

Helena Public Schools
Request for Proposals and Statement of Qualifications for Commissioning Agent Services
New Helena High School/PAL and Renovation

The Helena Public Schools Board of Trustees requires services from a qualified Commissioning Agent (CxA) to assist in building systems commissioning for the new Helena High School and Project for Alternative Learning (PAL) located in Helena, MT. The objective of the CxA firm is to ensure all building systems are installed and function according to the project documents and applicable state codes (IECC 2021). The project will require multiple phases to meet the District's desired timeline for project occupancy. Interested CxA firms can review the 50% Construction Document Set, Draft Specifications, Cutsheets, and Project Schedule at the following FTP site:

<https://sma-design.sharefile.com/d-s67de85a0e31947eab22627f32cbf6656>

Project Requirements:

- Conduct regular commissioning coordination meetings when appropriate and regularly participate in the subcontractor meetings
- Perform periodic site visits to verify equipment installation and accessibility for maintenance
- Maintain a master Commissioning Issues Log and track items to resolution
- DIV 07 and DIV 08 Building Envelope verification by performing regular site visits to ensure fenestrations, transitions, water-resistive barriers, and building thermal envelopes are continuous and installed according to design
- DIV 23 HVAC and Controls verification of air-side balance, HVAC equipment operation, controls operation, and full sequence of operations for the Building Automation System (BAS)
- DIV 22 Plumbing verification of domestic water heater and recirculation pump operation
- DIV 26 Electrical and Emergency Power witness NFPA 110 test to include load bank testing and a full building "black-out" test to ensure critical life-safety power transfers
- DIV 26 Lighting Controls verification of a minimum of 20% of automatic lighting controls
- O&M review and verification that Operation & Maintenance manuals are complete including CxA participation in staff training sessions
- Conduct seasonal testing (opposite season of initial testing)
- Perform a 10-month warranty review to identify any latent defects before the contractor 12month warranty expires
- Submit a Final Commissioning Report

Submittal Requirements

1. Cover letter / Statement of interest
2. Description of firm's relevant experience with projects of similar size and scope
3. List examples of your firm's specific experience with building commissioning on time and on budget
4. References and contact numbers from previous representatives of projects completed of similar size and scope

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5. Proposed staff and relevant experience
6. Current workload and your ability to complete the work of this project within required schedule

All Submittals must be labeled “**RFP and Statement of Qualifications – CxA Helena High School/PAL**”. Interested firms are asked to submit one original and 7 copies of any materials submitted as part of their Request for Proposals and Statement of Qualifications submittal packet to the Board of Trustees, Administration Office at 1325 Poplar Street, Helena MT 59601. Submittals are to be received no later than 2:00PM MST, August 18th, 2026.

All questions relating to this submission shall be submitted in writing to:

Todd Verrill, Facilities Director tverrill@helenaschools.org

Late Submittals will not be accepted.

Selection Process

Submissions will be assessed by a selection committee on the following objective / subjective scale. Unsuccessful candidates will be notified immediately after the selection process is complete. After committee scoring and review, the Owner will enter negotiations with the highest ranked candidate. If negotiations are unsuccessful with the highest ranked candidate, the negotiations will be terminated and start anew with the second ranked finalist, and thus, until a suitable agreement can be reached.

Numerical Evaluations and subsequent selection of written submittals per MCA 18-8-204:

1. Experience with projects of similar size and scope in this region 35%
2. Key team member qualifications and experience 20%
3. Capability to meet time and project budget requirements 10%
4. Local professional resources to be utilized for this effort 10%
5. Recent and current work for Helena Public Schools 5%
6. Current and projected workloads 5%
7. Proposed Pricing Fee 15%

Timeline for review and selection as follows:

Advertising Dates: August 1st, August 8th, 2026
Submission of firms Qualification's due: August 18th, 2026 Review RFP's
by the School District: August 19th, 2026 Selection and Notice to
the public of rankings: August 20th, 2026

The District reserves the right to adjust the timeline as needed.

The Board of Trustees reserves the right to reject any or all proposals received, to waive informalities, to evaluate the proposals submitted and to accept the proposal that best serves the interests of Helena Public Schools.

End of RFP and Statement of Qualifications