



Request for Qualifications for Architectural/Engineering Services, Phase 1, Pre-Bond Election

The Board of Trustees of Monforton Public Schools requires pre-bond services from a qualified Architectural/Engineering firm to assist in development and preliminary planning for land acquisition, site preparation, and possible additions and renovations to Monforton Elementary School.

The firm that is best qualified and successful in negotiating a fee for Phase I services of this project may be provided the opportunity to negotiate a fee for Phase II services, when the funding becomes available. Monforton Public Schools reserves the right to evaluate the firm's performance on Phase I and decide to enter into negotiations for Phase II or make a Public Announcement for Phase II services.

Phase I requirements:

- Programming
- Provide initial conceptual designs
- Provide conceptual cost estimates
- Provide renderings and 3D modeling as needed to convey desired concepts to the Public
- Participation and support for Public outreach and stakeholder entities
- Organize and participate in Monforton Public Schools planning exercises
- Participation in presentations to the Public and the School Board
- General assistance in process/programming in support of Districts effort to secure funding.

Phase II requirements if successful:

- Detailed planning/design, including phased bid packages if required for commencement of construction of projects outlined in Phase 1.
- Update budgets
- Permitting
- Bidding
- Contract Administration

Submittal Requirements

Interested firms are to provide the following:

1. Cover letter / Statement of interest
2. List examples of your firm's specific experience with ongoing open dialogue and collaborative relationship building with respect to fostering and growing community support for public school funding and projects.
3. References and contact numbers of previous representatives of projects completed of similar size and scope



4. Key team member qualifications and experience
5. Capability to meet time and project budget requirements
6. Local (Montana) professional resources to be utilized for this effort
7. Current and projected workloads
8. Experience with projects of similar size and scope in this region
9. Recent and/or current work for Monforton Public Schools

Interested firms are asked to submit 5 copies and 1 flash drive of any materials submitted as part of their Request for Qualifications submittal packet. Submittals are to be mailed or hand delivered to:

Monforton School District
Attn: Ms. Laura Axtman, Superintendent
415 Circle F
Bozeman, MT 59718

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 candidates with the highest numeric scores will be "shortlisted" and invited to interview at their facilities 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 preferred candidate. If negotiations are successful, the other candidates will be informed immediately. If negotiations are unsuccessful with the preferred candidate, 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. Key team member qualifications and experience 30%
2. Capability to meet time and project budget requirements 25%
3. Local (Montana) professional resources to be utilized for this effort 10%
4. Current and projected workloads 5%



5. Experience with projects of similar size and scope in this region 25%
6. Recent and/or current work for Monforton Public Schools 5%

Timeline for review and selection as follows:

Submission of firms Qualification's due: DATE and TIME __October 21st no later than 2:00 pm__
Review/shortlist RFQ's by the District: __October 24, 2025_____
Interview shortlisted firms: __November 3, 2025_____
Notice to the public of rankings: __November 11, 2025_____
Selection: __November 11, 2025_____
Board approval, begin negotiations with highest ranked firm

Late submittals will not be accepted.

All documents provided become the property of the District. There will be no compensation for preparation or providing responses to this RFQ.

END OF THIS REQUEST FOR QUALIFICATIONS