



REQUEST FOR QUALIFICATIONS (RFQ)
FOR ARCHITECTURAL SERVICES
JANUARY 30, 2024



NEW CONSTRUCTION
STAND-ALONE CLASSROOM BUILDING
RISING TIDE PROGRAM

FIVE TOWN COMMUNITY SCHOOL DISTRICT



SIMPLE. MODERN. BRIGHT.



THE OPPORTUNITY

The school district is looking for an architect to help design a simple, aesthetically pleasing, modern structure that will serve as the program space for the district's Special Education Day Treatment program. The program is currently located in the basement of the high school and the intention is to relocate it to the rear of the school, near the tennis courts, on the edge of the practice field. The ground is level and free of any woods. Electricity is nearby, but water would have to be brought over from the school. The district is looking for a low-cost solution for a stand-alone structure.

DETAILS

- Needs to meet school building codes for age group
- 18 students and 6 staff
- 1 common area/classroom (capacity 24 adults)
- 3 smaller break-out spaces (capacity: 4)
- Ideally 2 story unless an elevator is required
- Spacious covered deck/porch area desired
- 2 single bathrooms. Would consider alternative to flush toilets if allowable

TIMELINE

Ideally, the project would break ground in the fall of 2024 (or as soon thereafter as possible) and occupy the building by the fall of 2025, but there is flexibility in that timeline if needed.

SUBMITTAL REQUIREMENTS

1. COVER LETTER

A cover letter expressing interest in the project should include the following information regarding qualifications.

- The firm's qualifications and current workload to undertake the project
- A list of small school and similar projects completed by the firm in the last 10 years
- A list of key professional personnel who would work on the project in both design and engineering services.
- A list of references relating to design work on small schools and/or similar scale projects
- Additional information that may be useful to those making the selection

2. COST ESTIMATE

An estimate of the cost for the architectural and engineering services up to and including the construction bid documents and an estimate of the cost for construction administration.

SUBMISSION / DEADLINE

Letters of Interest will be accepted until 2:00 p.m. on February 20, 2024 at the Superintendent of School's office and/or at rfq@fivetowns.net. Interested firms must submit 3 copies of their submittal (unless submitted digitally) to:

Maria Libby, Superintendent
Five Town CSD
22 Knowlton St.
Camden, ME 04843
or
rfq@fivetowns.net

SITE TOUR

There will be a site tour for interested parties on Friday, February 9 at 11:00 a.m. at 25 Keelson Drive in Rockport. The tour is not mandatory, but all prospective firms are encouraged to attend.



SELECTION PROCESS

Responding firms will be screened and up to 4 will be selected for an interview. The interviews will take place on Wednesday, February 28, 2024 at Rose Hall, 22 Knowlton St. with the Facilities Committee of the School Board.

The Board may select a firm by March 6, 2024

We will consider the capacity of the firm to act quickly on the design of the building in order to go out to bid as quickly as possible. At the owner's option the selected firm may be retained to oversee the resulting project.

The initial contract will include all steps and studies necessary to develop a suitable design and required bid documents. Following a successful bid process in the summer of 2024, the School District will consider a second professional contract for construction administration services.

RFQ Release Date: January 30, 2024

