

Request for Qualifications
RSU 18 China Middle School Expansion Project
Issued November 28, 2018

Introduction

RSU 18 is seeking qualifications from professional firms/teams (“A/E”) to provide architectural/engineering services for the expansion and renovation of the China Middle School located at 773 Lakeview Drive in China, Maine.

Project Summary

The current gymnasium facility presents spatial issues for sporting events, Physical Education classes, and music performances with limited room beyond the court border. This creates potential safety issues for the students/athletes.

The overall program intent is to provide additional space to the students using the facility, potentially create a new stage area, and upgrade the locker and bathroom facilities adjacent to the gymnasium. The project will consist of an expansion along the western wall of the gymnasium (approximately 26' x 84').

Scope of Services

The successful A/E will be responsible for developing schematic design alternatives for the expansion and renovation work; addressing any mechanical, electrical, plumbing, structural, and civil engineering components of the project; completing the design (design development and construction documents) package for the selected alternative; and assisting RSU 18 with construction administration services.

RSU 18 will enter into an agreement with the A/E utilizing AIA Document B101-2017, Standard Form of Agreement Between Owner and Architect.

The A/E will need to work with all stakeholders involved. The project scope and services, which will be based on the AIA Document B101-2017, shall include, but are not necessarily limited to the following:

1. Provide onsite measurements as required to assist in the development of existing condition plans of the facility.
2. Provide onsite topographical survey of the area immediately surrounding the existing facility (specifically within the area of the proposed expansion) in order to provide a site plan and grading plan as part of the bid documents.
3. Develop floor plan and elevation views of the existing facility. The floor plan and elevation views should encompass the entire facility.
4. Develop alternatives for the expansion and renovation of the gymnasium area based upon input from RSU 18 officials. Alternatives should include floor plan and elevation views, and/or rendering images showing the proposed improvements and the connectivity to the existing facility.

5. Develop cost estimates for the alternatives selected for the project.
6. Meet with RSU 18 to review the alternatives proposed (including cost estimates).
7. Once RSU 18 has selected the final schematic design alternative, the A/E shall proceed with design development and subsequently prepare contract documents (construction documents and specifications) to prepare the project for bidding. Bidding documents shall be developed to meet Bureau of General Services (“BGS”) standards.
8. The A/E shall submit the bid documents to BGS, the Office of the State Fire Marshal, and the Town of China for review and approval.
9. The A/E shall coordinate and provide any submission materials necessary to obtain the appropriate State and Local permits for the project. It is anticipated that this project will require a Construction Permit from the Office of the State Fire Marshal, local building permit from the Town of China, and China Planning Board approval for the project (if necessary). The China Land Use Ordinance will require phosphorus calculations as part of the submission to ensure the expansion and existing structures do not exceed the allowable phosphorus export requirements of the parcel.
10. The A/E will coordinate the bidding process for the project, which will meet BGS requirements for public bidding and advertisement. The A/E shall pay for legal advertisement in a local newspaper (minimum of 2 days), provide bid documents to all prospective bidders, address all questions from bidders, provide addenda clarification to bidders, supervise a prebid meeting (if recommended), attend the bid opening, develop a bid tabulation of the results of the bid, and assist RSU 18 with the development of contract documents for signing by both parties (RSU 18 and the low bidder).
11. During the construction administration phase, the A/E shall provide periodic inspections which shall include coverage based upon a negotiated amount. Inspections shall occur at sufficient intervals necessary to ensure the Contractor is complying with the bid documents. Inspections shall include testing of concrete, aggregate material supplied, and compaction testing of installed materials within the building expansion area.

Project Schedule

Date RFQ issued:	November 28, 2018
Proposals due:	December 19, 2018, 2:00 p.m.
Interviews Conducted by:	January 4, 2019
A/E selected:	January 8, 2019
A/E contract negotiations:	January 8, 2019 – January 10, 2019
Contract ratified:	January 11, 2019
Commence services:	January 14, 2019

RSU 18 intends for this project to be constructed in the Summer of 2019, therefore respondents to this RFP should understand that the contract documents shall be completed no later than April 15, 2019 for bidding.

Proposal Submission Requirements

Proposals considered for this project shall include the following components. Any proposals not including all of these items shall be considered non-responsive and will be rejected from consideration for this project.

Proposals shall include:

1. Cover Letter
2. Brief History of the Firm
 - Firm name, address, telephone number, and distance from China, Maine.
 - Name, title, telephone, and email address of contact person.
 - Years in business.
 - Size of firm/staff with organization chart.
3. Staffing
 - Resumes of Key Personnel who will be involved in the project to include:
 - Name
 - Office location
 - Years with firm
 - Professional registrations/certifications
 - Education
 - List of similar project experience
 - Resumes of any consultants that will be involved in the project to include:
 - Name
 - Office location
 - Years with firm
 - Professional registrations/certifications
 - Education
 - List of similar project experience
 - Organization chart of the anticipated project personnel for this project.
 - Schedule of hourly rates of the anticipated project personnel.
 - Statement of current workload and ability to complete project on schedule.
4. Provide a minimum of five similar projects completed within the last five years. This shall include:
 - Name, location, and completion date
 - Name, title, telephone, and email of contact person (Owner)
 - Name, title, telephone, and email of contact person (A/E)
 - Project description
 - Cost estimate
 - Budget
 - Change order percentage
5. Legal Proceedings
 - Identify any ongoing legal proceeding or pending legal proceeding (arbitration, complaint, or court action) filed by an Owner or Contractor against your firm for any project in the past five years.

6. Project Approach
 - Describe your firm's management approach for a project such as this. Please include your approach and the benefit each step has for the Owner.
 - Please describe any unique aspects your firm may employ in the design of the project.
7. Proposed Schedule
 - A proposed time schedule for this project understanding this project will be completed in Summer 2019.
8. Unique Qualifications
 - State why your firm should be selected.

Submittal Instructions

Please direct all inquiries and submit (4) hard copies and (1) electronic copy of your response to the address below.

Regional School Unit 18
Attn: Carl Gartley, Superintendent of Schools
41 Heath Street
Oakland, ME 04963
(207)465-7384
Email: cgartley@rsu18.org

RSU 18 reserves the right to make inquiries related to a firm's (or individual's) qualifications and to invite selected firms or individuals to interview.

The selection of a candidate does not obligate RSU 18 to enter into a contract, provided however that any contract entered into between RSU 18 and a selected candidate shall be in a form entirely satisfactory to the Board of Education or its authorized agents. RSU 18 reserves the right to accept or reject any candidate on the basis of the qualifications submitted in the sole discretion of RSU 18 and to exercise its judgment in evaluating qualifications. RSU 18 reserves the right to request additional information from any candidate in RSU 18 sole discretion. An award, if any, made pursuant to this RFP shall be subject to successful negotiation of agreement for A/E services.

Candidates acknowledge that RSU 18 is a public entity, and any requests or agreements to maintain confidentiality of any proprietary information shall be limited to the extent required by public records and preservation of laws.

Carl Gartley, Superintendent of Schools
RSU 18