**Request for Qualifications**

**Information for Architects and Engineers**

The City of Calais School Department wishes to procure architectural/engineering services for 6 classroom additions at Calais Elementary School in the City of Calais, Maine.

The scope of this project includes, but is not limited to, construction start time in the spring of 2022 with a price range of 1.5 million. The firm may be required to coordinate this work or additional work with other consultants contracted by the Owner.

This project consists of a six classroom addition attached to 2 different locations of the building. Four classrooms will be in one location and two in the other. At least two of the classrooms will require bathrooms in the classroom. The construction project will also include redesigning our existing parking lot by making it bigger and more compatible for our current needs. It will be either masonry block walls with a brick façade matching the existing building or a steel framed building with steel siding.

Responding firms must comply with the detailed RFQ information for Architects and Engineers on the <http://www.maine.gov/dafs/bgs/business-opportunities> web site.

All work must conform to DOE construction codes and standards.

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

1. qualifications to undertake this project;
2. documented experience with budgets, estimating, and project cost control;
3. list of projects that demonstrate the firm's capabilities;
4. list of recently completed work of similar type and size projects, with client contact information for each project;
5. organization of team and profiles of key personnel who would be involved in the project;
6. statement of current workload and ability to absorb the project; and
7. 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 Ron Jenkins, Superintendent, Superintent of Schools, 32 Blue Devil Hill, Calais, ME, 04619 so as to be received not later than **3:00** **PM** on **June 16, 2021**.

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. A BGS Architect/Engineer Agreement is drafted.
7. The agreement must be approved by BGS before work commences.