

Maine School Administrative District #53

Communities of Burnham, Detroit & Pittsfield

Request for Qualifications for Architectural & Engineering Services

Released 2/16/2024

Letter of Interest and Statement of Qualification Due:

March 22, 2024 at 2:00 pm

Submission Requested:

1) Electronic

slittlefield@msad53.org

2) 5 Hard Copies

MSAD #53 District Office

Attn: Sharon Littlefield

182 School Street

Pittsfield, ME 04967

Packages must be submitted in sealed envelopes bearing on the outside the following:
“Letter of Interest and Statement of Qualification for MSAD #53 Architectural & Engineering Services”
with the name and address of the responding firm. Packages must be enclosed in another envelope for mailing purposes as it may be inadvertently opened as regular mail.

Please direct all questions electronically to:

Sharon Littlefield, Superintendent (slittlefield@msad53.com)

Short List Selection and Interviews:

3-5 Firms to be Shortlisted

Short List Selections Made and Firms Notified by March 29, 2024

Short List Firms Interviewed April 8-11, 2024; Schedule TBD

Award Announcement:

May 7, 2024

Project Overview

RSU 53/MSAD 53 wishes to procure architectural/engineering services for a proposed school construction project.

The selected firm(s) will work closely with RSU 53/MSAD 53 and the Maine Department of Education to analyze existing District facilities to identify options for addressing the needs of Manson Park Elementary School (#8 on the State's 2017-2018 Major Capital School Construction Approved List). The evaluation may also include space and needs analysis of additional buildings within the District for a potential comprehensive district-wide solution.

The project team will be asked to perform evaluation(s) of potential building sites and develop a strong concept design with required related documents to be submitted to the State Board of Education for Concept Design and Site Approvals.

Following a successful Concept Approval by the State Board and a successful local referendum vote, the School District will consider a second professional services contract to include but not be limited to design development, preparation of bid documents, and construction administration.

The selected firm or firms may be required to coordinate this work or additional work with other consultants contracted by the Owner.

District Background

MSAD #53 consists primarily of students from the towns of Pittsfield, Detroit, and Burnham. The total student population of the three schools is 599 students with 125 faculty and staff. The district consists of three school buildings:

- Manson Park School (PK-K)
 - Located on Lancey Street in Pittsfield
 - Constructed in the mid-1940's; addition added in the mid-1960's
 - Total building area of 11,800 sf
 - Property Size: 1.5 Acres
- Vickery School (1-4) (Includes 4 out buildings utilized for additional class space)
 - Located on School Street in Pittsfield
 - Constructed in 1957; renovated and added to in 1965
 - Total building area of 22,230 sf
 - Property Size: Common Property with Warsaw
- Warsaw Middle School (5-8) (Includes 2 out buildings – Operation Director & Superintendent Offices)
 - Located on School Street in Pittsfield
 - Constructed in 1967
 - Total building area of 58,500 sf
 - Property Size: 23.0 Acres
- High School – Maine Central Institute – Tuitioned Town Academy

Timeline Overview for Selection

- February 16: Advertisement
- March 22: Letter of Interest and Statement of Qualifications Due
- March 29: All Firms Notified of Short List Selections
- April 8-11: Short List Firms Interviewed
- April 12-May 3: Reference Checks & Potential Site Visits
- May 7: Award Announcement
- May 14+: Architect Kickoff

Firms responding shall employ personnel who have current licensure in the State of Maine who will serve as Architects, Engineers, and Landscape Architects of Record on this project.

Firms responding will be screened and interviewed on the basis of qualifications only. Project fees and specific design solutions for this project shall not be discussed at the interview. Specific program information will not be available before the screening of qualification packages. The selection committee will rank all firms and negotiate fees with the highest ranked firm.

The standard procurement process of Architect and Engineer design services for public improvements is a Qualification Based Selection (QBS) process required by statute (Title 5, §1742 subsection 6).

Selection Criteria

Letter of Interest

- Name and address of respondent
- Primary contact person, position, and contact information
- Statement describing what services make your firm(s) uniquely qualified to perform proposed Architectural and Planning Services

Team Background, Capability, and Capacity (Qualification Statement) (15 pts)

- Type of organization (sole proprietorship, partnership, professional corporation, other)
- Year present firm(s) established
 - If corporation, list year and state of incorporation
 - If partnership, list year and type of partnership
- List any former names under which your organization has previously operated and the years of operation for each
- Name of parent company (if applicable)
- Identify the principals of the firm(s)
- Identify all permanent office locations including address, contact information, and the number of employees at each location (indicate principal office)
- Number of qualified persons in the following positions: Registered Architect, Interior Designers, Specification Writers, Engineers (type), Marketing, Digital Visualization, Graphic Design
- Professional services provided by the team
 - Identify which services are provided as “basic services”
 - Identify additional services and/or expertise your firm can offer that is not considered part of “basic services”
 - List consultants you typically leverage to provide the specified services
- Suits or Claims against the firm(s)
 - Has your organization ever failed to complete any work awarded to it? (If yes, please provide details)
 - Are there any judgments, claims, arbitration proceedings or suits pending against your organization? (If yes, please provide details)
 - Has your organization filed any lawsuits or requested arbitration with regards to design contracts in the last five years? (If yes, please provide details)
- Indicate the firm’s Professional Liability Insurance coverage

Current Workload (5 pts)

- Please list all major projects your organization currently has in progress
 - Please include the following: Project value, Percent complete, Anticipated completion date

Organizational Chart (15 pts)

- Provide a proposed project organizational chart including office base location of key members
- Provide resumes of the individuals identified on the organizational chart
- Provide a matrix representing the experience of your project team (individuals identified on the organizational chart) working together on previous projects

Method of Approach (25 pts)

- Describe your firm's approach in creating plans and cost estimates to establish and define the overall program
- Describe your firm's approach for managing, reporting, and controlling costs related to design and potential construction
- What is your approach to and experience with efficiency improvements, sustainability, and /or Green Building Processes
- Describe your firm's value engineering approach

Relevant Experience and Project References (25 pts)

- List of relevant projects completed in the past ten years
- List three completed projects, representative of your firm's work within the last ten years for each of the following project types:
 - New Building Construction & Existing Building Renovation/Addition
 - For each project include the following: Project name, client, contact person/title, address, phone number, email, location of project, value of project, and brief description of scope of services provided
- List three business references other than those listed above whom you have frequent dealings with and can attest to your qualifications to perform the desired services
 - For each contact include the following: Name, company name, title, address, phone number, email, and brief description of business relation to your firm
- Describe experience with community involvement and related services
- Describe your firm's experience with available public funding options (i.e. Inflation Reduction Act, Efficiency Maine, etc.)
- Describe any previous experience with MSAD #53 facilities

Items Needed to Succeed from Owner (10 pts)

- Please list what your expectations of the client would be pertaining to involvement in the planning/design process, information gathering, assessment of existing assets, etc.

Additional Information (5 pts)

- Include any additional information further describing your firm, providing you with an advantage in relation to this request