



Great Falls Public Schools is beginning the process of accepting Statements of Qualifications (SOQ) proposals for Professional Architectural Adviser/Consultants for the school years 2023 thru 2028. The District's Architectural adviser/consultant will assist the District on an as-needed basis on upcoming projects, from various funding sources, including the Great Falls Public Schools Foundation.

It is anticipated that the projects in 2023 thru 2028 will include building renovations and increased capacity building additions. Renovations will include extensive retrofits of walls, floors and ceilings, façade and building envelope renovations. Also, renovations and additions necessary to accommodate curriculum changes, ADA requirements, and fire and building code are continuous. This work shall be of a limited scope and service.

The Architect adviser/consultant will be paid on an hourly basis for each type of employee utilized, the hourly fee structures will be negotiated after the selection process has identified the successful firms. The District will first call on its Architectural adviser/consultant for any work it needs but reserves the right to seek additional assistance at any time.

**Late Submittals will not be accepted.**

Selection Process

Submissions will be assessed by a District appointed committee on the following objective/subjective scale. A maximum of four candidates with the highest numeric scores may be "shortlisted" and invited to interview at the District's facility with the selection committee. Unsuccessful candidates will be notified immediately after the selection process is complete. After the interviews, the District will enter negotiations with the highest ranked candidate/candidates. If negotiations are successful, the other candidates will be informed immediately. If negotiations are unsuccessful with the highest ranked candidates, the negotiations will be terminated and start anew with the subsequent ranked finalists and thus, until a suitable agreement can be reached.

Depending on the number and quality of submittals received, the District reserves the right to make the selection of the preferred firm/firms based on the submittal information alone and may decline to conduct the interview stage of the selection process.

Numerical Evaluations and subsequent selection of written submittals per MCA 18-8-204:

1. Experience with projects of similar size and scope in this region 25%
2. Key team member qualifications and experience 20%
3. Capability to meet time and project budget requirements 20%
4. Local professional resources to be utilized for this effort 25%

5. Recent and current work for Great Falls Public Schools 5%

6. Current and projected workloads 5%

Depending on quantity/quality of the submittals a maximum of up to three (3) firms may be selected to assist the District.

All questions must be submitted via email to Mr. Brian Patrick- [brian\\_patrick@gfps.k12.mt.us](mailto:brian_patrick@gfps.k12.mt.us)

This letter is your invitation to submit your Statement of Qualifications to:

Great Falls Public Schools  
Brian Patrick, Director of Business Operations  
1100 4th St. S.  
P.O. Box 2429  
Great Falls, MT 59403

**Please submit six (6) copies of your SOQ proposal to Mr. Patrick no later than: June 28, 2023**

Your SOQ proposal should comply with Montana Statute 18-8-204, Procedures for Selection. After receipt of the SOQ proposal, a selection committee will screen the submittals. The District will notify all submitters of the final selections.

Sincerely,

Brian Patrick  
Director of Business Operations  
Great Falls Public Schools