**NOTICE TO ARCHITECTURAL & ENGINEERING FIRMS**

**REQUEST FOR QUALIFICATIONS**

The RSU 61 / MSAD 61 wishes to procure architectural and engineering services to conduct a feasibility and planning study, analyzing existing District schools to identify additional space needs at Stevens Brook Elementary School and needed renovations and additions at Lake Region High School as well as study all remaining schools in the district for future needs.

Qualification packages are due at **2:00 pm on Thursday February 9th, 2023**, at RSU 61/MSAD 61, 900 Portland Road Bridgton, ME 04009, ATTN: Alan Smith, Superintendent of Schools.

The selected firm will work closely with RSU 61/MSAD 61 to review options for addressing the comprehensive needs of the district’s schools.

The analysis will include the development of best options for current and future District building needs and usage.

The School Department may consider additional contracted services, including but not limited to preparing concept designs, design development, preparation of bid documents and construction administration for projects at Stevens Brook Elementary School and Lake Region High School.

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

Interested firms should submit five (5) copies of a Letter of Interest and Qualifications, which includes the firm’s:

1. Qualifications to undertake this project.
2. List of school or similar projects that demonstrate the firm’s capabilities.
3. List of recently completed work of similar type and size projects, with client contact information for each project.
4. Profiles of key personnel who will be involved in the project.
5. Statement of current workload and ability to absorb the project; and
6. List of business references other than those listed above, including contact information.

Firms responding will be screened and interviewed based on 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.

Please do not contact RSU 61/MSAD61, or any member of the Selection Committee.