
REQUEST FOR PROPOSALS (RFPs)
FOR
FLATHEAD VALLEY COMMUNITY COLLEGE LIBBY CAMPUS
WATER DAMAGE REPAIR

1 GENERAL INFORMATION

- 1.1 Pursuant to the authority granted to it under MCA Title 7, Chapter 5, Part 43, Lincoln County is soliciting proposals for services and/or materials for the Flathead Valley Community College (FVCC) Libby Campus Water Damage Repair Project. Portions of the Libby Campus of the Flathead Valley Community College have experienced water damage from a leaking roof which has been repaired. The intent of this project is to clean up the damage and restore the impacted areas.
- 1.2 **The Proposal must be received by Lincoln County Clerk and Records Office at 512 California Avenue, Libby, Montana 59923, by 5:00 pm MST, on Tuesday May 19, 2026. It will be opened and read aloud on Wednesday May 20, 2026 at the Commissioners' meeting, in the North Lincoln County Annex at 66121 HWY 37, Eureka, MT 59917.**
- **The envelope containing the sealed bid should be labeled "BID FOR FVCC WATER DAMAGE REPAIR".**
- 1.3 General questions pertaining to the project should be directed to Andy Evensen, at (406) 885-4064 or andy@eecivil.com.
- 1.4 Lincoln County reserves the right to reject any or all Proposals, to waive any informality or irregularity in any Proposal received, and to be the sole judge of the merits of the respective Proposals received.

2 ANTICIPATED SCOPE OF WORK

- 2.1 After being selected, the successful Vendor will execute an agreement with Lincoln County to provide services and/or materials to fulfill the following general scope of work. This Scope of Work (SOW) outlines the requirements for professional mold and damaged material removal, remediation, replacement, and finish work services for facilities affected by the past water intrusion.
- 2.2 The services shall address mold/moisture issues and restoration. All work must comply with applicable industry and regulatory standards. The goal is to remove mold-contaminated and water-damaged materials, remediate affected areas, replace removed components, apply finishes, and verify the space is safe for re-occupancy. Work shall minimize disruption to FVCC operations and ensure no cross-contamination.
- 2.3 Conduct a site inspection to assess mold extent, moisture levels and affected materials. Focus is primarily on drywall, drop ceilings, soffits, and impacted flooring.
- 2.4 Test for moisture content: Drywall $\leq 10\%$ moisture; replace if higher or swollen. Ceiling tiles to be discarded if wet, moldy or show signs of water damage.
- 2.5 Mold Removal and Demolition

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- Shut down HVAC if contaminated; consult for duct cleaning if mold near intakes.
 - Remove excess water with wet vacuums (HEPA-filtered if mold present).
 - For porous materials:
 - Drywall: Cut out affected sections (extend 12-24 inches beyond visible mold). Remove insulation if contaminated. Ventilate wall cavities (drill holes if needed) but avoid blowing air toward contaminated materials. Discard all moldy or saturated drywall.
 - Drop Ceilings: Remove and discard all water-damaged or moldy acoustic tiles (porous and non-salvageable). Inspect and clean grid system; replace if rusted or contaminated. Check plenum for hidden mold.
 - Bag removed materials in 6-mil polyethylene bags, seal, and label as "Mold-Contaminated Waste." Use damp methods to minimize dust.
 - Demolish carefully to avoid spore release; HEPA vacuum debris.
 - Clean and disinfect surfaces that do not require removal. All vacuuming shall be conducted with HEPA filters.

2.6 Replacement and Finish Work

- Replace insulation in areas that have had insulation removed matching original type and R-value.
- Drywall Replacement: Install new fire-rated gypsum board matching original specifications. Tape, mud, and sand joints.
- Drop Ceiling Replacement: Install new acoustic tiles and repair/replace grid as needed. Ensure compliance with fire codes and egress requirements.
- Soffit: Install new exterior soffits matching original materials.
- Finish work: Prime and paint replaced drywall, soffits, or other paintable surfaces with mold-resistant primer and paint. Texture to match existing if applicable. Clean and restore any disturbed finishes (e.g., baseboards, trim).
- Restore to pre-remediation condition or better, ensuring no visible seams or mismatches.

2.7 Dispose of waste at approved facilities per Montana regulations. Document as required.

3 PROPOSAL SELECTION CRITERIA

- 3.1 The Proposal will be selected through the following selection process. Firms interested in providing the above-described scope of services to Lincoln County must submit a Proposal that addresses the following evaluation criteria. Applicants are encouraged to organize their submissions in such a way as to follow the general evaluation criteria listed below. Information included within the RFP may be used to evaluate your firm as part of any criteria regardless of where that information is found within the RFP.
- 3.2 Cover Letter (1-page) containing at a minimum: Company name, contact name, address, and email address.

3.3 Qualifications Criteria

3.3.1 General Information Description of company Legal company organization; organization chart with names List of applicable Montana licenses

3.3.2 Relevant Company Experience

- a. Applicant's overall reputation, service capabilities and quality as it relates to this Proposal.
- b. Referrals and references from other municipalities or local governments.
- c. List and describe any litigation; arbitration; claims filed by your firm against any other jurisdiction as a result of a contract dispute; any contract or negligence claims filed against your company; premature termination from a services agreement.
- d. Applicant's capacity and intent to proceed without delay if selected.

3.3.3 Company Qualifications

- a. Describe the company's history in the industry. Provide resumes of key personnel.
- b. Briefly describe certifications and licensure held by the company in the state of Montana.

3.3.4 Contract Understanding and Approach

- a. Describe your understanding of the scope of work and the particular expertise your company has in this area of work.
- b. Identify and discuss any potential difficult issues your company may face in providing services and methods to mitigate these issues.

3.3.5 Approach to Contract Management

- a. Describe your company's approach in initiating and establishing the service that meet the needs and requirements of the project.
- b. Describe how your company will address unexpected issues and out of scope work that should be addressed to provide a quality product.

3.3.6 Proposal for Project

- a. Provide a work schedule with beginning and ending times that meet the scope criteria.
- b. Provide a full schedule of costs for each component of the work scope.

4 SUBMITTAL REQUIREMENTS

4.1 The Proposal shall include a one-page cover letter plus fifteen (15) pages more-or less, to address the RFP criteria specified in Section 3 (excluding resumes). Table of Contents and section divider pages do not count towards the total page count.

4.2 One (1) electronic copy in PDF format on a flash drive and five (5) hard copies of the Proposal must be submitted to the County as described in Section 1.

4.3 Failure to comply with the following criteria may be grounds for disqualification: Receipt of submittal by the specific cut-off date and time. The number of originals and/or copies of the submittal specified. Adherence to maximum page requirements.

5 SELECTION PROCESS AND SCHEDULE

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- 5.1 Lincoln County will evaluate each Proposal according to the above criteria and may select up to two (2) finalists for interviews. Those firms selected for the interviews, if necessary, will be provided with additional instruction.
 - 5.2 Following the evaluations, the County will rank each firm responding to this RFP. Consideration will be given to both the written Proposals and any oral presentations or interviews. No other factors or criteria will be used in the qualification ranking.
 - 5.2.1 Lincoln County reserves the right to reject any or all proposals received, to waive informalities therein, to postpone the award of the contract for a period of time not to exceed thirty (30) days and to accept the lowest responsive and responsible proposal(s) determined to be in the best interests of Lincoln County. Past performance, cost and ability to deliver will be three (3) of the criteria used in the bid award.
 - 5.3 The highest ranked firm will be recommended to the County Commissioners for contract award.
 - 5.4 Lincoln County will enter a contract upon selection of the firm for the project to be submitted to the County Commissioners for approval. A template for the proposed contract with Lincoln County will be provided to the Proposers upon request. If the selected firm determines not to enter a contract with the County, the County may then contact the second or third highest ranked team until a contract is executed or may decide to terminate the selection process.

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