

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: March 25, 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, April 9, 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.

**REQUEST FOR QUALIFICATIONS (RFQ) FOR A/E SERVICES
DEPARTMENT OF ADMINISTRATION
CAPITOL COMPLEX ELEVATOR SYSTEM UPGRADES
A/E #2025-30-14**

Total Project Budget: \$5,475,000 (2025-30-14)

The Architecture & Engineering Division is accepting qualifications for architectural and engineering services for multiple elevator upgrades.

Project Scope: 2025-30-14 Capitol Complex Elevator System Upgrades

This project will upgrade elevator systems for four elevators in the State Capitol Building, one elevator in the Old Highway Building, one elevator in the Scott Hart Building, and other elevators that are identified based on age and reliability. The upgrades will be compliant with elevator code requirements and accessible to the public, legislators and state employees.

Budget available for Construction:

The construction cost is estimated at \$4,750,000.

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

Firm shall submit their Statement of Qualification (Form 115).

Qualifications submittals are due through eMACS on the time and date shown in the eMACS System.

Firm will be selected by RFQ responses, if further questions are required the firm will be contacted.

Construction Execution:

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

Additional Documentation and Contact Information:

- Contact: Mark Hines, PE, A&E Div., (406) 444-3331, mhines@mt.gov

PRIORITY CD-15

CAPITOL COMPLEX ELEVATOR SYSTEM UPGRADES

DEPARTMENT OF ADMINISTRATION

\$5,700,000

Project Highlights

- #2 priority for the Department of Administration.
- Unplanned outages create immediate barriers to accessible routes.

Current Challenges

The operation of the elevators in state-owned buildings is no longer reliable due to the age of the equipment creating unexpected barriers for accessibility and exponentially increasing the costs for unplanned service calls. The elevators have been well-maintained over the years but have progressed to a point where they can no longer be effectively repaired with many parts now obsolete or not serviceable. If parts are available, the lead time is several weeks resulting in an extended down time of the elevator. In addition to the age, the cabs and controls do not meet accessibility requirements.

Proposed Solution

This project will upgrade the elevator systems for four elevators in the State Capitol building, one 88-year-old elevator in Old Livestock building, one 40-year-old elevator in the Scott Hart addition, and two 42-year-old elevators in the Mazurek building by replacing and upgrading fire service recall, door restrictors, controllers, fixtures, wiring, door operators, pumps, valves, tank units, machines, motors, ropes, door panels, and cab interiors. This will improve the elevators' operational reliability and extend the service life of the elevators. The upgrades will ensure compliance with elevator codes and make all floors accessible for the public, legislators, and state employees. Other prioritized elevator upgrades will be addressed as the budget allows.



FUNDING	
LRBP Cash	\$5,700,000
TOTAL	\$5,700,000
ESTIMATED PROJECT COSTS	
Construction Costs	\$4,850,000
Architecture / Engineering Services	\$390,000
Non-Construction Costs	\$460,000
TOTAL	\$5,700,000