

NOTICE TO ARCHITECTS

ST. GEORGE MUNICIPAL SCHOOL UNIT

REQUEST FOR QUALIFICATIONS

St. George Municipal School Unit (the “Owner”) wish to procure architectural services for an addition and limited renovations to the St. George School in St. George, Maine (the “Project”). The original building was built in 1953 with the last major additions and renovations taking place in 1997. The school consists of approximately 34,500 square feet of floor space and serves about 200 students in Kindergarten through 8th grade.

Project Overview

The Owner anticipates awarding a preliminary contract for the development of a strong concept design and required documentation, including the following tasks:

Task 1: Building Use Assessment

- Interview stakeholders to determine the overall program needs for the facility.
- Assess current use of building space in terms of programming needs, efficiency, safety, and flow of students and staff.
- Facilitate at least one community meeting to gather information and feedback from St. George community members.

Task 2: Concept Designs & Exterior Renderings

- Utilizing information from building use assessment, develop preliminary concept floor plans to meet the education needs for a facility to serve grades Pre-K through 8
- Develop a concept site plan indicating building addition and alterations to school grounds, parking, and parent and bus drop-off arrangements.
- Provide one preliminary exterior rendering for district use

Task 3: Budget Development

- Develop a project budget for renovation and new construction (addition) costs.
- This budget will include estimated total project costs including construction, administrative/reserves as well as design fees.

Subject to School Board and voter approval, the Owner will consider a second full-service professional contract including design development, preparation of bid documents, and construction administration. The Project is expected to proceed by design-bid-build delivery method unless recommended and approved for construction management delivery. The Project scope of work is subject to approval by the Owner in its sole discretion.

Submission Requirements

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

1. The firm’s qualifications to undertake the Project;

2. The firm's experience with budgets, project cost control, and administration of construction 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:

Mike Felton, Superintendent
St. George MSU
PO Box 153
65 Main St.
Tenants Harbor, ME 04860

Submissions must be in a sealed envelope or package and clearly marked, "Proposal, not to be opened until March 22, at 3:15 p.m.," and must be received by the Owner no later than **3:15 PM on Friday, March 22, 2019**. Submissions not stamped received prior to this date and time will be returned unopened.

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.
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 screens all submissions and invites the most qualified firms to interview (typically, three to five firms).
4. The Owner's selection committee interviews the firms.
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.

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 that best meets the needs of the Owner or deciding to re-advertise. An award by the Owner is final, and subject to agreement on a contract and submission of satisfactory insurance.

QUESTIONS AND SITE VISITS

Questions concerning this RFQ should be directed in writing to the Superintendent and received no later than noon on March 15, 2019. The Superintendent, in his discretion, may respond to selected questions. Firms who require a site visit prior to submission of a Letter of Interest and Statement of Qualifications should contact the Superintendent to schedule a visit. Visits will be scheduled for March 5-8, 2019. Superintendent Mike Felton can be contacted by email (m.felton@stgeorgemsu.org).