



**STATE OF MAINE  
BUREAU OF GENERAL SERVICES**

*Notice to Architectural & Engineering Firms  
Request for Qualifications*

The Sanford School Department wishes to procure architectural and engineering services to conduct a feasibility and planning study, analyzing several existing PreK-8 schools to identify options for restructuring in Sanford, Maine.

The scope of this project includes, but is not limited to, working closely with the Sanford School Department and the Maine Department of Education to review the existing PreK-8 schools that incorporated students reallocated due to the closing of Emerson School (#4 on the State approved project list). Analyses will include reviewing the existing student population breakdown and current space available at the other affected schools, and develop best options for future needs. The School Department may consider additional contracted services including, but not limited to preparing a project submission for the State Board Concept Approval, design development, preparation of bid documents, and construction administration for a targeted construction start of Fall 2018. The firm may be required to coordinate this work or additional work with other consultants contracted by the Owner.

Interested firms should submit 7 (seven) copies of a Letter of Interest and Qualifications which includes the firm's:

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

The Letter of Interest and Qualifications should be sent to David Theoharides, Superintendent, Sanford School Department, 917 Main Street, Suite 200, Sanford, Maine 04073 so as to be received not later than **2:00 PM on Monday, March 9, 2015.**

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.



**STATE OF MAINE**  
**BUREAU OF GENERAL SERVICES**

*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 subs. 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 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 above, submitting the Letter of Interest and 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.
- 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.) A BGS Professional Services Agreement is drafted.
- 7.) An insurance certificate and approved agreement is required before work commences.