

NOTICE TO ARCHITECTS AND ENGINEERS REQUEST FOR QUALIFICATIONS

Regional School Unit No. 57 (the “Owner”) wishes to procure architectural and engineering services for “Secure Building Containment Areas” at each of its schools in the District (the “Project”). The Project is funded through the State of Maine School Revolving Renovation Fund program, which requires that Project estimates, budgets, and bidding documents be developed by licensed architects and professional engineers.

Project Overview

The Owner has been approved through the Maine School Revolving Renovation Fund program to renovate each of its school building’s main entrances to have a secure containment area for visitors. The purpose is to provide a secure entrance for visitors to be contained in until staff have authorized the individuals to enter the building. In addition, the entrance containment areas should be of a large enough area for parents to assemble in during afternoon student pickup so that visitors do not have access to the entire school building.

Submission Requirements

Interested firms should submit a Letter of Interest with a Statement of Qualifications which includes:

1. The firm’s qualifications to undertake the Project;
2. The firm’s experience with budgets, project cost control, and administration of school renovation contracts;
3. A list of projects that demonstrate the firm’s capabilities;
4. A list of the firm’s recently completed work of similar type and size projects, including client contact information for each project;
5. Profiles of key personnel who are proposed to be involved in the Project;
6. A statement of the firm’s current workload and its ability to absorb the Project;
7. The firm’s proximity to the Project site relative to the ability to provide responsive service;
8. A list of business references, including contact information; and
9. Any additional information that the firm believes would be useful in evaluating its qualifications.

Send three paper copies and 1 electronic copy of the Letter of Interest and Statement of Qualifications to:

Colin M. Walsh, CPA
Director of Finance and Operations
Regional School Unit No. 57
86 West Road
Waterboro, ME 04087

rebeccaridley@rsu57.org

Submissions will be accepted no later than 2:00 pm on February 1, 2021. The Owner may reject submissions submitted after this time. Firms interested in providing a submittal are directed to not make personal contact with the Owner or its employees as any contact may constitute grounds for disqualification of consideration.

Overview of the Procurement Process

The Owner plans to follow a qualification-based selection process, summarized as follows:

1. The advertisement of a Request for Qualifications (RFQ) is the initial step in the process. Specific program information will not be available before the screening of qualification packages.
2. Interested firms respond to the RFQ by submitting a Letter of Interest and Statement of Qualifications to the Owner.
3. The Owner's selection committee will review all submissions and may invite the most qualified firms to interview.
4. The Owner's selection committee interviews the selected firms. Project fees and specific design solutions for the Project will not be discussed during the interview.
5. The Owner's selection committee ranks all of the interviewed firms. The committee negotiates an agreement with the highest ranked firm based on the scope of professional services identified in the RFQ and interview, subject to the Owner's approval.
6. A professional services agreement is drafted. The design fees shall be based on the State of Maine Bureau of Real Estate Management Policy "Method for Determining Design Fees for Architectural/Engineering Agreements" (revised March 2018).
7. An insurance certificate showing coverage acceptable to Owner and

agreement between the Owner and the selected firm is required before work commences.

8. The Owner reserves the right to exercise its subjective judgment in screening and evaluating firms and selecting a firm for the Project or deciding to re-advertise. An award by the Owner is final, and subject to agreement on a contract and submission of satisfactory insurance.
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