

REQUESTS FOR PROPOSALS FOR PLANNING CONSULTANT SERVICES

Blaine County has received a federal Community Development Block Grant (CDBG) award for \$30,000 by the Montana Department of Commerce (MDOC) for the development of a Growth Policy Update. The County's current Growth Policy was completed in 2014 and is in need of being updated to reflect current trends and land use issues within the County. The updated plan will include coordination of the development of a land use policy that will be included as an appendix to the Growth Policy update. Total project cost is budgeted at \$40,000.

Blaine County is soliciting this Request for Proposals for planning consultant services to assist the County to develop an update to the Blaine County Growth Policy with all requirements of Montana State law. Payment terms will be negotiated with the selected offeror, in accordance with CDBG program administrative guidelines.

The work activities for the preparation of the update to the Growth Policy include holding and facilitating several public hearings and additional meetings, as necessary, in Chinook and other communities in the County as deemed necessary and include providing the final product both in one (1) printed and one (1) electronic copy form in a PDF format.

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 with Blaine County and other similar public entities;
5. a description of the firm's current work activities and how these would be coordinated with the project; and
6. the proposed work plan and schedule for activities to be performed.

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 | 25% |
| 2. | the consultant's capability to meet time and project budget requirements | 20% |
| 3. | present and projected workloads | 10% |
| 4. | related experience on similar projects | 15% |
| 5. | location | 5% |
| 6. | recent and current work with Blaine County and other similar public entities | 15% |

The selection of finalists will be based on an evaluation of the written responses. If deemed necessary by the County, 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 County, all factors considered. Unsuccessful offerors will be notified as soon as possible.

Questions and responses should be directed to Blaine County Commission Administrator, Carol Ann Warburton, (406) 357-3250, P.O. Box 278, Chinook, Montana, 59523. All responses must be received by 5:00 P.M. on Friday, May 15th, 2026, and will be opened at 11:00 A.M. on May 18th, 2026, Commissioner meeting. Please state "CDBG Planning Consultant Services Proposal for Blaine County" as the subject line of the submittal email. Responses must include one (1) electronic copy of the proposal delivered to BlaineCountyCommissioners@blainecounty-mt.gov.

Respondents may review the CDBG application, which includes a description of the proposed services including activities, budget, schedule, and other pertinent information by requesting the information from the County at the above contact information. A copy of the application is also available for review at the offices of the Community Development Division, Montana Department of Commerce, 301 S. Park Avenue, P.O. Box 200523, Helena MT 59620-0523.

Consistent with the requirements of Section 3 of the Housing and Community Development Act of 1968, CDBG regulations governing the grant require that to the greatest extent feasible, opportunities for training and employment arising in connection with this CDBG-assisted project will be extended to local lower-income residents. Further, to the greatest extent feasible, business concerns located in or substantially owned by residents of the project area will be utilized. Disadvantaged business enterprises (DBE's) are encouraged to apply.

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

Published the weeks of April 29th, May 6th, & 13th, 2026