



# YARMOUTH SCHOOL DEPARTMENT

"Empowering students"

Andrew R. Dolloff, Ph.D.  
Superintendent of Schools

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Director of Instructional Support

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## REQUEST FOR QUALIFICATIONS

The Yarmouth (Maine) School Department wishes to procure architectural/engineering services for expansion and renovation projects at Rowe Primary School, Yarmouth Elementary School, Harrison Middle School, and Yarmouth High School in Yarmouth, Maine. The total project budget is \$52,000,000.

The Yarmouth School Department has conducted a two-year long-range facilities study, complete with ten-year enrollment projections, and has worked with an architectural/engineering firm to develop concept plans for the expansion and renovation of all four of its schools. Information regarding project scope can be found on the Yarmouth School Department website:

<https://drive.google.com/file/d/1NVzi-lp3g0v-ZO9VMvB9JhsA75WHFCIT/view>

Interested firms should submit five paper copies of a Letter of Interest and Statement of Qualifications (see Exhibit 1). Responses are due by 1:00 p.m. Thursday, November 29, 2018 to:

Andrew Dolloff, Ph.D., Superintendent of Schools  
Yarmouth School Department  
101 McCartney Street  
Yarmouth, ME 04096

Responding firms must comply with the detailed *RFQ Information for Architects and Engineers* on the Bureau of Real Estate Management website:

[http://www.maine.gov/bgs/constrpublic/prof\\_services/RFQ\\_prof.htm](http://www.maine.gov/bgs/constrpublic/prof_services/RFQ_prof.htm)



## **Exhibit 1: Statement of Qualifications – Required Information**

1. Brief History of the Firm
  - a. Size of Firm/Staff
  - b. Years in Business
  - c. Organization chart of Firm
  - d. Distance from Yarmouth, Maine
  
2. Design Team Background
  - a. Resumes of Team Members
    - i. Name
    - ii. Office Location
    - iii. Phone Number
    - iv. Years of Service with Firm
    - v. Education
    - vi. Professional Experience
    - vii. Pertinent Experience
  - b. Design Team Consultants and their backgrounds
  
3. Engineering Team Background
  - a. Resumes of Team Members
    - i. Name
    - ii. Office Location
    - iii. Phone Number
    - iv. Years of Service with Firm
    - v. Education
    - vi. Professional Experience
    - vii. Pertinent Experience
  - b. Engineering Team Consultants and their backgrounds
  
4. Representative Projects – List a minimum of five (5) projects completed by your firm that best represent a similar scope, budget, program and complexity. For each project, please include:
  - a. Completion Date
  - b. Name and Location
  - c. Budget
  - d. Description
  - e. Photographs
  - f. Total Square Footage
    - i. Additions
    - ii. Renovations
  - g. Cost per Square Foot (Exclude Site Costs and Architectural Fees)
  - h. Change Order Percentage

5. For projects completed in the last five years please list:
  - a. Cost Estimate,
  - b. Bid Amount, and
  - c. Difference between Cost Estimate and Bid Amount. Please list any changes in scope if appropriate and if this change in scope resulted in an increase in your fee.
  
6. Licensure
  - a. Is the principal licensed to practice architecture in your State?
  - b. Has the Principal or Project Architect have or had their license suspended to practice
  
8. Legal Proceedings
  - a. Identify any on-going legal proceeding or pending legal proceeding (arbitration, complaint, or court action) filed by an Owner or contractor against your firm for any project in the past five years.
  
9. Project Approach
  - a. Describe your firm's management approach for these projects. Please include your approach and the benefit each step has for the owner.
  - b. Please describe any unique aspects your firm may employ in the design of the project.
  
10. References: Please provide a minimum of five references to contact.
  
11. Insurance: Please provide evidence of insurance for a project of this scope.
  
12. Unique Qualifications: Please state why your firm should be selected by the owner