

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 26, 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 Wednesday, April 1, 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**  
**ROOF REPLACEMENT PROJECTS**  
**A/E #2023-30-09; 2023-30-10; 2025-30-13**

The Architecture & Engineering Division is accepting qualifications for architectural and engineering services for multiple roof replacement projects. Each project number will constitute a separate contract.

**Project Scope: 2023-30-09 DPHHS 111 N Sanders – Roof & Mechanical Replacement - Total Project Budget: \$1,309,099**

This project will remove abandoned HVAC equipment, replace damaged roof decking, install new roof insulation and membrane. Mechanical equipment, vents, drains and hatches will be reconfigured to allow for additional roofing insulation. Two high efficiency cooling/condensing units with requisite plumbing, piping and controls will be installed with airside equipment. For additional description please refer to the attached MR-04 write up from the 2024-2025 LRBP Book.

**Budget available for Construction:**

The construction cost is estimated at \$1,178,189.

**Project Scope: 2023-30-10 FWP Headquarters Roof Replacement - Total Project Budget: \$289,695**

This project will replace the existing upper copper roof with new prefinished standing seam metal, improve insulation below roof to promote uniform thawing and install new ice and snow guards. The skylight adjacent to the upper roof will be removed and the slope below the upper roof will be modified to allow proper drainage. In addition, 400 square feet of lower roof will be replaced. For additional description please refer to the attached MR-05 write up from the 2024-2025 LRBP Book.

**Budget available for Construction:**

The construction cost is estimated at \$260,725

**Project Scope: 2025-30-13 Capital Complex Roof Replacement - Total Project Budget: \$2,600,000**

This project will replace the existing roofing materials down to the structural deck and replace them with systems chosen to provide maximum protection and energy efficiency for each roofing condition. The buildings include the Scott Hart Building, Main Plant, with the Cogswell Building being removed from the scope of this RFQ and Project. As budget allows other buildings prioritized by the department, include the Mazurek Building, the Livestock Building and the existing Heritage Center (South Roof only). For additional description please refer to the attached CD-11 write up from the 2026-2027 LRBP Book.

**Budget available for Construction:**

The construction cost is estimated at \$2,200,000

**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.

After discussion with potential firms, the respective Agency, in collaboration with A&E, will submit three firms based on project requirements, qualifications of professional personnel, related experience, capability to meet time and budget, present and projected workload, and recent/current work for an Agency (ref: MCA 18-8-204). The list of 3 firms will then be submitted to A&E with an appointment made by the Director of the Dept. of Administration. Face-to-face or online interviews will not be conducted by A&E.

**Construction Execution:**

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

**Additional Documentation and Contact Information:**

- Contact: Nate Cummings A&E Div., (406)444-0349, [Nathaniel.Cummings@mt.gov](mailto:Nathaniel.Cummings@mt.gov)

# PRIORITY DOA MR-04

## ROOF & MECHANICAL - DPHHS 111 N SANDERS

### DEPARTMENT OF ADMINISTRATION

**\$1,309,099**

This project will replace the existing roof and upgrade the mechanical systems at 111 North Sanders in Helena.



Built in 1975, 111 N Sanders is a 48,682 square foot office building occupied by the Dept. of Health & Human Services. The cooling/condensing units were installed in 1990 as part of a HVAC/Energy Upgrade.

Roof leaks have caused ceiling stains and mildew. Inspections have revealed corrosion on structural components and delaminating of plywood decking. Saturated insulation has significantly reduced energy efficiency. Originally due for a re-roof in 2000, an acrylic top coating was chosen to extend the roof life. The roof can no longer be effectively repaired and is at risk of a major failure that could further damage the building structure and contents.

The 2 cooling/condensing units were installed in 1990 and operating at half cooling capacity due to failed compressors. The two units sized at 60 tons and 25 tons are at the end of their life and replacement parts are no longer manufactured. In addition, the cooling systems use R-22

refrigerant that is no longer produced as of 2020. R-22 has been phased out by the EPA has become prohibitively expensive.

This project will remove abandoned HVAC equipment, replace damaged roof decking, install new roof insulation and a new roof membrane. Mechanical equipment, vents, drains and hatches will be reconfigured to allow for the additional thickness of insulation. Two, high efficiency cooling/condensing units and associated piping and pumps will be installed along with new controls and airside equipment.



FUNDING	
State Special Revenue	\$1,309,099
<b>TOTAL</b>	<b>\$1,309,099</b>

ESTIMATED PROJECT COSTS	
Construction Costs	\$1,178,189
Consultant Services	\$130,910
<b>TOTAL</b>	<b>\$1,309,099</b>

# PRIORITY DOA MR-05

## ROOF REPLACEMENT - FWP HEADQUARTERS

### DEPARTMENT OF ADMINISTRATION

**\$289,695**

This project will replace the existing 9,000 square foot roof at the FWP Headquarters.



Built in 1975, the FWP Headquarters building is 22,966 square feet and is used as office space.

Extensive ice and hail damage has resulted in the upper copper roof no longer being weather tight. Ice and snow guards, damaged by hail, now allow icicles to form along the upper roof. Copper repairs are extremely costly and potentially cause additional damage to the lower EPDM membrane from solder welding. Years of penetrations and patches have trapped a significant amount of moisture within the lower roof assembly. Adjacent to the upper copper



roof, the lower roof area of approximately 400 square feet requires complete removal and replacement to mitigate any further moisture damage through the roof assembly. Further delay in re-roofing this facility will potentially cause future damage to other components of the building such as ceilings, flooring, electrical, finishes, etc. and significant expenditures to correct further damage.

This project will replace the existing upper copper roof with new pre-finished standing seam metal, improve insulation below the roof to encourage uniform thawing and install new ice and snow guards. The skylight adjacent to upper roof will be removed and the slope below the upper roof will be modified to encourage proper drainage. In addition, 400 square feet of the lower roof area will be replaced.



FUNDING	
State Special Revenue	\$289,695
<b>TOTAL</b>	<b>\$289,695</b>

ESTIMATED PROJECT COSTS	
Construction Costs	\$260,725
Consultant Services	\$28,970
<b>TOTAL</b>	<b>\$289,695</b>

# PRIORITY CD-11

## CAPITOL COMPLEX ROOF REPLACEMENTS

### DEPARTMENT OF ADMINISTRATION

\$4,100,000

#### Project Highlights

- Continuation of a multi-year roof replacement program to systematically provide new roofing systems for over 20 buildings
- Maintaining a weather-resistant building envelope is one of the State’s highest priorities for major repairs.

#### Current Challenges

The 45-year-old built-up roofing system on the Cogswell Building and Scott Hart Building and the 25-year-old membrane roofing system on



the Main Plant have deteriorated and are past their expected useful life. Temporary repairs made, including the use of recoating products, for multiple recurring leaks are no longer effective to stop the progression of water infiltration. In depth inspections reveal corrosion on structural components, delaminating of plywood decking beneath the roof membranes and insulation is saturated with water causing significant energy efficiency losses. Postponing replacement will cause accelerated maintenance attention and create risk for the building and its assets.

#### Proposed Solution

The project will remove the existing roofing materials down to the structural deck and replace with systems chosen to provide maximum protection and energy efficiency for each roofing condition. Additionally, the ventilation louvers on the Main Plant will be replaced along with the roof replacement. Roof replacement projects extend the life of the building and structure, protect assets, give opportunity to remove hazardous materials, add insulation to meet current energy codes, and reduce the facility condition index. As the budget allows, other buildings prioritized by the Department, including the Mazurek Building and the Livestock Building and the existing Heritage Center (south roof only) will be added to the project.



FUNDING	
LRBP Cash	\$4,100,000
<b>TOTAL</b>	<b>\$4,100,000</b>
ESTIMATED PROJECT COSTS	
Construction Costs	\$3,500,000
Architecture / Engineering Services	\$280,000
Non-Construction Costs	\$320,000
<b>TOTAL</b>	<b>\$4,100,000</b>