

<b>RSU 54/MSAD 54</b>
<b>BUILDING COMMITTEE</b>
<b>MINUTES</b>
<b>January 6, 2020 at 6:00 pm</b>
<b>Superintendent's Office</b>

PRESENT: Brent Colbry, David Leavitt, Jon Moody, Lynda Quinn, Derek Ellis, Jennifer Poirier, Sarah Bunker, Goff French, Theresa Howard and Jean Franklin  
ALSO PRESENT: Valerie Chiang, DOE School Construction Coordinator

The Building Committee met on January 6, 2020 at 6:00 pm at the Superintendent's Office, for its first meeting regarding the New Elementary Project.

Superintendent Colbry introduced Valerie Chiang from the Department of Education, and Committee members introduced themselves.

Valerie presented information regarding the procurement process for a Qualification Based Architecture Selection.

She shared a Rubric for Committee members to rate the six architects' submittal qualifications to assist the Committee in narrowing the number of firms to be interviewed from six to three (see attached rating scale). This is based on the six required submittals that were in the Request for Qualifications (see attached).

Valerie reviewed a list of potential questions that could be used during the interview process with finalists. Some could be shared in advance and some shared at the interview.

The number of questions should be 10 – 12.

Valerie indicated that site visits might be appropriate if there is a tie for the final selection.

Clarifying follow up questions are appropriate.

Each Committee member received a set of submissions to review and rate utilizing the Rubric Scoring Sheets. Jon, Brent and Dave will do reference calls.

The Committee will meet next on Monday, January 27<sup>th</sup> at 6:00 pm at the Superintendent's Office.



## **NOTICE TO ARCHITECTURAL & ENGINEERING FIRMS REQUEST FOR QUALIFICATIONS**

The RSU 54/MSAD 54 wishes to procure architectural and engineering services to conduct a feasibility and planning study, analyzing existing District schools to identify possible options for restructuring RSU 54/MSAD 54 schools.

Qualification packages are due at **2:00 pm on December 13, 2019**, at RSU 54/MSAD 54, 196 West Front St., Skowhegan, ME 04976, ATTN: Brent Colbry, Superintendent of Schools.

The selected firm will work closely with RSU 54/MSAD 54 and the Maine Department of Education to review options for addressing the comprehensive needs of the District's schools, as a result of the District's North Elementary School in Skowhegan being approved as #2 on the State Approved Project List.

Analysis will include reviewing potential building sites in the RSU 54/MSAD 54 area. The analysis will also include the development of best options for current and future District building needs and usage.

The School Department may consider additional contracted services, including but not limited to preparing project submissions for State Board of Education Site and Concept Approvals, design development, preparation of bid documents and construction administration estimated to begin on or before the Spring of 2023.

Submission must comply with the detailed Notice to Architectural and Engineering Firms on the RSU 54/MSAD 54 website: <http://www.msad54.org/>

The firm may be required to coordinate this work or additional work with other consultants contracted by the Owner.

Interested firms should submit seven (7) copies of a Letter of Interest and Qualifications, which includes the firm's:

- a. Qualifications to undertake this project;
- b. List of school or similar projects that demonstrate the firm's capabilities;
- c. List of recently completed work of similar type and size projects, with client contact information for each project;

- d. Profiles of key personnel who will be involved in the project;
- e. Statement of current workload and ability to absorb the project; and
- f. List of business references other than those listed above, including contact information.

Firms responding will be screened and interviewed on the basis of qualifications only. Project fees and specific design solutions for this project will 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.

Please do not contact RSU 54/MSAD54, or any member of the Selection Committee.

Projects

Demonstrating

Professional Firm's Recent Projects of

Firm Name	Professional Qualifications (25 max pts.)	Firm's Capabilities (25 max pts.)	Similar Type & Size (20 max points)	Key Personnel (20 max pts.)	Current Workload (5 max pts.)	References (5 max pts.)	Total Points
Lavallee Brensinger						*	0
WBRC						*	0
CHA Architects						*	0
Oak Point Associates						*	0
Harriman						*	0
Steven Blatt Architects						*	0

Qualifications for the firm and/or team as a whole entity, types of projects they have worked on, years of experience (veteran vs. Rookie).  
 Projects Demonstrating Firm's Capabilities-evaluate the breadth and depth of the firm/team.

Recent Projects c/ Similar Type & Size - experience analyzing schools districts with similar student populations or configurations.

Key Personnel • who is assigned to your project, and their roles -are they appropriate, and will they be the people you actually work with, not interview with.

Current Work load • location and number of current projects versus the key personnel assigned is a good guide.

References - find out about their past performance from their listed references , and others you may know who have worked with them.

**Brent, Jon and David will check references**