



NOTICE TO ARCHITECTS AND ENGINEERS
REQUEST FOR QUALIFICATIONS
SEPTEMBER, 2024

Scarborough Public Schools (the “Owner”) wishes to procure preliminary architectural and engineering services (the “Services”) for a school renovation and/or construction project that addresses needs across multiple schools at site(s) to be determined in Scarborough Maine (the “Project”).

Project Objectives; Overview

The Owner has formed a community-based Scarborough Building Advisory Committee. to evaluate the improvement of existing primary school facilities (K-2) and middle school facilities to relieve student population, growth and aging infrastructure. A 2024 community survey indicates that an acceptable total Project cost would be in the range of \$70-\$130 million. To date, 4 proposed solutions have been developed by the Committee. With appropriate consideration given to the 4 proposals, the Owner seeks preliminary design services for the renovation and expansion of existing facilities, and/or their replacement. Consideration is also to be given to solving crowding and increased enrollment pressures. Information reviewed by the Committee, including data about the existing facilities and 2023 enrollment projections, will be made available for review.

The Owner anticipates awarding a contract to the selected firm for preliminary services, including necessary studies as applicable, strong concept design and related documentation, to include schematics (site layout, floor plans, and elevations), programming, and site selection as applicable, and an estimated total cost for the Project to be submitted to a town referendum . Following a successful referendum election estimated for November 2025, the Owner will consider a contract with the selected firm for the remaining Project design services, including design development, preparation of bid documents, contractor prequalification assistance, review of bids, and construction administration. The Project is expected to proceed by design-bid-build delivery method. The Project scope of work is subject to approval by the Owner in its sole discretion.

Submission Requirements

Interested firms should submit a Letter of Interest with a Statement of Qualifications which includes:

1. The firm’s qualifications to provide the Services;
2. A detailed statement from the firm describing their approach to the Services, including specific milestones;

3. A description of the firm's public engagement strategy to ensure public awareness and involvement in the Project;
4. A detailed breakdown of all costs related the firm's provision of the Services;
5. The firm's experience with budgets, project cost control, and administration of design-bid-build construction contracts;
6. A list of projects that demonstrate the firm's capabilities, including public school projects in the State of Maine;
7. A list of the firm's recently completed work of similar type and size projects, including client contact information for each project;
8. Profiles of key personnel who are proposed to be involved in providing the Services;
9. A statement of which engineering services are provided by the firm and which by engineering subcontractors, and a list of proposed engineering firms used for basic and additional services.
10. A statement of the firm's current workload and its ability to provide the Services;
11. The firm's proximity to the Owner relative to the ability to provide responsive service;
12. A statement of the firm's professional liability and other insurance limits;
13. A general statement of the firm's claims history for the prior ten years by date of claim, disposition, and amount paid if any.
14. A list of business references (other owners), including contact information; and
15. Any additional information that the firm believes would be useful in evaluating its qualifications.

Send **three paper copies and 1 electronic copy** of the Letter of Interest and Statement of Qualifications to:

Diane Nadeau, Ph.D., Superintendent
Scarborough Public Schools
P.O Box 370
Scarborough, ME 04070
[E-mail: dnadeau@scarboroughschools.org](mailto:dnadeau@scarboroughschools.org)

Submissions will be accepted no later than **2:00 PM on Friday, October 18, 2024.**
Proposals not stamped received prior to this date and time will be returned unopened.

Overview of the Procurement Process

The Owner plans to follow a qualification-based selection process, summarized as follows:

1. The advertisement of a Request for Qualifications (RFQ) is the initial step in the process.
2. Interested firms respond to the RFQ by submitting a Letter of Interest and Statement of Qualifications to the Owner in accordance with this Notice.
3. The Owner's selection committee screens all submissions and invites the most qualified firms to interview (typically, three to five firms).
4. The Owner's selection committee interviews the firms.
5. The Owner's selection committee ranks all of the interviewed firms. The committee negotiates terms of 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. The selection committee's recommendation and the agreement are subject to School Board approval.
7. An insurance certification showing coverage in form and amount acceptable to Owner shall be submitted before work commences.
8. The Owner reserves the right to exercise its subjective judgment in screening and evaluation firms and selecting a firm for the project or deciding to re advertise. An award by the Owner is final, subject to agreement on a contract and submission of satisfactory insurance.

The anticipated RFQ timeline is estimated as follows:

RFQ advertised and available	September 30, 2024
RFQ responses due	October 18, 2024
Firms selected for interviews	on or before October 25, 2024
Interviews	Week of October 28, 2024
Notice of award to selected firm	on or before November 4, 2024
Final Deliverables (for November 2025 referendum)	May 31, 2025