

**Request for Qualifications
Information for Architects and Engineers**

The Winthrop Public Schools wishes to procure architectural/engineering services for a District-Wide Facilities and Grounds Study in Winthrop, Maine.

The scope of this project includes, but is not limited to, analyzing the existing facilities and grounds and may require developing options for future uses, providing schedule and cost estimating, and preliminary design. The firm may be required to coordinate this work or additional work with other consultants contracted by the Owner.

Interested firms should submit *one paper copy and one electronic copy* of a *Letter of Interest with a Statement of Qualifications* which includes the firm's:

- A: Qualifications to undertake this project;
- B: Documented experience with budgets, estimating, and project cost control;
- C: List of projects that demonstrate the firm's capabilities;
- D: List of recently completed work of similar type and size projects, with client contact information for each project;
- E: Profiles of key personnel who would be involved in the project;
- F: Statement of the current workload and ability to absorb the project; and
- G: List of business references other than those listed above, including contact information.

The paper copy(ies) of the Letter of Interest and Statement of Qualifications should be sent to:

Dr. Cornelia Brown
Interim Superintendent of Schools
17A Highland Street
Winthrop, ME 04364

Information must be received no later than 1:00 pm August 30, 2019. The electronic copy of the Letter of Interest and Statement of Qualifications should be sent as an attachment to: Cbrown@winthropschools.org so as to meet the deadline noted above.

Firms responding will be screened and interviewed on the basis of qualifications only. The selected team must demonstrate experience in facilities and grounds studies. Project fees and specific design solutions for this project will not be discussed at the interview. The selection committee will rank all firms and negotiate fees with the highest ranked firm. Although contracts will be developed separately for the planning phase and the design phase, the preference is to utilize one design for both phases. Winthrop Public Schools reserves the option to procure design services in a subsequent process.