

## **Request for Qualifications Information for Architects and Engineers**

MSAD 17 wishes to procure architectural/engineering services to conduct feasibility and planning studies, analyzing existing District schools to identify possible options for addressing needs at the Agnes Gray Elementary School in West Paris, and the Oxford Hills Middle School in South Paris, Maine.

### **Project Description**

The scopes of these projects include but are not limited to the development of best options for current and future District building needs and usage, and reviewing potential building sites in the MSAD 17 area. The selected firm or firms may be required to coordinate this work or additional work with other consultants contracted by the Owner.

The selected firm(s) will work closely with MSAD 17 and the Maine Department of Education to review options for addressing the needs of the District's schools, as a result of the District's Agnes Gray School receiving #6 ranking and the Oxford Hills Middle School receiving #7 ranking on the State Major Capital School Construction Program Approved Projects List.

The School Department may consider additional contracted services, including but not limited to preparing project submissions for State Board of Education Site and Concept Approvals, design development, preparation of bid documents and construction administration.

### **Submission Requirements**

Interested firms should submit *one paper copy* and *one electronic copy* of a Letter of Interest with a Statement of Qualifications which includes the firm's response to each of the following criteria. Firms should indicate if their submission is in response to Agnes Gray Elementary School, Oxford Hills Middle School, or both projects.

- A. qualifications to undertake this project;
- B. documented experience with budgets, estimating, and project cost control;
- C. list of projects that demonstrate the firm's capabilities;
- D. list of recently completed work of similar type and size projects, with client contact information for each project;
- E. organization of team and profiles of key personnel who would 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.

The *paper copy* of the Letter of Interest and Statement of Qualifications should be sent to Heather Manchester, Interim Superintendent of Schools, MSAD 17, 232 Main Street, Suite 2, South Paris, Maine 04281 so as to be received not later than 4:00 PM on January 6<sup>th</sup>, 2023. The *electronic copy* of the Letter of Interest and Statement of Qualifications should be sent as an attachment to an email addressed to c.colley@msad17.org so as to meet the deadline noted above.

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. Contracts may be awarded to a single firm for each individual project or both projects.

### **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.