

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: April 10, 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.sciquest.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 Thursday, April 30, 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 an interview:

- Will be given project-specific initial information, interview 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.

PROJECT TITLE: LOUISE SHUNK DAYCARE RENOVATION AND ADDITION

MONTANA STATE UNIVERSITY

A/E # 2026-02-01D - Delegated

MSU PPA #24-1039

Current Budget for Planning & Design: \$500,000

Montana State University-Bozeman (MSU) is seeking an experienced firm to provide complete design services for the renovation as well as an addition to the Louise Shunk Daycare Center on the MSU Bozeman campus. The successful firm will have experience in planning, programming, and designing daycare facilities.

Current budget for planning & design as approved OCHE is \$500,000. Initial estimate for the total project is \$5.0M. The project will be submitted to the 70th legislature for construction authority.

Louise Shunk Daycare currently serves sixty-five children. Through this proposed renovation and addition, we aim to increase our capacity to one hundred children. This project will ensure full alignment with updated building codes and childcare licensure requirements. Our vision includes the development of additional classrooms, expanded playground areas, dedicated child-friendly restrooms, and administrative offices. Furthermore, the design prioritizes versatile open spaces and specialized therapy rooms to better serve our children and teachers.

To maintain seamless operations during construction, MSU has begun evaluating sites for a small group of children and staff to temporarily relocate. The logistics for this transitional space will be included with this project.

The selected firm will lead a high-quality, fast-paced, high-value design effort from programming through final construction documents and into construction administration. The successful consultant shall have adequate staff to successfully manage efficient project delivery while responsibly managing the project scope, schedule, and budget.

The project may pursue LEED or other building certification consistent with sustainability, wellness, and resilience goals for the University. The facility shall – at a minimum – comply with the State’s High-Performance Building Standards.

Tentative Selection Schedule

April 2026 = Issue RFQ

May 2026 = RFQ Responses Due & Shortlisting by Owner

May 2026 = Interviews and Selection by Owner

The A&E Division will delegate contracting and project management to MSU after

appointment of the consultant. For more information about the project, contact Dena Knutson, Assistant Director, Planning, Design, & Construction, Montana State University at 406-994-5265, (dena.knutson@montana.edu).

Architectural Services for Louise Shunk Daycare Renovation and Addition
A/E # 2026-02-01D (Delegated)
MSU PPA# 24-1039
Montana State University-Bozeman
Attachment #1

1. Introduction

Montana State University-Bozeman (MSU) is seeking an experienced firm to provide complete design services for the renovation as well as an addition to the Louise Shunk Daycare Center on the MSU Bozeman campus. The successful firm will have experience in planning, programming, and designing daycare facilities. Initial estimate for the project is \$5.0M. The successful architecture firm must be able to commit a capable team of staff to see the entire project through design and construction.

2. Contract Structure

This request intends to appoint a single prime firm to program, design, and administer design and construction for the Louise Shunk Daycare Renovation and Addition project on the Bozeman campus. Respondents should submit with an architect and core sub-consultants. Any needs for specialty consultants or partners will be identified with the Owner during the initial design process. Service scope is anticipated to follow all deliverable requirements and phases of the "Standard Form of Agreement Between Owner and Architect/Engineer," the "Performance and Document Requirements," the "High-Performance Building Standards," and other project-specific additional service needs as negotiated between the owner and the selected firm.

3. Qualifications/Informational Requirements

Firms interested in being considered for an interview must:

1. Complete Form 115
2. Provide the following additional information:
 - a. **References.** Consultant shall provide three (3) relevant reference projects similar to the requirements outlined in this RFQ and performed within the last 5 years (current projects in design or under construction are acceptable). These references may be contacted to verify Consultant's ability to perform the contract. Consultant shall provide:
 - a. Client/company name and contact information
 - b. Location where the services were provided
 - c. Complete description of the project and service provided (including scope, schedule, and budget)
 - d. Dates services were provided
 - b. **Company Profile and Experience.** Specify how long the company submitting the proposal has been in the business of providing services similar to those requested in this RFQ and under what company name(s).
 - c. **Team Member Experience.** Specify what persons will be allocated to the project and on what basis (e.g. % of weekly hours). Include information on how long each team member has been providing similar services and for what firm/company. People submitting and

interviewing for the project shall be the same personnel performing the work and managing the project.

- d. Technical Experience. Consultant shall provide a complete description of demonstrated expertise and experience working with other daycare facilities and/or other relevant public entities to provide design services. The response should specifically address the following experience:
 - i. Experience with daycare facility planning and analysis to evaluate multiple options for construction types, building code compliance, massing, and so forth correlated with potential delivery schedules and total project costs.
 - ii. Experience working with a broad range of daycare facilities staff to understand facility needs and ultimately determine recommendations for project scope, schedule, and budget.
 - iii. Experience providing complete design services for daycare facilities that include specialty needs and requirements for a daycare facility.
 - iv. Experience designing for building longevity and collaborating with maintenance providers to reduce short-term and long-term maintenance costs of operating buildings.
 - v. Experience providing accurate cost estimates, budget management, and optimizing owner outcomes in the low-bid project delivery method.
- e. Creative Experience. Describe the project team's approach and experience providing original architectural solutions that respond to client needs and existing conditions on an architecturally complex campus.

Montana State University Representatives:

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