

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: April 28, 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.sciquest.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, May 21, 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)

MUS - SPACE UTILIZATION STUDY- Phase I

A/E#: 2026-30-01

1. INTRODUCTION

The State of Montana, Department of Administration, Architecture & Engineering Division (A&E), in partnership with the Montana University System (MUS), is soliciting Statements of Qualifications (SOQs) from qualified architectural and A&E firms to perform a comprehensive Space Utilization Study across designated MUS campuses.

2. PROJECT BACKGROUND & PURPOSE

The Study will establish baseline space utilization datasets and create utilization metrics, to provide a foundation for campus space management programs. Additionally, this work will identify opportunities for effective use, consolidation and modernization of campus space, and providing recommendations supporting LRBP planning and campus-level capital decision-making.

3. SCOPE OF SERVICES

1. Data Collection & Inventory Standardization
2. Space Utilization Auditing and Analysis in accordance with the Postsecondary Education Facilities Inventory and Classification Manual.
3. Integration of Space Utilization Data into existing or new Space Management platforms, initially at University of Montana and potentially additional campuses.
4. GIS /CAD/ Digital Deliverables Compatible for Integration with FAMIS Space Module.
5. Final Reporting & Recommendations

4. PROJECT PHASING

Phase 1 – will focus on initial MUS Campuses and establish methods for future expansion. Deliverables will include campus-level reports, utilization metrics, and recommended priorities.

Future phases of work may include campus facility and infrastructure planning on one or more campuses.

5. PROPOSER QUALIFICATIONS

- Experience with higher-education space utilization studies
- Experience with campus master planning
- Data analytics / GIS capability
- Montana-licensed A/E team or partnerships
- Capacity to begin work in 2026

6. SUBMISSION REQUIREMENTS

- Cover Letter
- Team Qualifications
- Relevant Project Experience
- Technical Approach
- Project Schedule
- References

7. UPDATED EVALUATION CRITERIA

Criterion	Weight
Space Utilization Expertise	25%
Campus Master Planning Experience	20%
Data / GIS Capability	15%
Local Presence (MT)	15%
MT Higher-Ed Track Record	15%
Capacity / Availability	10%

8. PROCUREMENT PROCESS

The RFQ process includes posting in eMACS, a written Q&A period, evaluation of SOQs, shortlisting, interviews (if required), recommendation to A&E leadership, and final approval through the Department of Administration.

9. SCHEDULE – Tentative and subject to change by the Owner.

RFQ Release: **April 28, 2026**

Response Deadline: **May 21, 2026**

Shortlist: **June 2026**

Interviews: **July 2026**

Selection Recommendation , **July 2026**

Appointment: **July 2026**

10. CONTACT INFORMATION

Project Contact: Jon Stone, A&E Div., LRBP , Planning Manager, 406.444.5463, Jon.Stone@mt.gov

11. RIGHTS RESERVED

The State reserves the right to reject any or all submissions and to modify or cancel this RFQ at any time.