

TO: **ALL ARCHITECTS/ENGINEERS OF RECORD**

FROM: Russ Katherman, Administrator
Architecture & Engineering Division
1500 East Sixth Avenue
P O Box 200103
Helena MT 59620-0103

DATE: August 14, 2026

RE: **REQUEST FOR QUALIFICATIONS**

Firms interested in being considered for an interview for project on the attached pages must follow these procedures:

- Submit Form 115 through the State's eMACS system, <https://solutions.scquest.com/apps/Router/SupplierLogin?CustOrg=StateOfMontana>. Information in addition to the 115 is acceptable.
- Submissions must be submitted no later than **2:00 p.m. on Tuesday, September 15, 2026**
- Submissions received after the deadline may result in rejection.
- The procedure for selection will be in accordance with 18-8-204 MCA.

Firms selected for a Q&A session:

- Will be given any available project-specific initial information, topics/questions, and the interview schedule.
- Will be asked to present their credentials before an interview committee. The committee will then submit the names of three (3) qualified firms to the Dept. of Administration Director, who will appoint one firm for each project in accordance with 18-2-112 MCA.

The State of Montana makes reasonable accommodations for any known disability that may interfere with an applicant's ability to compete in the application and selection process or that may interfere with an applicant's ability to perform the essential duties of the job. In order for the State to make such accommodations, applicants must make known any needed accommodation to the individual project managers or agency contacts listed. Persons using TDD may call the Montana Relay Service at 1-800-253-4091.

REQUEST FOR QUALIFICATIONS (RFQ) FOR A/E SERVICES
DEPARTMENT OF ADMINISTRATION
1300 11th AVENUE RENOVATION
A/E #2025-30-16

Project Budget: \$4,150,000

The Architecture & Engineering Division is accepting qualifications for architectural and engineering services for the Renovation of 1300 11th Avenue in Helena, Montana.

Project Scope:

This renovation will replace the outdated HVAC system with a modern zoned system that provides improved indoor air quality and energy efficiency. The roof will be replaced down to the structural deck allowing for new insulation meeting today's energy codes and assure positive drainage. Exterior doors and windows will be replaced with high performance units designed to reduce energy consumption and increase building comfort. Interior improvements include some wall reconfiguration, new finishes, and accessible upgrades in restrooms. The parking lot will be regraded and paved for proper drainage and make accessible routes to the building entrances. The project is engineered to ensure the long-term performance of the building, reduce maintenance costs, and improve the overall function of the facility. Other deficiencies may be addressed as the budget allows.

Construction Cost Estimate:

The construction cost is estimated at \$3,320,000.

Submittal & Selection Process (Ref: MCA 18-2-112):

Firms shall submit their Statement of Qualification (Form 115) and any other pertinent information of similar project experience. Qualifications submittals are due September 15, 2026 through the eMACS System. Once Qualifications are received and shortlisted, A&E will reach out and set up a 30-minute Q&A through Microsoft Teams for those shortlisted. Once Q&A is over, a list of 3 consultants will be sent over to the DOA Directors office for final selection.

Construction Execution:

This project will be bid and executed as a design-bid-build.

Additional Documentation and Contact Information:

- Contact: Nate Cummings A&E Div., (406)202-4415, Nathaniel.Cummings@mt.gov

PRIORITY CD-20

1300 11TH AVENUE RENOVATION

DEPARTMENT OF ADMINISTRATION

\$4,150,000

Project Highlights

- This is part of a multi-year plan to reduce the deferred maintenance backlog.
- Multiple improvements to upgrade building systems, replace components of the exterior envelope and make interior modifications.



Current Challenges

This 22,125 square foot building, constructed in 1972, has an HVAC system that no longer provides adequate heating or ventilation leading to energy inefficiency and occupant discomfort, a roof that is leaking and is past its useful life, doors and windows have broken seals and are without insulated glazing, asbestos is present, and interior spaces do not meet the programmatic needs of the users. The parking lot surfaces are cracked and not sloped to drain. Conditions create barriers to accessibility. These deficiencies were identified on the most recent facility condition assessment and continue to cause increased maintenance attention, drive up operational costs and energy usage, and are safety issues to occupants.



Proposed Solution

This renovation will replace the outdated HVAC system with a modern zoned system that provides improved indoor air quality and energy efficiency. The roof will be replaced down to the structural deck allowing for new insulation meeting today's energy codes and assure positive drainage. Exterior doors and windows will be replaced with high performance units designed to reduce energy consumption and increase building comfort. Interior improvements include some wall reconfiguration, new finishes, and accessible upgrades in restrooms. The parking lot will be regraded and paved for proper drainage and make accessible routes to the building entrances. The project is engineered to ensure the long-term performance of the building, reduce maintenance costs, and improve the overall function of the facility. Other deficiencies may be addressed as the budget allows.



FUNDING	
LRBP Cash	\$4,150,000
TOTAL	\$4,150,000
ESTIMATED PROJECT COSTS	
Construction Costs	\$3,400,000
Architecture / Engineering Services	\$340,000
Non-Construction Costs	\$410,000
TOTAL	\$4,150,000