

## **OWNER'S REPRESENTATIVE REQUEST FOR QUALIFICATIONS**

School Administrative District No. 15 wishes to procure the services of a qualified and experienced firm or individual to serve as Owner's Representative for building additions and renovation projects located in Gray and New Gloucester, Maine. The Owner's Representative may oversee the Project from October 2016 to August 2017. The anticipated contract term length is approximately 10 months.

Interested firms or individuals should submit three (3) copies of letters of interest and qualifications. Submitted responses should include: qualifications to undertake this project, listing of projects or past experience that demonstrate the firm or individual's capabilities, listing of recently completed work on similar type projects including client contact information, a statement of current workload, and additional information that you believe would be useful in evaluating qualifications. Letters of interest with attached qualifications should be sent to:

Diane Boucher  
Director of Finance & Operations.  
MSAD 15  
14 Shaker Rd.  
Gray, ME 04039

**This material is to be received no later than 2:00 pm, Wednesday September 28 2016.**

Responding firms or individuals will be screened and interviewed on the basis of the qualifications only. Fees will not be discussed at the interview. Fees will be negotiated with the firm or individual determined by the School Board to be the first choice for this service.