

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: July 16, 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 Thursday, August 13, 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: TRACK ATHLETE AND OPERATIONS FACILITY

MONTANA STATE UNIVERSITY

A/E # 2026-02-10 (Delegated)

MSU PPA #26-1474

Project Budget: \$500,000 for Planning & Design Only

Montana State University-Bozeman (MSU) is seeking an experienced firm to provide complete design services for the design of a Track Athlete and Operations Facility on the MSU Bozeman campus. The successful firm will have experience in planning, programming, and designing student athlete support facilities and event operations and support facilities. The total cost of the project is to be determined based on donor engagement.

The Track Athlete and Operations Facility is intended to serve student athletes with a variety of resources to support student athlete care and performance and to support athletic program needs. Space will also be provided to support the operational needs of events occurring in Bobcat Stadium, Kennedy Stark Indoor Athletic Center and Bobcat Track and Field Complex. Additionally, the project may address expanded seating capacity for the Bobcat track and Field Complex. The exact program will be developed through stakeholder engagement with athletes, coaches, administrative, and facility staff. An assessment of location options in close proximity to the facilities noted above will be needed to align the projects goals with operational efficiencies and expectations for donor engagement.

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

July 2026 = Issue RFQ

August 2026 = RFQ Responses Due & Shortlisting by Owner

September/October 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 Track Athlete and Operations Facility
A/E # 2026-02-10 (Delegated)
MSU PPA# 26-1474
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 design of a Track Athlete and Operations Facility on the MSU Bozeman campus. The successful firm will have experience in planning, programming, and designing student athlete support facilities and event operations and support facilities. The total cost of the project is to be determined based on donor engagement. 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 Track Athlete and Operations Facility 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 student athlete supporting spaces and athletic facilities, event operations and support facilities, and/or other relevant public entities to provide design services. The response should specifically address the following experience:
 - i. Experience with student athlete support facilities and event operations and support 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 stakeholders including athletes, coaches, administrative, and facility staff to understand facility needs and ultimately determine recommendations for project scope, schedule, and budget.
 - iii. Experience providing complete design services for student athlete support facilities and event operations and support facilities that include specialty needs and requirements for a athlete care and performance.
 - 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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