

## **Request for Proposal Madison County Capital Improvements Plan**

Madison County, Montana, a political subdivision of the State of Montana (Madison County), is seeking proposals for services and associated costs related to completing an updated Capital Improvements Plan. Madison County intends to retain one professional engineer individual or engineering firm to provide these services upon the security of funding, with services anticipated to begin no later than November 30, 2026. Madison County does not guarantee any level of workload to the selected individual/firm. Timeline for this project is dependent upon available funding but services are anticipated to begin no later than January 30, 2027.

The most recently adopted 2016 Capital Improvements Plan included an evaluation of 27 facilities, five facility-based departments, five rural improvement districts, 50 bridges, and over 1,200 miles of County roads.

The basic services to be provided may include but are not limited to:

- Prepare an existing conditions inventory of all County infrastructure.
- Lead and engage public outreach.
- Lead and assess County departmental needs for infrastructure and equipment.
- Prepare a thorough summary of County demographic information.
- Lead discussions to identify and prioritize improvements.
- Evaluate funding options and develop a comprehensive funding strategy.
- Develop a capital improvements timeline and implementation plan.
- Support the County in adopting the Capital Improvements Plan.

Responses to the Request for Proposal must include:

1. The individual's/firm's legal name, address, telephone number and principal contact's email and mailing address.
2. A statement of services proposed.
3. The experience, qualifications, and roles of staff who may be assigned.
4. A description of the individual's/firm's prior experience in engineering analysis, GIS mapping, surveying, public outreach/engagement, and document drafting.
5. A description of the individual's/firm's availability to provide services and proposed timeline for completion.
6. A statement of current or potential conflict of interest for providing services within Madison County.
7. The proposed rate to be charged for these services. Also include a separate proposed rate addendum for completing a full PASER rating of all County roads.
8. References from three (3) sources to whom Capital Improvement Plan services have been provided in the past five years. Please include the name, address,

phone number, contact person, a description of the professional services provided, and a link to the completed and adopted Capital Improvements Plan.

All proposals submitted will be evaluated in accordance with the following criteria:

- Related experience in professional Capital Improvement Plan services: 30%
- Qualifications of profession personnel who will be assigned to providing services: 30%
- Recent or current services for Madison County or similar entity: 20%
- Overall quality of the proposal: 15%
- References: 5%

Proposals shall not exceed twenty (20) single-sided pages, excluding any standard business brochure, cover letter, and personnel resumes included. An original and seven (7) copies of the proposal and accompanying documents shall be submitted.

The Madison County Capital Improvement Plan services contract will be offered to the individual/firm with the highest scoring proposal. Selection will be completed no later than November 30, 2026.

Questions and proposal responses should be directed to:

Madison County Board of Commissioners  
PO Box 278  
Virginia City, MT 59755  
(406) 843-4277

Responses must be received in the office of the Madison County Board of Commissioners no later than 4:00 p.m. on April 24, 2026. The response packet should clearly state "Madison County Capital Improvement Plan Proposal".

This Request for Proposal is being made in accordance with State and Federal statutes, which govern the procurement of professional services by local governments. Accordingly, Madison County reserves the right to negotiate a contract based upon fair and reasonable compensation for the scope of work and services proposed. Madison County further reserves the right to reject any and all responses it deems incomplete, insufficient, or inappropriate.

Dated this 17th day of March, 2026.