

REQUEST FOR QUALIFICATIONS

Maine School Administrative District #17 (MSAD #17) wishes to procure services to assist with project documentation for the State of Maine School Revolving Renovations Fund process.

The scope of this project includes, but is not limited to, initially providing a project budget and technical supporting documentation for applications. If the SAU is awarded SRRF funding, the SAU may continue to work with the selected individual or firm to provide design documents, estimating and budgeting, construction procurement / bidding, and construction administration services. The firm may be required to coordinate this work or additional work with other consultants contracted by the Owner.

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.

- 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 profile 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 Carrie Colley, MSAD #17, 232 Main Street, South Paris, ME 04281, so as to be received no later than 4:00 PM on August 22nd, 2022. 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 the 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.