

# Flathead Reservation Water Management Board

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**Date:** **DRAFT 2024-06-18 DRAFT**

**From:** Flathead Reservation Water Management Board (Board)

**Re:** Request for Proposals (RFP): Develop Building Plan

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This is a solicitation for a quote/bid to develop a building plan for the Flathead Reservation Water Management Board (Board). The RFP includes planning and cost-estimates for site-selection, architecture design and planning, permitting, and implementation through the construction and building finalization phases of the project.

The Board is the Water Rights authority within the Flathead Reservation. The Board is funded 50% by the State of Montana (State) and 50% by the Confederated Salish and Kootenai Tribes (CSKT). The Board will utilize the bid/quote to seek funding from the State and CSKT for the planning phase of this proposed project. Once completed, the building plans and cost projections will be used to seek construction funds from the State and the CSKT during the next State legislative session.

## Facility Minimum Requirements:

- Modern or modernized facility with security and ADA compliance;
- Entry and reception area workstation with printer/mail handling area;
- Seven individual offices for staff with separate enclosures;
- One conference office;
- One large meeting room with kitchenette area on the side (capacity of 50);
- Office supply storage and controlled climate document storage;
- Garage/carport for FRWMB vehicles & field equipment storage and water measurement device fabrication;
- Network equipment rack cabinet and low voltage/Wi-Fi network throughout;
- Modern air handling and insulations;
- Parking for a minimum of 20 individual with secure exterior grounds; and
- Three unisex bathrooms and one shower.

The successful contractor will work with the Board and staff to develop a schematic design without site-specific information. After a site is selected the contractor will work with the Board and staff to develop final plans.

The bid/quote process will include interviews with the Office of the Engineer to scope the projected needs including those listed above. The process will also include at least one meeting with the Board to review staff needs and Board requirements. The prospective contractor will present the phases and steps to complete this project in an efficient and cost-effective manner.

The Board will select the contractor that presents a clear, efficient and cost-effective proposal with appropriate phases and steps. The Board reserves the right to accept or reject all proposals. This solicitation will continue until filled. The Board will begin scheduling meetings with prospective contractors after the RFP has been out for at least two weeks. The process is expected to be iterative.

To start the process, prospective contractors should submit an initial letter of interest, with a summary of relevant firm experience, professional information for lead and key personnel, contact information and any prospectus available. Once received, the Office of the Water Engineer will respond with acknowledgement of the receipt and information about next steps.

Letters of interest or questions should be sent via electronic format to [contact@frwmb.gov](mailto:contact@frwmb.gov), ATTN: Water Engineer – Building RFP. The Office of the Engineer phone number is 406-201-2532.