



Regional School Unit 13
Office of the Superintendent
28 Lincoln Street
Rockland, ME 04841
Tel: 207-596-6620
Fax: 207-596-2004

John C. McDonald
Superintendent of Schools

Neal Guyer
Director of School Improvement

Peter Orne
Business Manager

Architect / Engineer Procurement Process

The standard procurement process of Architect and Engineer design services for public improvements is a qualification based selection process per statute (Title 5, §1742 subs. 6), described briefly here.

- 1.) The **advertisement** of this Request for Qualifications is the initial step in the process. A clear scope of services statement is an essential component of the advertisement.
- 2.) **Interested firms respond** to the Request for Qualifications (RFQ) as described below, submitting the Letter of Interest and Statement of Qualifications to the Selection Committee.
- 3.) The **Selection Committee screens all submissions** and invites the most qualified firms to interview for the project, typically three to five firms.
- 4.) The **Selection Committee interviews the firms**.
- 5.) The **Selection Committee ranks all of the interviewed firms**. The Committee **negotiates an agreement** with the highest ranked firm based on the scope of professional services identified in the RFQ and interview.
- 6.) A **Professional Services Agreement** is drafted.
- 7.) An insurance certificate and approved agreement is required before work commences.



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Notice to Architects and Engineers Request for Qualifications

Regional School Unit 13 wishes to procure architectural and engineering services for 3 proposed projects.

- Oceanside Middle School (Oceanside West, Thomaston) cafeteria and kitchen renovation and expansion,
- Oceanside High School (Oceanside East, Rockland) cafeteria and kitchen renovation and locker room renovation, and
- Owls Head School (Owls Head) addition of classrooms.

The initial contract will involve a number of steps and studies necessary to develop a strong concept design and the required documentation. Following a successful local referendum vote, the School District will consider a second professional contract for services including design development, preparation of bid documents, and construction administration.

Interested firms must submit 3 copies of a letter of interest to:

Regional School Unit 13
Attn: John McDonald, Superintendent
28 Lincoln St.
Rockland, ME 04841

Futures RFQ 12-15

Letters of Interest will be accepted until 2:00 p.m. on December 30, 2015 at the Superintendent of School's office.

In addition to the letter of interest, the firm should consider including the following:

- The firm's qualifications to undertake the project,
- A list of school projects completed by the firm in the last 10 years,
- A list of key professional personnel who would work on the project in both design and engineering services,
- A list of the firm's current work load,
- A list of references relating to design work on schools, and
- Additional information that may be useful to those making the selection such as information demonstrating the firm's understanding of the project, evidence of the firm's ability to perform, and the firm's fiscal stability.

If the firm plans to undertake the project jointly with another firm, include detailed information on the firm including the firm's history and experience.

Responding firms will be screened and interviewed on the basis of qualifications. Fees and specific design concepts will not be discussed at the interview