

**Notice to Architectural and Engineering Firms  
Request for Qualifications**

MSAD No. 75 wishes to procure architectural and engineering services for a proposed Mt. Ararat High School project.

The initial contract will involve a number of steps and studies necessary to achieve State Board Concept Approval. The selected firm will work closely with the school district and with State officials in developing a strong concept design and the required documentation. Following a successful Concept Approval by the State Board of Education and a successful local referendum vote, the School District will consider a second professional contract for services including design development, preparation of bid documents, bidding and construction administration.

Interested firms must submit 9 copies of a letter of interest to:

MSAD No. 75  
Attn: Bradley V. Smith, Superintendent  
50 Republic Ave  
Topsham, ME 04086

Letters of Interest will be accepted until 4:00 p.m. on December 18, 2014 at the Superintendent of School's office.

In addition to the letter of interest, the firm should consider including the following:

- The firm's qualifications to undertake the project,
- A list of school projects completed by the firm in the last 10 years,
- A list of key professional personnel who would work on the project in both design and engineering services,
- A list of the firm's current work load,
- A list of references relating to design work on schools, and
- Additional information that may be useful to those making the selection.

If the firm plans to undertake the project jointly with another firm, include detailed information on the firm including the firm's history and experience.

Responding firms will be screened and interviewed on the basis of qualifications. Fees and specific design concepts will not be discussed at the interview. Please do not contact the Board or Superintendent's Office, as additional information about the project is not available at this time.