

REQUEST FOR QUALIFICATIONS & PROPOSALS – OWNERS PROJECT MANAGER

May 18, 2026 **edited May 19,2026**

Re: Boothbay Region Elementary Middle School

Ladies and Gentlemen:

Boothbay-Boothbay Harbor Community School District, the Owner, wishes to engage an Owners Project Manager for the Boothbay Regional Elementary Middle School project, located in Boothbay Harbor Maine.

On behalf of the Owner, Lavallee Brensinger Architects is soliciting Qualifications for the services required. The Selected Owners Project Manager shall be contracted directly with the Owner, and shall perform the scope of services defined within the Scope of Services for the Owners Project Manager; and meeting the needs as outlined below, and for the completeness and accuracy of the services provided.

Each respondent is requested to review the information provided and submit a Qualifications Package and a Fee Proposal to the contact below via email on or before June 10th, 2026.

Lance Whitehead
Lavallee Brensinger Architects
Lance.Whitehead@lbpa.com
207-558-7200

Questions related to this RFQ/P shall be directed to the same contact.

THE PROJECT

The scope of work is generally as depicted on the partial Design Development Design Documents dated April 2026. The scope includes renovation to the existing 87,000sf Elementary School, a 1,500sf addition to create a new main entrance, and an 8,000sf addition to create a new middle school wing. The sitework includes improvements to create a new parent and bus drop off at the new main entrance, and site changes as required to allow for future phases of construction including a new High School and a new free-standing maintenance building. The total construction value is estimated at \$24,475,000.

The District has a Trustees Committee which will oversee the project with meets weekday evenings a periodically, no more than 1 times per month (as needed).

Link to Progress Drawings Here. [21-054-00 Boothbay Print Set.pdf](#)

PRELIMINARY PROJECT BUDGET AND SCHEDULE

The total project budget including fees, soft costs, contingencies, furnishings, and equipment is estimated at approximately \$29,975,000 (~~One Hundred Seventy One Million Five Hundred Fifty Thousand~~ **Twenty-Nine Million Nine Hundred and Seventy-Five Thousand** Dollars).

- Total Site Construction Value is estimated at approximately \$5,500,000
- Total Building Construction Value is estimated at approximately ~~\$17,500,000~~ **\$18,975,000**
- **All Costs are subject to change with the addition of private donations, and as design develops.**

The anticipated schedule is as follows:

- Construction Documents: Issued December 2026
- Bidding: December 2026-February 2027
- Phased Occupied Construction June 2027 – December 2029
 - See Phasing Plan in Drawings

SCOPE OF SERVICES

Your services shall include Owners Representative services throughout Design, Bidding, Construction, Commissioning, Close-out, and Occupancy of the project. In general, the Project Manager shall assist the School District with the tasks listed herein and serve as a consultant to the Trustees, the Architect, the Consulting Engineers, and the School District

In general, the School District requests the Owners Project Manager perform the following duties:

1. You shall advise the Owner on all matters of Construction and Risk Management.
2. You shall advise the Owner and the Architect on project phasing and schedules. The intent of the phasing plan to allow for a cost effective construction schedule while maintaining safety for the students and staff at the School.
3. Assist the Owner and Architect in engaging a Third Party Testing Agent
4. Assist the Owner and Architect in engaging a Commissioning Agent
5. Assist the Owner in designing and procuring Furnishings and Equipment. Note that the Architect may provide Furniture Design and Procurement services – under separate contract with the Owner.
6. Communicate regularly with the Owner's various stakeholders including Administration, Trustees, Facilities Director, School Board, District Staff, and Faculty.
7. Assisting the District in sequencing, delivery, installation and set up, inventory, and acceptance for the school classroom furnishings. The Architect will provide design and procurement services for the majority of the furnishings, while some furnishings and equipment will be provided by the Owner or relocated from the existing schools.
8. Assist the Owner to coordinate the technology, theater equipment, and AV Equipment procurement, delivery, and installation. Also assist the Owner to confirm locations and devices provided through procurement meet the Owner's specifications. The Owner has engaged a Theater Consultant to provide design and specifications for the majority of the theater and other AV equipment, but have yet to finalize and procure the equipment.
9. Assisting the District in sequencing, delivery, installation and set up, inventory, and acceptance for the kitchen equipment not specified by the Architect/Kitchen Designer. The Architect has engaged a Kitchen Designer who designed and specified the kitchen equipment (as is typical in school construction projects). The Owner will be responsible to further equip the kitchen with items including but not limited to pots, pans, cutlery, spices, food containers, maintenance equipment, wares, etc. Some existing kitchen equipment will need to be stored and re-installed. The Project Manager should assist in this effort.
10. Assist the Owner with the logistics of storing and moving of library materials and curriculum materials and classroom support items to allow for the construction phasing to take place.

11. Set up storage and inventory in the various storage spaces in the building.
12. Coordinate with the Owners IT department for technology infrastructure throughout each phase.
13. Assist the RSU with building wayfinding signage and student / staff orientation not already included in the construction scope.
14. Assist the District and Construction Team in setting up the initial keying system and key lock box. Cooperate with the Owner to align the new keying system with the Owner's District Wide Standards. Coordinate the exterior door cylinder types to align with the District Wide Standards.
15. Work with the Owner on the procurement and delivery of the custodial equipment and supplies.
16. Assist the District, the Architect, in collecting, organizing and storing all of the project photos, documents, and drawings.
17. Coordinate opening day/ribbon cutting ceremony with the District and the Trustees.
18. Throughout all tasks, represent the interests of the Owner with the sole purpose of achieving the Owners goals and objectives.
19. Assist the Owner and other consultants to confirm that the project meets the owners requirements, budget, schedule and regulatory agencies guidelines.
20. Assist the Owner and other consultants related to budget and schedule management.
21. Assist the team with risk management and mitigation.
22. Manage requests for proposals and bids as needed to ensure a smooth project delivery.
23. Ensure that the project is closed out properly and that all contractual obligations have been met.
- 24. The OPM may provide Clerk of the Works services during the Construction Phases – or conversely the OPM may assist the Owner in procuring a Clerk of the Works for the project. COW Scope to include:**
 - a. Schedule:
 - i. June 2026 – August 2029 (Construction Period): Approximately 2 days on and off site.
 - ii. August 2029 – December 2029 (Closeout Period): Approximately 1 days on and off site.
 - b. Monitor the Contractor's construction schedule and alert the Owner to conditions or actions that may affect the Contractor's ability to complete the work in accordance with the schedule and/or in accordance with the construction documents.
 - c. Attend the job site meetings including but not limited to the bi-weekly Contractors meeting.
 - d. Observe the systems and equipment testing required in the Specifications and report test results to the Owner.
 - e. Maintain records at the Project site in an orderly manner. These records may include correspondence, Contract Documents, Change Orders, Construction Change Directives, reports of site meetings, Shop Drawings, Product Data and similar submittals; supplementary drawings, and Applications for Payment; and names, addresses and telephone numbers of the Contractor, Subcontractors, Owner's separate contractors, and principal material suppliers.
 - f. Maintain records at the Project site in an orderly manner as directed by the owner. Include copies of construction schedule, test results, permits, inspection reports, insurance policies, minutes or summaries of meetings, invoices, lien releases, and any other applicable documentation.
 - g. Review the Contractor's on-site copy of the Drawings, Specifications, addenda, Change Orders and other modifications at intervals appropriate to the stage of construction and notify the Owner of any apparent failure by the Contractor to maintain up-to-date records.
 - h. Maintain a log of activities at the Project site, including weather conditions, nature and location of Work being performed, verbal instructions and interpretations given to the Contractor, and specific observations.

- i. Issue weekly field reports, including observations and photographs of construction activities and progress.
- j. Assist the design team and the Contractor in the development of punch lists. Monitor the completion of work on punch lists and inform the owner of the status on a regular basis
- k. Carefully coordinate and monitor any occupation of the facility by the owner prior to final completion of work. Be especially alert to any conditions which may lead to claims for damage
- l. Coordinate with the School District, the Owner's Consultants, the Architect, and the Contractor to allow for the work of any separate owner's contractors including but not limited to furniture and equipment suppliers, technology suppliers, AV equipment installers and suppliers, and moving companies.
- m. Assist the Contractor in coordinate scheduling of testing agents and observe tests as required by the contract documents. (The Primary Responsible Party for this is the GC).
- n. Coordinate training of the owner's staff on equipment operations and maintenance as required by the contract documents.
- o. Develop a thorough familiarity with the purpose of the facility to be constructed, with the owner's requirements, with the design, and with the contract documents.
- p. Develop a thorough understanding of the project budget.
- q. Evaluate, log, and make recommendations on requests for change orders
- r. Notify the builder's superintendent of any unsafe conditions observed. Notify the owner, the Contractor, and the architect of the unsafe conditions and corrective measures taken.
- s. Notify the owner, GC, and the architect of any conditions which may delay completion of the total project or of major parts of the project.
- t. Notify the owner, GC, and the architect of any work which, in the opinion of the clerk, is substandard or otherwise not in accordance with the contract documents. Document with photographs, measurements etc. as appropriate.
- u. Maintain consistent communication with the owner, builder, and architect.
- v. Meet, verify identification, and accompany any inspectors from local, state, or federal agencies having jurisdiction over the project. Report the results of such inspections to the owner, contractor, and the architect. Monitor any corrective actions.
- w. Monitor the proper storage of materials, including any off-site storage. Report problems to the GC. Notify the owner if, in the clerk's opinion, any materials should be replaced due to improper storage. Document with photographs as necessary.
- x. Observe materials delivered to the site and used by the sub-contractors to ensure that materials used are those specified or approved substitutes, and that materials are in good condition and free of defects. Report problems to the architect and builder and as soon as possible to the owner.
- y. Observe the quality and progress of construction to determine, in general, that it is proceeding in accordance with the contract documents and schedule. Assist the builder's superintendent in understanding the intent of the contract documents.
- z. Receive and inventory keys, special tools, filters, spare parts, additional material stock, and similar items for transfer to the owner's staff.
- aa. Receive and review all requests for payment from the GC. Make recommendations to the Owner and Architect concerning payment.
- bb. Receive and review as-built drawings for transfer to the owner.
- cc. Receive and review technical manuals, operator's manuals, manufacturer's instructions and similar documents for transfer to the owner's staff.
- dd. Review field reports from architect and engineers. Monitor and report on the progress and completion of corrective actions by the Contractor.

MISCELLANEOUS

1. You shall attend meetings with the Architect, Owner, Trustees, District Staff, and General Contractor as required for the proper execution and coordination of the Work.
2. You shall execute an agreement with School District. You shall be paid hourly for your work. Travel expenses shall be reimbursed to and from the District or project site.

3. You shall serve as an independent professional consultant, and not an employee, agent or partner of Lavallee Brensinger Architects or the Owner. Therefore, you shall be solely responsible for the methods and means used in providing your services for this Project, and shall retain exclusive control over same.

QUALIFICATIONS

The Owners Project Manager must provide evidence of successful experience in the development and implementation of Owners Project Manager services, or similar, as related to construction projects. The following qualifications are further recommended:

1. Demonstrated ability to work with and among School Districts and Professional Consultants.
2. Proficient in computer skills to create and communicate documents, reports, pdf files, photos, etc... as related to the Work and transmitted through e-mail.
3. Demonstrated ability to maintain records, attend conferences, and compile written reports.
4. Demonstrated ability to communicate, on a professional level, with Owners, Architects, Engineers, and Contractors.
5. Demonstrated ability to review and understand Construction contracts, Drawings, Specifications, and similar construction documents.
6. Must successfully undergo all required background checks as required by Owner for work at a public school facility.
7. Possess excellent interpersonal communications skills.
8. Possess a general knowledge of major building systems and how they work.
9. Possess a general knowledge of construction site administration.
10. Possess a general knowledge of construction scheduling.
11. Possess a general knowledge of construction site safety requirements.
12. Demonstrated understanding of the roles and responsibilities of the members of the project team

RESPONSE AND FEE PROPOSAL

In addition to the qualifications above you will provide a fee structure for the project. Each response shall be submitted in a PDF digital file format to Lance Whitehead at Lance.Whitehead@lbpa.com and shall include the following:

1. Proposer's name and address.
2. Identification and qualifications of the individual(s) who will be on site.
3. Estimated fees, as an hourly rate for each proposed individual, total hours estimated per individual, and total fee estimates for the duration of the project. Provide breakout fees for services within the scope of work you would normally consider additional or specialty services.
4. Representative list of at least three (3) related Projects. Provide a reference contact and phone number (Owner and Architect) for each project.
5. Statement verifying availability to perform the tasks outlined above within the timeframe for the project.
6. Identification of all qualifications or exceptions you may wish to make regarding this Proposal, performance of your services, or working relationships related to this Project.
7. Description of staffing plan, and project approach. Include descriptions of project reporting and communications we might expect throughout the project.
8. Other relevant information in response to this RFQ/RFP.

REVIEW / SCORING / SELECTION PROCESS

The Owner intends to review qualifications and proposals within two weeks of receiving responses, and provide initial scoring of the respondents.

The initial proposals will be scored using the following point system:

1. Company and Proposed Personnel Relevant Experience: 20 points
2. Demonstrated Understanding of the Role 20 points
3. Project References: 30 points
4. Fees / Hourly Rates: 30 points

The Owner intends to create a short list of candidates to be interviewed shortly after the initial review. Interview time, date, and location to be determined. After the interview, the Owner intends to revise/refine scoring to rank the candidates and negotiate a contract agreement with the highest ranked candidate.

Thank you for your interest in this most important Project.

Sincerely,



Lance Whitehead, AIA
K12 Studio Leader / Managing Principal
Lavallee Brensinger Architects

(On Behalf of Boothbay / Boothbay Harbor Community School District)