

**Request for Qualifications
Information for Architects and Engineers**

Maine School Administrative District No. 75 wishes to procure architectural/engineering services for the **Woodside Elementary School** in Topsham, Maine.

Project Description

The scope of this project includes, but is not limited to, exterior envelope evaluation, cost estimating and grant application administration.

The project involves a thorough evaluation of siding, trim, windows, doors and roof flashing. The evaluation should include recommendations for replacement and suggested material selections to include a cost estimating practice for budgetary/application purposes. An intent of this evaluation is to provide supporting documentation and complete the application process for Maine DOE Revolving Renovation Grant Funds.

MSAD No. 75 may continue to work with the selected A/E team for the full project development if funding through the grant application is secured. The scope of services for full project development includes, but may not be limited to, schedule and cost estimating, preliminary design, design development, contract documents, and administration of bidding and construction. The A/E Consultant may be required to coordinate this work or additional work with other consultants contracted by the Owner.

Project Budget

The overall project budget is unknown at this time

Anticipated Schedule

RFQ responses due	03/01/2024
Short-listed firms notified	by 03/11/2024
A/E firm interviews	04/01/2024 to 04/05/2024
A/E firm selection	04/09/2024
Agreement approved	by 04/12/2024
Project duration	04/12/2024 – 08/12/2024

Submission Requirements

Interested firms should submit *one paper copy* and *one electronic copy* of a Letter of Interest with a Statement of Qualifications which includes the firm's response to each of the following criteria.

- A. qualifications to undertake this project;
- B. documented experience with budgets, estimating, and project cost control;
- C. list of projects that demonstrate the firm's capabilities;
- D. list of recently completed work of similar type and size projects, with client contact information for each project;
- E. organization of team and profiles of key personnel who would be involved in the project;
- F. statement of current workload and ability to absorb the project; and
- G. list of business references other than those listed above, including contact information.

The *paper copy* of the Letter of Interest and Statement of Qualifications should be sent to Shawn Johansen, Facilities Director, MSAD No. 75, 50 Republic Avenue, Topsham, ME 04086 so as to be received no later than **1:00 PM on Friday, March 1, 2024**. The *electronic copy* of the Letter of Interest and Statement of Qualifications should be sent as an attachment to an email addressed to johansens@link75.org so as to meet the deadline noted above.

Firms responding will be screened and interviewed on the basis of qualifications only. Project fees and specific design solutions for this project will not be discussed at the interview. Specific program information will not be available before the screening of qualification packages. The selection committee will rank all firms and negotiate fees with the highest ranked firm.

Architect-Engineer Procurement Process

The standard procurement process of Architect and Engineer design services for public improvements is a Qualification Based Selection (QBS) process per statute (Title 5, §1742 subsection 6), described briefly here.

1. The advertisement of this Request for Qualifications is the initial step in the process after the Agency assures that the project itself is approved and funded. A clear scope of services statement is an essential component of the advertisement.
2. Interested firms respond to the Request for Qualifications (RFQ) as described below, submitting the Letter of Interest and Statement of Qualifications to the Selection Committee.
3. The Selection Committee screens all submissions and invites the most qualified firms to interview for the project, typically three to five firms.
4. The Selection Committee interviews the firms. Second interviews may be scheduled. References are checked.
5. The 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.
6. An Architect/Engineer Agreement is drafted and executed before work commences.