

RSU5 Systems & Sustainability Study RFP

1. INTRODUCTION

Regional School Unit No. 5 (RSU 5) is seeking proposals from qualified consultants or firms to conduct a comprehensive systems and sustainability study. This study will provide in-depth analysis of our physical plant and staffing in order to inform district stakeholders of future pathways that would be designed to align the district's foundational resources with its emerging Strategic Plan. By integrating a deep-dive organizational and staffing review with a rigorous assessment of physical infrastructure and logistics, the study aims to bridge current operational realities with future community aspirations. Our objective is to ensure that every FTE allocation, building square foot, and transportation asset is optimized to support long-term fiscal health and educational excellence in response to evolving demographic shifts. The selected consultant or firm will produce actionable recommendations, data-driven findings, and benchmarking insights to support RSU 5's operational excellence goals.

2. ORGANIZATION OVERVIEW

RSU 5 serves the communities of Durham, Freeport, and Pownal, Maine. RSU 5 serves nearly 2,000 students across the communities of Durham, Freeport, and Pownal, Maine — three towns with distinct identities and deep connections to their neighborhood schools. Our vision is of an integrated, forward-looking district in which strong community roots and district-wide coherence reinforce each other rather than compete. We aspire to use our facilities optimally, align our staffing to serve students efficiently and innovatively, and build a seamless continuum of programming from Early Childhood through high school — including robust RSU 5 Community Programs offerings that extend our reach beyond the K-12 years. Guided by our emerging Strategic Plan and the conviction that sustainability means more than managing budgets year to year, we are committed to making the thoughtful, long-range investments in people, programs, and infrastructure that will allow RSU 5 to thrive not just today, but for the generations of students, families, and communities we are privileged to serve.

3. SCHOOL SITES

- **Central Office:** 17 West St, Freeport, ME (Administration & Community Programs)
- **Transportation Facility:** Currently leasing space Hunter Rd, Freeport, ME (Bus Maintenance & Fleet Storage)
- **Durham Community School:** 654 Hallowell Rd, Durham, ME (Grades PreK-8)
- **Pownal Elementary School:** 587 Elmwood Rd, Pownal, ME (Grades PreK-5)
- **Morse Street School:** 21 Morse, St, Freeport, ME (Grades PreK-2)
- **Mast Landing School:** 20 Mollymauk Ln, Freeport, ME (Grades 3-5)
- **Freeport Middle School:** 19 Kendall Ln, Freeport, ME (Grades 6-8)
- **Freeport High School:** 30 Holbrook St, Freeport, ME (Grades 9-12)

4. SCOPE OF SERVICES

- **Organizational & Staffing Analysis:**
 - i. Program/Department Efficiencies and Effectiveness

- ii. Staff Alignment with Work
 - Review of FTE (Full-Time Equivalent) ratios across all "Articles"
 - a. Article 1: Regular Instruction
 - b. Article 2: Special Education
 - c. Article 4: Other Instruction
 - d. Article 5: Student and Staff Support
 - e. Article 6: System Administration
 - f. Article 7: School Administration
 - g. Article 8: Transportation
 - h. Article 9: Facilities and Maintenance

■ **Infrastructure & Logistics:**

- i. Facility assessments of all school buildings, including administrative offices, and evaluation of transportation facilities, fleet storage, and fueling.
 - Age, square footage, site size, capacity
 - Physical condition assessments (structural, mechanical, plumbing, electrical, accessibility, site, etc)
 - Review of existing Energy Audit plan for facilities upgrades and alignment of proposals with this plan
- ii. Grade and Program alignment/building utilization
 - Analysis of appropriateness of current grade and program level alignments
 - Evaluation of building capacities vs. projected enrollments
- iii. Transportation logistics assessment
 - Routing and assignments
 - Fleet Maintenance and Storage

■ **Future Planning & Alignment:**

- i. Integration with emerging RSU 5 Strategic Plan based on demographic projections and community aspirations
 - Study current enrollment data by grade and geographic area
 - Demographic analysis and projections for next 10 years by grade level
 - Analysis of housing data, birth rates, migration patterns, etc.
 - Evaluation of Early Childhood Programming requirements
- ii. Alignment of all financial and facility resources with Strategic Plan goals, with an eye to "Operational Excellence"

■ **Stakeholder Feedback and Engagement:**

- The study will seek feedback from constituent groups (e.g., faculty, school board, administration, students, community members from each town) within RSU 5 to consider community values and aspirations as key factors in formulating recommendations.

■ **Deliverables:**

- i. Final comprehensive report with analysis, findings and long range recommendations which may include any proposed new buildings and renovations sketches
- ii. Detailed cost projections for any recommendations
- iii. Presentation of findings to Board, Staff, and Community

- iv. Stakeholder Engagement Strategy for consideration and implementation of recommendations

5. PROPOSAL REQUIREMENTS

- A. Company/Individual Information:** Business name, address, contact information, and years of experience in conducting similar assessments, especially with the education sector.
- B. Subcontractors:** Business name, address, contact information, and years of experience of potential subcontractors, including information about their familiarity with Maine building codes.
- C. Qualifications and Experience:** A portfolio of previous work and case studies demonstrating experience with systems and sustainability assessments in public school districts. Please provide references from at least three previous clients.
- D. Approach and Methodology:** A detailed description of your proposed approach to each service area outlined in the Scope of Services. Include your data collection and analysis methods, as well as the technology and tools you utilize.
- E. Personnel:** Biographies and qualifications of the key personnel who will be assigned to this project.
- F. Cost Proposal:** A detailed cost proposal, including an hourly rate structure and any additional costs not covered in the base rate.
- G. Completion Timeline:** RSU 5's preferred completion date is November 20, 2026. However, bidders are to propose a realistic timeline and milestone schedule that ensures high-quality deliverables.

6. EVALUATION CRITERIA

Proposals will be evaluated based on the following criteria:

- 30%- Experience and Qualifications
- 25%- Demonstrated Results and Portfolio Quality
- 20%- Understanding of Educational Operations including non-personnel Infrastructure
- 15%- Approach and Methodology
- 10%- Completion Timeline, Cost Effectiveness and Value

7. INSURANCE & LIABILITY

- **Professional Liability:** \$2,000,000 per claim/aggregate.
- **General Liability:** \$1,000,000 per occurrence (RSU 5 named as Additional Insured).
- **Hold Harmless:** The Consultant or Firm shall indemnify RSU 5 from all claims arising from public engagement workshops, site tours, or the Consultants's management of the study process.

8. SUBMISSION INFORMATION

Deadline: Proposals must be received by **8:00 A.M. on Thursday, June 8, 2026**

Submission Method: Submit five (5) sealed paper proposals to: RSU 5, 17 West Street, Freeport, ME 04032. Please mark the lower left corner of the envelope : RFP Response - Systems and Sustainability Study.

Proposal Format: Maximum 20 pages (excluding portfolio samples), 12-point font minimum.

9. SELECTION PROCESS

- **RFP Release:** May 8, 2026
- **Questions Due:** May 22, 2026
- **Proposal Submission Deadline:** June 8, 2026
- **Interviews (if necessary):** June 10, 2026
- **Contract Award Notification:** June 11, 2026
- **Project Commencement:** June 15, 2026
- **Final Report & Presentation:** Preferred completion date is November 20, 2026

10. TERMS AND CONDITIONS

- **Questions and clarifications:** All questions regarding this RFP must be submitted in writing to grayt@rsu5.org by May 22, 2026.
- **Rights Reserved:** RSU5 reserves the right to reject any or all proposals, request additional information, negotiate with the selected proposer, and cancel this RFP at any time prior to contract execution.
- **Confidentiality:** All proposals will be rated as confidential until the contract is awarded. The selected proposal may become a public record.

11. CONTACT INFORMATION

Primary Contact: Tom Gray, RSU 5 Superintendent
Physical Address: 17 West Street, Freeport, ME 04032
Phone: (207) 865-0928
Email: grayt@rsu5.org

RSU5 is an equal opportunity employer and encourages proposals from diverse and minority owned businesses.

ISSUE DATE: May 8, 2026