

REQUEST FOR PROPOSALS FOR Progressive Design Building Consultation and Facilitation Services

PROJECT #	PROJECT TITLE	TOTAL PROJECT BUDGET
2025-07-05	MSU Gallatin College, Bozeman	\$46,000,000
2023-12-03	DOJ MLEA Indoor Firing Range, Helena	\$11,400,000
2027-10-**-	DOC Riverside Renovations, Boulder	\$TBD
2027-15-**-	DOC Pine Hills Renovations, Miles City	\$TBD
TBD	Multiple Additional Projects at the Discretion of the Owner	\$TBD

Owner:



Architecture & Engineering Division
Department of Administration
PO Box 200103
Helena, MT 59620-0103
(406) 444-3104

JULY 2026

I. INTRODUCTION

The State of Montana, Architecture & Engineering Division (Owner) is seeking qualified Progressive Design Build (PDB) Consultation and Facilitation Services for multiple capital projects across a number of state agencies and the Montana university system. The Owner reserves the right to modify the listing under this contract at any time at its sole discretion.

The Owner administers the design and construction activities for State Projects from authorization by the legislature through the final warranty inspection. The Owner manages contracts for professional services and construction activities, directs, reviews, and approves the development of projects to ensure they satisfy using agency needs, conform to legislative intent, are within budget, on schedule, and that the work product is accurate and of quality.

PDB consulting and facilitation services during preliminary program development, PDB delivery team procurement, contracts and document development, programming/planning, validation, design, and construction administration are sought to augment the Owner and lead/assist in the coordination of the project. The services provided by the PDB Consultant/Facilitator will be that of an independent contractor and not as a State of Montana employee.

The Owner is qualifying Firms through an RFP process to verify Firms have the experience and expertise required to provide the services outlined in the RFP. Firm selection will be determined from the Proposals submitted in response to the RFP document. The Owner may conduct interviews or request additional information to assess a firm's ability to provide the service outlined in this RFP.

This Request for Proposal shall not commit the Owner to enter into any agreement, to pay any expenses incurred in preparation of any response to this request, or to procure or contract for any supplies, goods or services. The Owner reserves the right to accept or reject any or all responses received as a result of this RFP.

This Procurement is governed by the laws of the State of Montana and venue for all legal proceedings shall be the First Judicial District, City of Helena, Lewis & Clark County.

By offering to perform services under this Procurement, all Proposers agree to be bound by the laws of the State of Montana, including but not limited to applicable wage rates, payments, gross receipts taxes, building codes, equal opportunity employment practices, safety, etc.

The State of Montana makes reasonable accommodations for any known disability that may interfere with an applicant's ability to compete in the bidding and/or selection process. 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 in the contract documents. Persons using TDD may call the Montana Relay Service at 1-800-253-4091.

II. PROJECT BACKGROUNDS AND DESCRIPTIONS

Montana State University, Gallatin College (Project Budget: \$46,000,000); A/E #2025-07-05

Currently, the campus is spread out in multiple locations which often requires students to drive between the locations. To improve the student experience, this project will consolidate the identified Gallatin College programs into one location. A successful Project will efficiently combine the varied programs into a single space that not only includes the current programs but also is flexible to accommodate future uses and technology as well as fluctuations in student enrollment. Gallatin College envisions the Project as an opportunity to connect and integrate the students of Gallatin College with MSU students currently on campus.

This project will be the first progressive design-build project for the Owner. The selected Design-Build Team will be able to assist the Owner in understanding the progressive design-build process and create a collaborative environment that promotes transparency and robust communication. Combining the varied Gallatin programs into one location will require that the Design-Build Team work closely with the College and its stakeholders to determine space priority, the ability for programs to share flexible spaces, and possibly incorporating the use of outdoor spaces into the design. The Design-Build Team will also examine the available spaces on the current MSU campus to determine whether there are spaces that could be used for the Gallatin program. In addition, the design should take into account the total cost of ownership, including efficient operations and maintenance.

Timely completion of the Project is essential, as the College is currently spread across several leased locations. The Project needs to be completed in time for Gallatin College to re-locate the facility to be ready for student use as soon as possible.

Department of Justice, Montana Law Enforcement Academy, Indoor Firing Range
(Project Budget: \$11,400,000); A/E #2025-37-03

The MLEA is located at 2260 Sierra Road East in Helena, MT. The campus does not have firearms infrastructure or a range on campus. The MLEA Indoor Firing Range Project requires expertise in specialized construction for indoor firing ranges, as well as consideration for unique safety, acoustics, security, and health requirements. This project must account for:

- training with live rounds;
- areas for safe observation for instructors;
- a weapons cleaning and maintenance area;
- a secure armory;
- equipment storage;
- restrooms with showers; and
- specialized doors with access large enough for large SUVs and forklift.

This project will be the second progressive design-build project for the Owner. The selected Design-Build Team will be able to assist the Owner in understanding the progressive design-build process and create a collaborative environment that promotes transparency and communication. Combining the MLEA's mission and training programs with an Indoor Firing Range will require a Design-Build Team to work closely with the Owner and its stakeholders

to determine the overall spaces needed. While a location on campus has been preliminarily selected, the Design-Build Team will also examine the available spaces on the campus to determine whether other siting options may be of benefit. The design must also take into account the total cost of ownership, including efficient operations and maintenance. Timely completion of the Project is essential, as the MLEA currently conducts training outside. The Project needs to be completed as soon as possible.

Department of Corrections, Riverside Renovations (Project Budget: \$TBD)

The Owner is presently assisting the DOC in the development of preliminary programming information using the services of the DLR Group to determine the feasibility and viability of: 1) relocating the entire juvenile Corrections population (boys and girls) from the Pine Hills Youth Correctional Facility (located in Miles City) to the Riverside Facility (located in Boulder), and, 2) what new and/or renovated facilities would be necessary to achieve the relocation goal. A total project budget is yet to be determined. Timely completion and coordination with the Pine Hills Renovations are essential.

Department of Corrections, Pine Hills Renovations (Project Budget: \$TBD)

The Owner is presently assisting the DOC in the development of preliminary programming information using the services of the DLR Group to determine the feasibility and viability of: 1) converting the Pine Hills Youth Correctional Facility (located in Miles City) into a fully adult female campus, and, 2) what new and/or renovated facilities would be necessary to achieve the conversion goal. A total project budget is yet to be determined. Timely completion and coordination with the Riverside Renovations are essential.

Multiple Additional Projects Across Multiple State Agencies (Project Budgets: \$TBD)

As part of this overall procurement effort, the Owner reserves the opportunity to retain, extend, and continue the services of the selected PDB firm for future capital projects where PDB is an appropriate delivery method.

Owner reserves the right to provide notice of changes to the selection schedule listed herein:

RFP Announcement Date:	July 30, 2026
Receipt of Proposals:	2:00 p.m. on August 13, 2026
Review Proposals:	Week of August 17, 2026
Potential Virtual Interviews:	Week of August 24, 2026
Notify Selected Firm:	Week of August 31, 2026

III.GENERAL REQUIREMENTS, DUTIES AND TASKS

Owner/Agency Training and Readiness Workshops

Provide substantive PDB training and work with the Owner to discuss its processes and agency decision-making structures. After a workshop, provide the Owner specific recommendations regarding further preparation to do PDB. The tasks include:

- Review the State's current processes for procurement, project management, and contracting.
- Prepare for and conduct a single 6-8 hour workshop including PDB training with discussions with the attendees regarding PDB process, decision making, and project management approach. This workshop can be conducted remotely or a combination of in person or remote as selected by the Owner. For budgetary purposes, in-person training is preferred for the majority of the attendees and will likely be the option selected by the Owner.
- Develop Project Goals for each project and definitions that will be used in the procurement documents.
- Develop a follow-up readiness plan with a report.
- Conduct follow-up meetings to assist in implementation of the readiness plan. For budgetary purposes assume 2 meetings at 2 hours per meeting.
- Provide a final report incorporating edits from the meeting(s).

Development of Design-Build RFQ, RFP, and Contract.

Review of the State's contract and procurement documents as well as an initial draft of the RFQ, RFP, and Contract and a series of meetings to discuss, review, and finalize before publishing. For performance and budgetary purposes, drafting documents based on the forms already in existence and that have been used on previously successful PDB projects is preferred. All contracts will be reviewed by the Owner's legal counsel to confirm compliance with Montana law, unless the PDB firm has legal counsel licensed in Montana.

Facilitation of the Design-Build Selection Process

Assist the Owner in facilitating the entire procurement and selection process for the PDB team, to include review of statements of qualifications and proposals, recommendations to the selection committees, and leading the consensus scoring effort. Provide a fact-checked evaluation summary that establishes the defensible justification for the selection.

Team Training (Owner & Selected PDB Team)

Provide in-person training as part of a Project kickoff meeting once the selection is finalized with the entire design-build team, including stakeholders. The training will include review of processes, next steps, the contract, and the deliverables expected from each party. Facilitate structured discussions to form an integrated project delivery and align everyone around project goals, roles, and expectations.

Provide focus and clarity on how the team will operate during the project, including communication approaches, decision-making processes, and coordination across organizations.

Assist the team in developing a Project Charter and identifying key actions and priorities to guide the team forward to ensure alignment on contractual requirements and collaboration.

Post Award Assistance and meetings

After the design-builder is selected, we will assist the Owner with managing the Progressive Design-Build process during:

- The Validation Period and providing the Owner with any course-correction recommendations.
- Design Development and Preconstruction.
- Negotiation of the GMP Amendment.
- Final Design and Construction to review progress of the project.

IV. SELECTION PROCEDURE / REQUIREMENTS

The selection procedure is intended to evaluate the capabilities of interested Firms to provide services to the Owner for this Project. The Proposal must sufficiently and accurately document the Proposer's ability to provide quality services consistent with the requirements identified in this RFP.

Proposals will be reviewed by the Owner and a selection may be made directly from the responses to the RFP. The Owner may conduct follow-up interviews or request additional information at its discretion.

Non-prerequisite criteria will be rated on a scale of 0 through 5 (5 being highest rating) and weighted in accordance with the importance of each item.

Category	Rating:	Weight:	Total Possible Score:
1. Signature of Officer or Principal	----	----	Prerequisite
2. Knowledge/Abilities/Experience	0-5	10	50
3. Proposed Costs & Fees	0-5	5	25
TOTAL:			75

CAUTION: Firms shall NOT propose either verbally or in writing any form of donations, contributions, gifts, assistance, or offsets to the project or the University or that could have the appearance of such. Doing so may result in disqualification.

The following criteria should be addressed within the RFP response from each offeror along with whatever other items are pertinent to the project which will indicate the proposer's qualifications:

1. Proposal signed by an officer or principal of the firm. (PREREQUISITE)

The signature requirement for the RFP response may be satisfied by the signature of a corporate officer or principal of the responding firm on a cover letter submitted WITH the RFP response.

2. **Knowledge/Abilities/Experience**

Provide information about the firm and the individuals to be assigned per project to provide the services requested and accomplish each task described. Company website information, brochures, and resumes are sufficient. The Owner may request interviews and follow-up information. Be sure to note personnel assigned to specific tasks for specific projects.

Provide the following information for MSU Gallatin College and the DOJ MLEA Indoor Firing Range only:

Tasks	Personnel Assigned
1. Owner Training & Readiness	
2. Development of RFQ, RFP, Contract	
3. Facilitation of Selection Process	
4. Team Training	
5. Post-Award Assistance	
a. Validation	
b. DD & Preconstruction	
c. Negotiation of GMP Amendment	
d. Full Design & Construction	

Do not complete this table for either of the DOC projects or the Multiple Additional Projects Across Multiple State Agencies.

3. **Proposed Fees and Costs**

The Owner anticipates a maximum, not-to-exceed type of contract for each task per project. Max NTE amounts may be adjusted via contract amendments based upon the services requested as a project progresses. Provide hourly rates for assigned personnel. Evaluation of proposed fees and costs will not be based on a least-to-most expensive basis, but on that which aligns with the Knowledge/Abilities/Experience criteria on a best-value basis. Determination of what constitutes “best value” is resides solely with and within the Owner’s discretion.

For proposal, selection, and negotiating compensation into a future contract between the Owner and the selected PDB firm, breakdowns are requested per project, with the following exceptions:

- A. MSU Gallatin College – provide only Tasks 3.e through 5 (Tasks 1 through 3.d are complete).
- B. DOJ MLEA Indoor Firing Range – provide all Tasks except 2.a shall be modified from “Draft RFQ” to “Review RFQ”.

Request for Proposals for PDB Facilitation Services
Multiple Projects; Multiple Agencies
Managed by the Architecture & Engineering Division, Department of Administration

Tasks:	Hours:	# of Mtgs:	Total:
1. Owner Training & Readiness			
a. Workshop Prep / Conduct Workshop			
b. Draft and Final Readiness Plan			
c. Prep / Conduct Follow-up Meetings			
Total Task 1 =			
2. Development of RFQ, RFP, Contract			
a. Draft RFQ			
b. Draft RFP			
c. Draft & Negotiate Contract			
Total Task 2 =			
3. Facilitation of Selection Process			
a. Training of evaluators, memos, etc.			
b. Review SOQs			
c. Facilitate SOQ Evaluations			
d. Fact Check and Finalize Evaluation Summary			
e. Facilitate RFP Meetings			
f. Review Proposals			
g. Facilitate Proposal Evaluations			
h. Fact Check and Finalize Evaluation Summary			
Total Task 3 =			
4. Team Training			
a. Preparation			
b. Conduct Training / Kick-off Meeting			
Total Task 4 =			
5. Post-Award Assistance			
a. Validation			
b. Validation Period Contract Amendment			
c. DD & Preconstruction			
d. Negotiation of GMP Amendment			
e. Full Design & Construction			
Total Task 5 =			

Do not complete this table for either of the DOC projects or the Multiple Additional Projects Across Multiple State Agencies.

IV. SUBMITTAL OF INFORMATION

Electronic PDF copy to this RFP must be submitted either through the State's eMACS system, to the contact information below via email, or through the State's FTP service:

To submit response through the State's eMACS system

<https://solutions.sciquest.com/apps/Router/SupplierLogin?CustOrg=StateOfMontana>

To submit a response directly (send to both) –

A&E Division general email: DOAAEDivision@mt.gov

Bob Warfle P.E., Engineering Manager, (406) 444-0771, rwarfle@mt.gov

For file sizes larger than 20MB, send to the same addresses use the States file transfer service. The link for this service is <https://transfer.mt.gov>.

Submissions must be received no later than

2:00 p.m. on Thursday August 13, 2026

ALL QUESTIONS AND CONTACTS REGARDING THIS RFP MUST BE ADDRESSED **IN WRITING** (email is acceptable) BY **12:00p.m. on Friday, August 7, 2026**, TO:

A&E Division general email: DOAAEDivision@mt.gov

& Bob Warfle P.E., Engineering Manager, (406) 444-0771, rwarfle@mt.gov

Information in addition to the RFP requirements is acceptable.

V. INSTRUCTIONS TO PROPOSERS

Requests for Proposals must:

1. Follow the format outlined in the Selection Procedure above.
2. Be **SIGNED** by an officer or principal of your firm.
3. Be contained in a document **not to exceed 20 sheets** total (inclusive of the cost portion).

CLAIMS FOR TRADE SECRET AND/OR CONFIDENTIALITY:

Public agencies in Montana are required by Montana law to permit the public to examine documents that are kept or maintained by public agencies, other than those legitimately meeting the provisions of Montana's Uniform Trade Secrets Act, Mont. Code Ann. §§ 30-14-401, et seq., and that the State is required to review claims of trade-secret confidentiality.

Information separated out under this process will be available for review only by the procurement officer, the evaluator/evaluation committee members, and limited other designees. Offerors shall pay all of its legal costs and related fees and expenses associated with defending a claim for confidentiality should another party submit a "right to know" (open records) request.

For a claim of confidentiality to be considered by a public agency, all trade secret confidentiality information must be segregated and be accompanied by the Trade Secret Confidentiality

Affidavit available <http://vendorresources.mt.gov/VendorForms>. This affidavit must be fully completed and submitted to the State along with the RFP, and the following conditions must be met:

- a) Confidential information (including any provided in electronic media) to be withheld under a claim of confidentiality must be clearly marked and separated from the rest of the proposal;
- b) The proposal may not contain trade secret matter or confidential information related to the cost or price; and,
- c) A full explanation of the validity of this trade secret claim attached to the affidavit.

VIII. ATTACHMENTS

None

END OF RFP