



Maine School Administrative District No. 75

50 Republic Avenue

Topsham, Me. 04086

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www.link75.org

Heidi O'Leary- Superintendent of Schools
Dr. Amanda Hersey - Assistant Superintendent of Schools

**Request for Qualifications
Information for Architects and Engineers**

**Project:
Maine School Administrative District No. 75
Long Range Facilities Master Plan**

Amy Hall- Special Education Director
Michele Osmolski- Human Resources Director
Allen Lampert -Adult Education Director
Shawn Johansen -Facilities Director
Evan Howard -Business Manager
Nicholas Riggie -Technology Director
Katy DiCara-Transportation Director
Amanda Johnson-Food Services Director

The Maine School Administrative District No. 75 wishes to procure master planning services for the **MSAD No. 75 Long Range Facilities Master Plan** at All District Owned Facilities in Bowdoin, Bowdoinham, Harpswell and Topsham, Maine.

School sites include:

1. **Adult Ed / The Center:** 35 Republic Avenue, Topsham Maine 04086
Acreage Included in the Middle School
Square Footage 20,000
Year of Construction 1956
2. **Bowdoin Central School:** 1460 Main Street, Bowdoin Maine 04287
Acreage 60
Square Footage 37,500
Year of Construction 2002
3. **Bowdoinham Community School:** 23 Cemetery Road, Bowdoinham Maine 04008
Acreage 12
Square Footage 33,000
Year of Construction Orig. 1955, Add 1976, Add 1992
4. **Building 376**
Acreage Included in Middle School
Square Footage 9000
Year of Construction 1950
5. **Harpswell Community School:** 308 Harpswell Island Road
Acreage 9
Square Footage 29,000
Year of Construction Orig. 1956, Add 1986, Add 1995
6. **Mt. Ararat High School:** 68 Eagles Way, Topsham Maine 04086
Acreage 50
Square Footage 154,000
Year of Construction 2020
7. **Mt. Ararat Middle School:** 66 Republic Avenue, Topsham Maine 04086
Acreage 42
Square Footage 130,000
Year of Construction 2001
8. **Superintendent's Office:** 50 Republic Avenue, Topsham Maine 04086
Acreage Included in Middle School
Square Footage 15,000
Year of Construction 1950
9. **Transportation:** 6 Eagles Way, Topsham Maine 04086
Acreage Included in High School
Square Footage 4,800

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|----------------------|------|
| Year of Construction | 1980 |
|----------------------|------|
10. **Woodside Elementary School:** 41 Barrows Drive, Topsham Maine, 04086
- | | |
|----------------------|--------|
| Acreage | 20 |
| Square Footage | 68,000 |
| Year of Construction | 1991 |
11. **Williams Cone School:** 19 Perkins Street, Topsham Maine, 04086
- | | |
|----------------------|--|
| Acreage | 14 |
| Square Footage | 41,000 |
| Year of Construction | Orig. 1954, Add 1964, Add 1966, Add 1997 |

Project Description

Maine School Administrative District (MSAD) No. 75 is looking to partner with a qualified consultant, school planner and/or architect/engineer team who can execute the planning, development and related work associated with a Long Range Facilities Master Plan.

The following disciplines shall be considered as part of the planning process:

1. Architectural
2. Civil Engineering
3. Structural Engineering
4. Mechanical Engineering (plumbing, HVAC, Fire Protection)
5. Electrical Engineering

The purpose of the Long Range Facilities Master Plan is to provide a valuable fact-based planning tool for future facility related decision making that will be consistent with and supportive of the District's academic mission. The planning is intended to be an extensive process that will include school administration, teachers and staff, students, school board and community members. The master plan is intended to be an essential tool to help guide the school district regarding space allocations, renovation and/or new construction, land use and land development, accessibility, safety and security, expansion and/or consolidation and infrastructure needs. The plan should be supported with short and long range cost projections to help with budget forecasting. The consultant should also advise the district to state funds/incentives, federal funding, grants and or energy incentives.

MSAD No. 75 desires the development of a sound, actionable and fiscally responsible plan that supports the entire district. The master plan will outline clear issues, needs and goals for coming years and will include all academic, recreational and athletic facilities.

The scope of services for this project is listed in detail below. MSAD No. 75 may extend the contract to the selected team for further development of plan concepts.

Scope of Services

1. Meet with Facilities Master Planning Committee

1.1. This task involves meeting with appropriate team members on the FMPC to obtain critical information on the existing facilities and outline goals and priorities. The FMPC will meet periodically throughout the duration of the project.

1.2. A minimum of 5 planning meetings with the FMPC will occur

1.3. Meetings will be facilitated by the consultant and will be in a workshop format

2. Complete a Comprehensive Facilities Condition Assessment with a Detailed Finding for Each Site

2.1. This task involves consultants completing a comprehensive evaluation of all school district's existing sites and their condition to understand the basis for modernization, new construction, replacement, growth and/or reductions at each site

2.2. Included in the facilities assessment must be a comprehensive study of architectural elements to also include structural, mechanical, electrical, plumbing, civil and site infrastructure, ADA accessibility, and life safety

2.3. The facilities assessment should identify existing facilities deficiencies and major maintenance needs

2.4. Provide recommendations for addressing deferred maintenance to include cost projections for budgeting purposes

2.5. Study and analyze building systems to determine needs for improvements, systems include: Information technology infrastructure, safety and security, Phones systems, PA systems, time and clock systems, fire alarm systems and access control systems

2.6. Develop Future Facilities Needs and Alternatives

2.6.1. This task involves Consultants assisting with prioritizing short and long term needs for each site, preparing individual site facilities master plan, providing recommendations for energy savings and incorporating deferred maintenance needs for each site

3. Capacity and Utilization Study of District Facilities Based on Actual Programs and Administrative Uses

3.1. Complete a school site and building capacity study

3.2. Complete a facilities equity study

3.2.1. Analyze and compare teaching and support spaces between school sites. These findings should be compared to the Maine State educational standards to help determine the need for changes, additions or alterations in facilities and spaces necessary to accommodate the instructional programs

- 3.2.2. Analyze and compare athletic and recreational spaces between school sites
- 4. Estimate of Probable Construction Cost, Schedule and Potential Funding Sources**
 - 4.1. Determination of eligibility for state funding and other funding sources
 - 4.2. Identify and project all costs associated with the recommended facility additions, improvements, disposal and/or consolidations
 - 4.3. This should include factors for contingency and escalation based upon projected timeframes for project implementation
 - 4.4. Consultant shall prepare a schedule for recommended project implementation given industry typical assumptions for design, agency approval and construction to align with the beginning of each school year or as necessary to facilitate construction and occupancy
- 5. Preparation of Digital Master Plan to Include Plan Concepts**
 - 5.1. This task involves assembling all data and material for each site into one digital master format
 - 5.2. This task should include multiple conceptual design options for each site
 - 5.3. Two draft review meeting should occur with the FMPC in a workshop setting with ability to edit between drafts
 - 5.4. Final draft should be provided in both PDF and Word format
- 6. Presentation to the FMPC**
 - 6.1. This task involves a presentation/discussion of findings to the FMPC
- 7. Community Presentation to the School Board**
 - 7.1. After receiving feedback from the FMPC presentation outlined in section 6.1. Consultant will present the final draft to the community and School Board prior to finalization and approval by the Board

Project Budget

Total project budget is not to exceed \$100,000.00

Anticipated Schedule

RFQ responses due	11/15/2024
Short-listed firms notified	by 11/22/2024
A/E firm interviews.....	12/2/2024 to 12/6/2024
A/E firm selection	12/13/2024
Agreement approved.....	by 12/20/2024

Project completed..... by 6/27/2025
 Project duration..... 12/20/2024 – 6/27/2025

Submission Requirements

Interested firms should submit SIX *paper copies* and *one electronic copy* of a Letter of Interest with a Statement of Qualifications which includes their response to criteria A through G in the Selection Criteria table below.

The *paper copies* of the Letter of Interest and Statement of Qualifications should be sent to Shawn Johansen: Director of Facilities at 50 Republic Avenue, Topsham Maine so as to be received not later than **1:00 PM on November 15th, 2024.**

The *electronic copy* of the Letter of Interest and Statement of Qualifications should be sent as an attachment to Johansesns@link75.com so as to meet the deadline noted above. Alternate methods of providing electronic copies, such as website links to file sharing sites, or flash drives, or encrypted e-mails are unacceptable and may invalidate the entire submission.

Selection Criteria

A.	Qualifications to undertake this project	Professional experience in general. Quality of services. Relevant disciplines. Size of firm or firms. Understanding of this project. Responsiveness to project by virtue of proximity. Discuss each of the above especially as it relates to the work of this project.
B.	Cost control experience	Ability to manage project budgets, and design to budgets, to create accurate construction cost estimates
C.	Project experience	List of projects that demonstrate capabilities, with services provided for each project. Provide project details, date of completion, and client contact information for each. Note the involvement of the particular personnel who are proposed for this project.
D.	Similar project experience	List of recently completed projects similar in type, size, and other elements. Provide project details, date of completion, and

		client contact information for each. Note the involvement of the particular personnel who are proposed for this project.
E.	Project team	Organization of project team, with profiles of key personnel who would be involved in the project. Provide education, special training, experience, and responsibilities of personnel, especially as it relates to the work of this project. Experience working together as a unit.
F.	Workload projection	General illustration or statement of the ability of the project team to respond to this project schedule.
G.	Business references	List of business references other than those listed above, including contact information.

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. This project will conform to BGS guidelines and policies such as the Architectural and Engineering fee policy, available on the BGS website (<https://www.maine.gov/dafs/bgs/forms>).

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.

Architect-Engineer Procurement Process

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), and described briefly here.

1. This Request for Qualifications (RFQ) solicitation is the step in the process after the Owner entity allocates funding, and receives approval from BGS to conduct the procurement.
2. Interested firms respond to the 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. Second interviews may be scheduled. References are checked.
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. An Architect/Engineer Agreement is drafted.