yellowstone County (Owner) is hereby requesting Requests for Qualifications (RFQ) and Requests for Proposals (RFP) in a single submission for a two part selection process to make a selection of General Contractor/Construction Manager (GC/CM) for an alternative project delivery contract for the Yellowstone County Detention Facility Addition/Remodel, Billings, Montana. This single submission will incorporate both an RFQ response and an RFP response.

All interested firms shall submit one (1) envelope/package clearly identifying the project, name of the submitting firm and the date/time for submittals, and which contains two (2) separately sealed envelopes/packages. The two (2) separate sealed envelopes/packages shall clearly identify the project, the name of the firm, and the words "REQUEST FOR QUALIFICATIONS" on the one sealed envelope/package containing the RFQ information, and "REQUEST FOR PROPOSALS" on the one sealed envelope/package containing the RFP information.

Submittals are due no later than 5:00PM, December 2nd, at the following location:
Board of County Commissioners
Room 403
217 N. 27th Street
Billings, MT 59107.

A selection committee established by the County will review the RFQ submittals from each firm to determine whether said firm is qualified and responsive to the RFQ, per selection committee determination, to propose further on this project. Firms that are adjudged as qualified and responsive will enter directly into the RFP selection process. The County selection committee will review only the RFP submittals of those firms which the committee has determined as qualified and responsive to the RFQ. The RFP responses of those firms that are not considered qualified or responsive by the committee will not be opened or reviewed.

This RFQ/RFP shall not commit the County 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 County reserves the right to accept or reject any and all responses received as a result of this RFQ/RFP if it is in the County's best interest to do so. By offering to perform services under this procurement, proposers agree to be bound by the laws of the State of Montana, including but not limited to: applicable wage rates, gross receipts taxes, building codes, Equal Opportunity Employment practices, and safety.