

OFFICE OF THE SUPERINTENDENT

130 Wescott Road  
South Portland, Maine 04106-3442



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November 27, 2015

The South Portland School Department wishes to procure the services of a qualified and experienced firm to assist the Middle School Building Committee with initial design work for the renovation of the School Department's existing two middle schools or the renovation/addition or construction of a single middle school.

Interested firms should submit six (6) printed copies of the completed Statement of Qualifications and a flash drive or CD Rom with the completed Statement of Qualification in .PDF format to:

Rafe Forland  
Director of Finance, HR and Operations  
South Portland School Department  
130 Wescott Road  
South Portland, Maine 04106

**This material is to be received in a sealed envelope no later than 4:00 p.m. on Friday, December 11 2015.** The envelope should be marked clearly on the outside "RFQ #17-16 Middle School Building Committee." Facsimiles will not be accepted.

A .PDF version of the RFQ may be viewed on-line at [www.southportland.org/purchasing](http://www.southportland.org/purchasing) and a Word version will be emailed upon request.

Questions regarding the project and/or the RFQ process should be directed to Kathy Germani on (207) 871-0555. Questions/responses will be sent to all companies or individuals who have requested the RFQ.

*"ENRICHING LIVES THROUGH QUALITY LEARNING FOR ALL"*

# **STATEMENT OF QUALIFICATIONS**

For

**Design Consulting Services**

for the

**Study of the South Portland School Department  
Middle Schools**

On behalf of the

**South Portland Middle School Building  
Committee**

Released November 27, 2015

## **BRIEF PROJECT DESCRIPTION:**

The South Portland School Department recently completed a \$47 million renovation of and addition to South Portland High School. All told, approximately 180,000 square feet of classroom, office, and instructional space was newly constructed and 125,000 square feet of existing classroom and instructional space was renovated.

The School Department has recently formed a Middle School Building Committee to develop proposals for improving the instructional space offered to its middle school students. Currently, the School Department operates two middle schools consisting of grades six through eight. Mahoney Middle School, built in 1922, is attended by 317 students and encompasses approximately 92,000 square feet. Memorial Middle School, built in 1967, is attended by 408 students and encompasses approximately 94,000 square feet, of which approximately 10 percent of that space is occupied by the Department's Central Office and district-wide maintenance and receiving departments. The goal of the Middle School Building Committee is to develop plans for two, or possibly one, middle schools that support innovative teaching and learning practices and that can accommodate both new and emerging technologies and practices.

The Middle School Committee is charged with developing proposals that will either involve the renovation of the existing buildings, the renovation and addition to one building to create a combined middle school, or the creation of a new combined middle school building. The Committee has begun its preliminary work but is now in need of an educational and architectural consultant that can assist the Committee in developing its recommendation. The goal of the Committee is for this consultant to guide the Committee through the Maine Department of Education's (MDOE) Concept Approval step.

## **SCOPE OF SERVICES DESIRED**

The Middle School Building Committee seeks assistance from a consultant for at least the services listed below. This list is not exhaustive and will undoubtedly change as the design phase progresses. Note that the consultant awarded this bid may be required to coordinate this work and/or additional work with other consultants contracted by the South Portland School Department.

- To determine the current and future educational and programing needs for students in grades six through eight. This assistance would include an assessment of whether and how a renovation of the School Department's existing buildings would result in these buildings conforming to the MDOE's Educational Specifications and Space Allocation Guidelines. In addition, the consultant will help determine what requirements a combined middle school would need to comply with the MDOE specifications and guidelines and whether an existing building or a new building site would accommodate those requirements. These analyses will include a site analysis for the existing buildings and, if applicable, any proposed new building site.
- To assist with the development of and solicitation for any required engineering, soil, surveying (boundary and topographic), geotechnical, traffic, environmental assessment, planning, hazardous material abatement, etc. studies necessary to inform the Committee's final recommendations.

- To develop cost estimates and financing options for the renovation of each middle school building, the renovation and addition to one building, and the creation of a new, combined middle school. Such financing options could include the sale of one or both of the existing middle school buildings.
- To develop phasing plans and identify temporary instructional spaces for renovation of and/or addition to one or both middle schools.
- To explore the possibility of alternate energy sources (e.g., geothermal) for and to minimize the carbon footprint of the existing buildings and/or a combined or new structure.
- To determine the differential cost associated with renovating and/or constructing a building that conforms with LEED building standards.
- If appropriate, to assist with the various activities necessitated for the acquisition of a new land parcel. These activities may include conducting survey studies, environmental impact studies, pursuing zoning law changes, conducting title searches, etc.
- To develop and possibly to conduct presentations to the Board of Education, the South Portland City Council, and the general public regarding the work of the Committee and/or its recommendations.

## **STATEMENT OF QUALIFICATIONS**

Interested firms should submit 6 (six) copies of a letter of interest, each with a completed Statement of Qualifications. The Statement of Qualifications should include the following.

- 1) A summary of your firm's history;
- 2) A listing of your firm's qualifications to undertake this project;
- 3) A description of your firm's experience with budget and cost control including the results of the firm's activities;
- 4) A listing of projects that demonstrate the firm's capabilities;
- 5) A listing of recently completed work on similar type and size projects including contact information of the client or project contact for each project;
- 6) Profiles of the key personnel who will be involved in the design work;
- 7) A statement of your firm's current workload and projected workload over the next year;
- 8) A listing of business references other than those listed above, including contact information;
- 9) A listing of your firm's hourly rates and incidental costs for the key personnel listed in number 6 for calendar year 2016, including any cost escalation for calendar year 2017 and 2018; and
- 10) Any additional information that would be useful in evaluating your firm's qualifications.

If a firm intends to undertake the project jointly with another firm or by the use of consultants, please include information on the other known firms to be used.

Letters of interest with attached qualification statements and a flash drive or CD Rom with the completed Statement of Qualification in .PDF format should be sent to Rafe Forland, Director of Finance, HR, and Operations, South Portland School Department, 130 Wescott Road, South Portland, ME 04106 so as to be received no later than 4:00 p.m. on Friday December 11, 2015. A sealed envelope should be labeled "RFQ – Middle School Building Committee."

The qualifications of responding firms will be given prime consideration in making an award determination. The quoted fee structure, however, will also be taken into consideration. The School Department may request to interview finalists prior to making an award. This interview process may involve each finalist making a presentation to the Middle School Building Committee. Additional program information can be obtained from the Central Office at 130 Wescott Road, South Portland, telephone number 207-871-0555.

## **TERMS AND CONDITIONS**

1. This RFQ does not commit the South Portland School Department to award a contract, issue a purchase order, or to pay any costs incurred in the preparation of a qualification in response to the RFQ.
2. Responses will become part of South Portland School Department's official files without any obligation to South Portland School Department. All responses are considered public information and will be available for release to the public without written authorization from the bidder.
3. Firms responding to this RFQ shall not offer any gratuities, favors, or anything of a monetary value to any officer, agent, contractor or employee of South Portland School Department for the purpose of influencing consideration of a qualification.
4. Firms responding to this RFQ shall not collude in any manner, or engage in any practices that may restrict or eliminate competition or otherwise restrain trade. This does not preclude subcontracts and joint ventures for the purpose of responding to this RFQ and/or establishing a project team with the required experience and capability to provide the services specified herein.
5. Firms responding to this RFQ, their authorized representatives, and their agents are responsible for obtaining, and will be deemed to have, full knowledge of the conditions, requirements and specifications of this RFQ.
6. Firms responding to this request must promptly report to South Portland School Department any conditions, transactions, situation, or circumstances that would impede, impair, or delay the submission of requests, or the proper and timely performance of the work.
7. South Portland School Department reserves the right to cancel this RFQ or to reject any and all responses received prior to contract award.
8. South Portland School Department reserves the right to request clarification of any response after all responses have been received. The request can be made in the form of oral presentation, written documentation or meetings.
9. South Portland School Department reserves the right to open qualifications privately or unannounced and to reject any and all submittals and waive irregularities and informalities in any qualifications that are submitted and to be the sole and final judge of all qualifications.
10. South Portland School Department reserves the right to discontinue its evaluation of submittals from any respondents who submit false, misleading or incorrect information.
11. Responses will be opened at 4:00 pm on December 11, 2014 at the Central Office of South Portland School Department located at 130 Wescott Road, South Portland, Maine 04106. Responses received after this deadline will not be considered.