NOTICE TO ARCHITECTS AND ENGINEERS

REQUEST FOR QUALIFICATIONS (RFQ)

The Trustees and Board of Directors of the Community School District (CSD), who have responsibility for the two schools of Boothbay Region Elementary School and Boothbay Region High School wishes to procure architectural/engineering services for renovations and consolidation to address needs at the Boothbay Elementary and High Schools. Qualification packages must be received by 12 noon on Friday, April 30, 2021, at AOS 98, 51 Emery Lane, Boothbay Harbor, Maine 04538, ATTN: Dr. Keith Laser, Superintendent of Schools. Responding firms must comply with the detailed RFQ Information for Architects and Engineers on the AOS 98 website: [www.aos98schools.org](http://www.aos98schools.org).

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Based on recommendations from their Campus Master Plan, the scope of this project will include, but not be limited to site analysis, space allocation analysis, programming, concept design, and development of a concept budget. Pending a successful referendum, services will also include design development, preparing bid documents, estimating, and construction administration.

Qualification packages must be received by 12 noon on April 30, 2021, at AOS 98, 51 Emery Lane, Boothbay Harbor, Maine 04538; Attn: Dr. Keith Laser, Superintendent of Schools.

The firm may be required to coordinate this work or additional work with other consultants contracted by the Owner.

Interested firms should submit seven (7) copies of a Letter of Interest and

Qualifications, which includes the firm’s:

a. Qualifications to undertake this project;

b. List of school or similar 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. Profiles of key personnel who will be involved in the project;

e. Statement of current workload and ability to absorb the project;

f. Documented experience with budgets, estimating and project cost control;

g. List of business references other than those listed above, including contact information.

If the firm intends to undertake the project jointly with another firm or by the use of consultants, please include information on the other firms.

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. The Selection Committee will rank all firms and negotiate fees with the highest ranked firm.

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