

Helena Public Schools
Request for Qualifications for Architectural/Engineering Services
Capital High School Addition and Renovation

The Helena Public Schools Board of Trustees requires services from a qualified Architectural/Engineering firm to assist in finalized programming, planning, design, public bidding for construction and construction administration for the addition and renovation of the Capital High School, 100 Valley Dr, Helena, MT. The project requires finalized programming for the entire campus to include selective demolition, renovation and new construction designed to current educational standards. It is anticipated that this will be delivered as an “Alternative Project Delivery” under the GCCM format to include “fast track” early work packages as a requirement to design and construction to meet the District’s desired timeline for project occupancy. Interested design firms can review the preliminary Master Planning outline located on the District’s website at:

<https://helenaschools.org/departments/business-finance/helena-school-bond-projects/>

Project Requirements:

- Finalize programming/full design
- Provide cost estimates throughout design – Schematic Design; Design Development; Construction Documents (SD:DD:CD)
- Provide renderings and 3D modeling as needed
- Participation in Helena Public Schools planning exercises
- Participation in presentations to the Public and the Board of Trustees
- Responsible design practices that meet established budgets
- Detailed planning/design/phasing/early work packages
- Permitting through all Authorities Having Jurisdiction (AHJ’s)
- Public: Bidding/Alternative Project Delivery
- Construction Administration

Submittal Requirements

1. Cover letter / Statement of interest
2. Description of firm’s relevant experience with projects of similar size and scope
3. List examples of your firm’s specific experience with programming, designing and completing projects of similar scope and size on time and on budget.
4. References and contact numbers from previous representatives of projects completed of similar size and scope
5. Proposed staff and relevant experience
6. Current workload and your ability to complete the work of this project within required schedule

All Submittals must be labeled “**Response to Request for Qualifications for Helena Public Schools Capital High School**”. Interested firms are asked to submit one original and 7 copies of any materials submitted as part of their Request for Qualifications submittal packet, to District Business Office at 1325 Poplar Street, Helena MT 59601. Submittals are to be received no later than 2:00 PM MDT, Monday October 27th, 2025.

All questions relating to this submission shall be submitted in writing to:

Todd J. Verrill, Facilities Director
tverrill@helenaschools.org

Late Submittals will not be accepted.

Selection Process

Submissions will be assessed by a selection committee on the following objective / subjective scale. A maximum of three (3) candidates with the highest numeric scores will be “shortlisted” and invited to interview at the Owners facility with the selection committee. Unsuccessful candidates will be notified immediately after the selection process is complete. After the interviews the Owner will enter negotiations with the highest ranked candidate. If negotiations are unsuccessful with the highest ranked candidate, the negotiations will be terminated and start anew with the second ranked finalist, 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 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 35%
2. Key team member qualifications and experience 35%
3. Capability to meet time and project budget requirements 10%
4. Location and local professional resources to be utilized for this effort 10%
5. Recent and current work for Helena Public Schools 5%
6. Current and projected workloads 5%

Timeline for review and selection as follows:

Submission of firms Qualification’s due:	<u>2:00 PM, Monday, October 27th, 2025</u>
Review/shortlist RFQ’s by the District	<u>October 28th, 2025</u>
Interview shortlisted firms:	<u>November 4th, 2025</u>
Selection (Board approval; begin negotiations with highest ranked firm):	<u>November 11th, 2025</u>

The District reserves the right to adjust the timeline as needed.

All submitted items will become property of the District. The District reserves the right to make use of any or all information it contains or reject any or all proposals. Information in the proposal will become public property and subject to disclosure laws.

All costs associated with the preparation or submission of the proposal for this RFQ are solely the responsibility of the candidates.

By offering to perform services under this procurement, proposers agree to be bound by the laws of the State of Montana, including but not limited to: applicable wage rates, gross receipts taxes, building codes, Equal Opportunity Employment practices, safety, etc.

The Board of Trustees reserves the right to reject any or all proposals received, to waive informalities, to evaluate the proposals submitted and to accept the proposal that best serves the interests of Helena Public Schools.

End of RFQ