

## REQUEST FOR QUALIFICATIONS & PROPOSALS - PROJECT COORDINATOR SERVICES

February 24, 2025

Re: RSU 14: Windham Raymond Middle School

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Ladies and Gentlemen:

Regional School Unit Fourteen (RSU 14), the Owner, wishes to engage an Project Coordinator for the Windham Raymond Middle School project, located in Windham Maine.

On behalf of RSU 14, Lavallee Brensinger Architects is soliciting Qualifications for the services required. The Selected Project Coordinator shall be contracted directly with the Owner, and shall perform the scope of services defined within the Scope of Services: Project Coordinator; 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 March 17<sup>th</sup> at 2:00 pm

Lance Whitehead  
Lavallee Brensinger Architects  
[Lance.Whitehead@lbpa.com](mailto:Lance.Whitehead@lbpa.com)  
207-558-7200

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

### **THE PROJECT**

The Windham Raymond Middle School will be a new free-standing building on the site located on 71 Windham Center Road in Windham, Maine. The facility includes approximately 260,000 gross square feet of new construction. It is a multi-story building including multiple types of learning spaces, Auditorium, Gymnasias, and dining facilities. The Owner has contracted with the Site Contractor (Shaw Brothers Construction) for all site related work; and is currently Bidding separately for a General Contractor for all building related work; and separately with multiple Technologies, Audio-Visual, Equipment, and Furniture vendors. The school will include grades 5-8 and will consolidate two existing Middle Schools in Windham and Raymond and also relocated grade 5 from the Windham Center School.

Further, the Site Project consists of all sitework associated with site preparation through excavations of subgrades, utility installations, access drive construction, field construction, pre-engineered elevated pedestrian walkways (boardwalk), and other site improvements on an approximately 40-acre site in Windham Maine. Sitework has commenced to achieve preparation for a new school building under separate General Contractor Agreement, and continue with all sitework activities to the completion of the new school project.

The Owner's consultants include normal Architectural and Engineering consultants, Commissioning, Construction Materials Testing and Inspections, 3<sup>rd</sup> Party DEP inspections, a Theater Equipment Designer, an Audio-Visual Consultant, and a Clerk of the Works. The District plans to further engage a Technology Consultant within one year. The District has a Building Committee specifically for the project with meets weekday evenings aperiodically, no more than 1 times per month (as needed).

This is a State of Maine and Locally Funded Public School Project. The Owner is Regional School Unit Fourteen (RSU 14).

The Building Bid Package (Drawings and Specs) can be downloaded at the following link: [Download all files](#)

### **PRELIMINARY PROJECT BUDGET AND SCHEDULE**

The total project budget including fees, soft costs, contingencies, furnishings, and equipment is estimated at approximately \$171,550,000 (One Hundred Seventy-One Million Five Hundred Fifty Thousand Dollars).

- Total Site Construction Value is estimated at approximately \$20,000,000 (Twenty Million Dollars).
- Total Building Construction Value is estimated at approximately \$112,210,000 (One Hundred Twelve Million Two Hundred Ten Thousand Dollars).

The anticipated schedule is as follows:

- Site Construction: Currently underway
  - "SITE ONLY" phase is from July 15, 2024 to March 10, 2025
- March 10, 2025: Building Construction Start
  - "FULL CONSTRUCTION" phase is from March 10, 2025 to Occupancy (approximately 30 months)
- July 1, 2027: Substantial Completion of both Site and Building Construction
- August 1, 2027: Move-in Completion and School Occupancy

### **SCOPE OF SERVICES**

Your services shall include Project Coordinator (Owners Representative) services throughout Construction, Commissioning, Close-out, and Occupancy of the project. In general, the Project Coordinator shall assist the School District with the tasks listed herein and serve as a consultant to the School Department, the Architect, the Consulting Engineers, and the State of Maine.

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

1. 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.
2. 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.
3. 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. The Project Coordinator should assist in this effort.
4. Lead the effort to consolidate and relocate the library materials from the two school buildings and properly set them up and inventory the books.
5. Assist the Owner with the moving of staff curriculum materials and classroom support items to ensure the school may open successfully in August 2027.
6. Lead the effort (with assistance from RSU 14 Chemical hygiene vendor) with the inventory, packing, and relocation of laboratory chemicals and supplies.
7. Set up storage and inventory in the various storage spaces in the new building.
8. Coordinate technology transfers from the old buildings to the new building.
9. Work with the District's phone vendor to provide telephone equipment and to create the school phone directory.
10. Assist the RSU with building wayfinding signage and student / staff orientation not already included in the construction scope.

11. 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.
12. Work with the RSU on the procurement and delivery of the custodial equipment and supplies.
13. Assist the District, the Architect, and their Clerk of the Works in collecting, organizing and storing all of the project photos, documents, and drawings.
14. Provide support for the building plaque procurement and installation.
15. Coordinate opening day/ribbon cutting ceremony with the District and the Building Committee.
16. Throughout all tasks, represent the interests of the Owner with the sole purpose of achieving the Owners goals and objectives.
17. Assist the Owner and other consultants to confirm that the project meets the owners requirements, budget, schedule and regulatory agencies guidelines.
18. Assist the Owner and other consultants related to budget and schedule management.
19. Assist the team with risk management and mitigation.
20. Manage requests for proposals and bids as needed to ensure a smooth project delivery.
21. Ensure that the project is closed out properly and that all contractual obligations have been met.

### **MISCELLANEOUS**

1. You shall attend meetings with the Architect, Owner, Building Committee, State of Maine Department of Education, Owner's Consultants, District Staff, and General Contractor as required for the proper execution and coordination of the Work.
2. You shall execute an agreement with RSU-14: Windham Raymond School District. You shall be paid hourly for your work. Travel expenses shall not 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 RSU-14. 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 Project Coordinator must provide evidence of successful experience in the development and implementation of Project Coordinator 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 RSU-14.
7. Possess excellent interpersonal communications skills.
8. Possess a familiarity with proper procedures for handling and storing hazardous materials.
9. Possess a general knowledge of major building systems and how they work.
10. Possess a general knowledge of construction site administration.
11. Possess a general knowledge of construction scheduling.
12. Possess a general knowledge of construction site safety requirements.
13. 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](mailto: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, and total fee estimates for the duration of the project.
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. 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 them, and provide initial scoring of the respondents.

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

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|--|-----------|
| 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 RSU-14)