

Notice to Architects and Engineers Request for Qualifications

The [Auburn School Department](#) wishes to procure architectural/engineering services for school security and renovations at Auburn Middle School and accessibility improvements at Franklin Alternative School in Auburn, Maine.

The scope of this project includes, but is not limited to schedule and budget estimating, design development, contract documents, and construction administration. The Auburn School Department has been granted State Revolving Renovation Funds to address current building security deficiencies and renovations to a portion of the Auburn Middle School, as well as improving accessibility at the Franklin Alternative School. The selected firm(s) will be required to coordinate with other consultants contracted by the Owner.

The Auburn Middle School project will commence on or around June 23, 2020, and be completed no later than August 7, 2020. This project will “swap” front office and classroom space, relocating the front office to the front of the building and creating a “hardened”, more secure main entrance.

The Franklin School project will be undertaken between late June and mid-August, 2021. This project includes the addition of a 3-stop elevator in an exterior shaft, as well as complete renovation of 2 bathrooms on the basement level of the building.

Interested firms should submit *four paper copies* and *one electronic copy* of a Letter of Interest with a Statement of Qualifications which includes the firm's:

- A. qualifications to undertake this project;
- B. list of 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. experience with budgets and project cost control, with some results of the firm's activities;
- E. profiles of key personnel who will be involved in the project;
- F. statement of current workload and ability to absorb the project; and
- G. list of business references other than those listed above, including contact information.

If the submitting firm plans to undertake the project with the assistance of additional engineering and design professionals, information should be provided as listed above on all firms and individuals.

The paper copies of the Letter of Interest and Statement of Qualifications should be sent to Adam Hanson, Business Manager, Auburn School Department, P.O. Box 800, 60 Court Street, Auburn, ME 04212-0800, to be received no later than 2:00 PM on March 5, 2020. The electronic copy of the Letter of

Interest and Statement of Qualifications should be sent as an attachment to an email addressed to ahanson@auburnschl.edu to meet the deadline noted above.

Firms interested in making a submittal are directed to not make personal contact with the Auburn School Department. Any contact may constitute grounds for disqualification of consideration.

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. The Auburn School Department may award these projects to one or multiple firms.