

Submit the requested number of Statement of Qualifications directly to Chris Rynne at [crynne@yorkschoos.org](mailto:crynne@yorkschoos.org). See Section D of this RFQ for additional submittal instructions.

Submit all questions regarding this RFQ in writing to Chris Rynne at [crynne@yorkschoos.org](mailto:crynne@yorkschoos.org) with the project number included in the subject line (no phone calls please). Questions will be answered and copied to all parties who requested the RFQ on a regular basis until one week before the response date. The name of the party submitting a question will not be included on the Q&A document.

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## **Project Overview**

### **A. Project Description**

The York School Department (“YSD”) is planning to perform assessments of several of its district facilities, which consist of multiple buildings of varying size, use, age and condition. The selected consultant will perform facility condition assessments by appropriately licensed professionals for use in the capital planning of future projects. The project consists of the following:

- Cursory review of available documents and staff interview;
- Visual assessment of overall site including paving and walks;
- Visual assessment of structural integrity and architectural components;
- Notation of conspicuous code and ADA violations;
- Visual assessment of MEP/FP systems and security systems;
- Produce a facility condition assessment rating;
- Conduct trial assessment at a facility, obtain joint OFCC and ODOT review and approval before proceeding with remaining facilities; and
- Compile final report and present recommendations.

The project locations are:

- Coastal Ridge Elementary, 1 Coastal Ridge Drive, York, Maine
- Village Elementary School, 124 York Street, York, Maine
- York Central Office, 469 U.S. Route One, York, Maine
- York Middle School, 30 Organug Road, York, Maine
- York High School, 1 Robert Stevens Drive, York, Maine

### **B. Scope of Services**

The Consultant shall perform an initial interview with key staff to become familiar with the property, security requirements, and recent or necessary improvements.

The expected useful life of buildings and components will be based on ASTM E2018-08 and standards published by BOMA.

Digital photographs shall be taken by each discipline involved in the site assessments.

Photographs shall include, at a minimum, building elevations, overviews of major building systems, and specific deficiencies observed during site assessments. Copies of the digital photographs shall be provided to the YSD upon completion of this study in JPEG format, organized in an agreed upon naming convention. Provide a photographic log in the final report.

The types and quality of data, required components, systems, useful life, code requirements, and other items are to be collected in sufficient detail to generate meaningful reports.

Estimates of probable repair/replacement costs will be provided by the Consultant.

Produce Microsoft Excel (2010 edition or newer) report, each building identified on a separate tab and format acceptable to the YSD; and

Generally, describe the required components, systems, useful life, code requirements, and other items in sufficient detail to generate meaningful reports including:

#### **Assessments**

Inspect and document the condition of the subject facilities including buildings, building components, building systems, system components, and exterior site components.

A building includes the original structure and any addition attached to it. Building components and/or assemblies are those individual parts that when put together, make up a building system. Included on the exterior are roof systems, gutters, windows, doors, envelope and foundations and structural members. Interior items are ceilings, walls, floors, doors, structural members and appearance items. Systems are those items that provide utilities and services to the building and its occupants. Included are HVAC mechanical system, electrical, plumbing, fire protection and alarms, vertical transportation and specialty items such as ADA and codes. System components and/or parts, are those individual items that make up a system such as boilers, chillers, generators, escalators, electrical distribution panels, fire pumps, etc. Exterior site components include roads, walks and railings, paved areas, site lighting, landscaped areas, drainage systems (visible only), and fencing.

Use Construction Cost Estimate Classifications as required by the YSD.

Compile final report and recommendations.

**Important Dates - Planned**

Issue Request for Qualifications	April 21st, 2021
Deadline for Questions	April 28th, 2021
Responses Due	May 6th, 2021
Score Submittals	May 13th, 2021
Interviews	May 14th to 28th
Contract Signed	June 1st, 2021
Notice to Commence	June 1st, 2021
Building No. 1 Draft Report Delivered	June 29, 2021
Building No. 2 Draft Report Delivered	July 20, 2021
Building No. 3 Draft Report Delivered	August 10, 2021
Building No. 4 Draft Report Delivered	August 31, 2021
Building No. 5 Draft Report Delivered	September 21, 2021
Final Reports Delivered	October 1, 2021

### **C. Evaluation Criteria for Selection**

- Demonstrated ability to meet Owner’s budget, and schedule on previous projects.
- Previous experience compatible with the proposed project (e.g., type, size).
- Relevant past work of prospective firm’s proposed consultants.
- Past performance of the prospective firm and its proposed consultants.
- Qualifications and experience of individuals directly involved with the project.
- Proposer’s previous experience (numbers of projects, sizes of projects) when working with its proposed consultants.
- Proximity of prospective firms to the project site.
- Proposer’s apparent resources and capacity to meet the needs of this project.
- The selected firm and all its consultants must have the capability to use the Internet within their normal business location(s) during normal business hours.

### **D. Submittal Instructions**

Electronic submittals should be combined into one PDF file named with the project number listed on the RFQ and your firm’s name. Use the “print” feature of Adobe Acrobat or similar software for creating a PDF rather than using a scanner. If possible, please reduce the file size of the PDF.

Statements of Qualifications must be submitted electronically by email. Submittals are limited to one email with a maximum file size of 25 MB.

Firms are requested to identify professional registrations, memberships, and any other appropriate design and construction industry credentials. Identify that information on the resume pages for the individual.

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