

**NOTICE TO ARCHITECTS AND ENGINEERS  
REQUEST FOR QUALIFICATIONS**

The Saco School Department wishes to procure architectural and engineering services to conduct a feasibility and planning study, analyzing existing District schools to identify possible options for addressing needs at the Young School.

Qualification packages are due at **2:00 pm on March 8, 2021** at Saco School Department, 90 Beach Street, Saco, ME 04072, ATTN: Dominic DePatsy, Superintendent of Schools.

The selected firm will work closely with the Saco School Department and the Maine Department of Education to review options for addressing the needs of the District's schools, as a result of the District's Young School being approved as #4 on the State Approved Project List.

Analysis will include reviewing potential building sites in the Saco area. The analysis will also 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 project submissions for State Board of Education Site and Concept Approvals, design development, preparation of bid documents and construction administration estimated to begin on or before the Spring of 2024.

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; and
- f. List of business references other than those listed above, including contact information.

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. 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 the Saco School Department, or any member of the Selection Committee.