

NOTICE TO ARCHITECTURAL & ENGINEERING FIRMS
REQUEST FOR QUALIFICATIONS

Maine School Administrative District #1 (MSAD #1) wishes to procure architectural and engineering services to conduct a feasibility and planning study, which analyzes several existing PreK-12 schools to identify options for restructuring in the District.

The selected firm will work closely with MSAD #1 to review the existing PreK-12 schools and provide a comprehensive analysis of the district's strategic facility needs and recommendations for future facility requirements. Analyses will include reviewing the existing student population breakdown and current space available at the other affected schools, and developing best options for future needs. The District may consider additional contracted services including, but not limited to, preparing DOE documentation, schematic design, design development, construction documents, and preparation of bid documents. 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 revolving renovation projects and lack of need school closures;
- 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 will be involved in the project;
- F. Statement of current workload and ability to absorb the project; and
- G. List of business references other than those listed above, including contact information.

If a firm intends to undertake the project jointly with another firm or by the use of consultants, please include information on the other known firms to be used.

The Letter of Interest and Qualifications are due no later than 2:00 p.m. on August 21, 2017 and should be sent to:

Maine School Administrative District #1
79 Blake Street, Suite #1
Presque Isle, ME 04769
ATTN: Brian Carpenter, Superintendent

Responding firms will be screened and interviewed on the basis of the qualifications only. Fees and specific design concepts or solutions for this project will not be discussed at the interview. Specific program information will not be available before screening. The selection committee will rank all firms and negotiate fees with the highest ranked firm. The Owner reserves the right to procure the additional architect/engineer services in a subsequent process.