

Information for SRRF Applicants

Project Type and Eligibility

For fiscal year 2025, applications for the School Revolving Renovation Fund (SRRF) will be accepted for Priority One: health, safety, and compliance. Priority One SRRF projects include structural roof repairs, Americans with Disabilities Act compliance upgrades, indoor air quality improvements, and hazardous material abatement or removal. Retroactive projects (those that have begun work or been completed) are not eligible for funding consideration. School Administrative Units (SAU) that have been approved by the Commissioner to assume the free, appropriate public education (FAPE) for children 3 years to 5 years of age for either the 2024-25 or 2025-26 school year are eligible to apply.

Project Loan Amount

The maximum loan amount is \$2,000,000 per priority per building over any 5 year period. Please review your SRRF funding history to ensure your current request does not exceed the statutory limit when combined with past SRRF loans provided for your school building. School administrative units may raise additional local funds to support SRRF projects.

Project Budget

The Department will not revise eligibility certificates for additional funding should conditions or estimates change during the course of a project or if the project is delayed. School administrative units are responsible for project cost overruns. The final loan amount may be adjusted downward to equal the approved costs incurred at project completion. Surplus funds from a project may not be used for another project.

Project Loan Deadlines

All SAUs with approved projects must contact the Maine Municipal Bond Bank (MMBB) within 30 days of award notification to begin the loan process. Loans must be closed within 6 months of the award date of the eligibility certificate. All requisitions for loan disbursements must be submitted to the MMBB within 20 months of the award date.

Project Completion

Projects must be completed within 20 months of the award date.

Statutory and Rule Requirements

SAUs must comply with all applicable statutory requirements of 5 M.R.S. Chapter 153 and Rule Chapter 64: Maine School Facilities Program and School Revolving Renovation Fund. Failure to comply with statutes, rules and program requirements will result in revocation of the SRRF eligibility certificate and cancellation of any SRRF award.

Procurement Information for SRRF Applicants

Professional Services Procurement and Document Development

The project budget and technical supporting documentation for applications should be provided by a qualified individual or firm (for example: licensed architects, professional engineers, or industrial hygienists).

- Advertise a Request for Qualifications in the Kennebec Journal (mandatory) and a newspaper local to the project (optional) 2 times, in 2 separate weeks.
- Allow a minimum of 7 days after the second advertisement for the submissions to be received.
- Submissions shall be evaluated based on qualifications, firms short-listed and interviewed, and a contract negotiated with the highest ranked firm.
- Scope of services shall be two-phased. Initial phase is to assist SAU with providing a project budget and technical supporting documentation for applications. If the SAU is awarded SRRF funding, the SAU may continue to work with the selected individual or firm to provide design documents, estimating and budgeting, construction procurement/bidding, and construction administration services.
- The design professional will be responsible for assisting the SAU with meeting all regulatory code requirements.

Construction Procurement

There are two methods of procuring and awarding construction services, dependent on the estimated construction cost.

- Projects estimated to be under \$100,000 may make use of a select list of bidders, soliciting a minimum of 3 proposals. Construction shall be awarded to the lowest responsive bidder.
- Projects estimated to be under \$100,000 may advertise for sealed proposals.
- Projects estimated to be over \$100,000 must be advertised for sealed proposals.
- The Request for Proposals advertisements shall appear in the Kennebec Journal (mandatory) and a newspaper local to the project (optional) 2 times, in 2 separate weeks.
- Allow a minimum of 7 days after the second advertisement, or the pre-bid site walk if applicable, whichever is the latter, for the closing of bids.
- Proposals shall remain sealed until publicly opened and read aloud. Construction shall be awarded to the lowest responsive bidder.

Wage Rates

- Projects over \$50,000 that include State funding must comply with Maine Department of Labor MDOL Prevailing Wage Rates
https://www.maine.gov/labor/labor_stats/publications/wagerateconst/index.shtml
- For labor wage rate information please contact Maine Department of Labor MDOL@maine.gov or 207.623.7906

Frequently Asked Questions

- 1. Question: Our SAU has been working with an architectural or engineering firm the past few years on other projects. Can we just continue to work with them for our new application?**

Answer: Qualified professionals shall be procured through a new RFQ process. Historic reports and documentation of problems for the purpose of the SRRF application may be submitted.

- 2. Question: Can our SAU just select an architectural or engineering firm off the BGS Professional Services Prequalification List instead of going through the RFQ process?**

Answer: State statute permits single source procurement of architects and engineers where the fee does not exceed \$25,000. That limit would pertain to the entire scope of services to be provided by the selected individual or firm, whereas there is no dollar value limit when the qualified individual is selected through the RFQ process. The State of Maine Recommended Fee Schedule for Architectural / Engineering Projects is a good resource to project anticipated fees to determine the best approach for design procurement.

- 3. Question: Is the \$100,000 threshold for advertising construction applicable to the overall project amount, or just the construction amount?**

Answer: The \$100,000 threshold is only for the estimated construction amount. The total SRRF award may total over \$100,000.

- 4. Question: Our SAU was awarded several different SRRF projects. Do we need to bid each project separately, or can we bid a single overall project with multiple SRRF awards?**

Answer: The construction projects may be bid as a single overall project by school location(s) or project type. The project funding shall be tracked by each SRRF award.