

Selection Criteria

Letter of Interest

- Name and address of respondent
- Primary contact person, position, and contact information
- Statement describing what services make your firm(s) uniquely qualified to perform proposed Architectural and Planning Services

Team Background, Capability, and Capacity (Qualification Statement) (15 pts)

- Type of organization (sole proprietorship, partnership, professional corporation, other)
- Year present firm(s) established
 - If corporation, list year and state of incorporation
 - If partnership, list year and type of partnership
- List any former names under which your organization has previously operated and the years of operation each
- Name of parent company (if applicable)
- Identify the principals of the firm(s)
- Identify all permanent office locations including address, contact information, and the number of employees at each location (indicate principal office)
- Number of qualified persons in the following positions: Registered Architect, Interior Designers, Specification Writers, Engineers (type), Marketing, Digital Visualization, Graphic Design
- Professional services provided by the team
 - Identify which services are provided as “basic service”
 - Identify additional services and /or expertise your firm can offer that is not considered part of “basic services”
 - List consultants you typically leverage to provide the specified services
- Suits or Claims against the firm(s)
 - Has your organization ever failed to complete any work awarded to it? (If yes, please provide details)
 - Are there any judgments, claims, arbitration proceedings or suits pending against your organization? (If yes, please provide details)
 - Has your organization filed any lawsuits or requested arbitration with regards to design contracts in the last five years? (If yes, please provide details)
- Indicate the firm’s Professional Liability Insurance coverage

Current Workload (5 pts)

- Please list all major projects your organization currently has in progress
 - Please include the following: Project value, anticipated completion date

Organizational Chart (15 pts)

- Provide a proposed project organizational chart including office base location of key members
- Provide resumes of the individuals identified on the organizational chart
- Provide a matrix representing the experience of your project team (individuals identified on the organizational chart) working together on previous projects

Method of Approach (25 pts)

- Describe your firm's approach in creating plans and cost estimates to establish and define the overall program
- Describe your firm's approach for managing, reporting, and controlling costs related to design and potential construction
- What is your approach to and experience with efficiency improvements, sustainability, and/or Green Building Processes
- Describe your firm's value engineering approach

Relevant Experience and Project References (25 pts)

- List of relevant projects completed in the past ten years
- List three completed projects, representative of your firm's work within the last ten years for each of the following project types:
 - New Building Construction & Existing Building Renovation/Addition
 - For each project include the following: Project name, client, contact person/title, address, phone number, email, location of project, value of project, and brief description of scope of services provided
- List three business references other than those listed above whom you have frequent dealings with and can attest to your qualifications to perform the desired services
 - For each contact include the following: Name, company name, title, address, phone number, email, and brief description of business relation to your firm
- Describe experience with community involvement and related services
- Describe your firm's experience with available public funding options (i.e. Inflation Reduction Act, Efficiency Maine, etc.)
- Describe any previous experience with August School Department facilities

Items Needed to Succeed from Owner (10 pts)

- Please list what your expectations of the client would be pertaining to involvement in the planning/design process, information gathering, assessment of existing assets, etc.

Additional Information (5 pts)

- Include any additional information further describing your firm, providing you with an advantage in relation to this request