

NOTICE TO ARCHITECTURAL & ENGINEERING FIRMS REQUEST FOR DESIGNER QUALIFICATIONS (RFQ)

Town of Cape Elizabeth, ME Cape Elizabeth Public Schools

Cape Elizabeth School System Program

Date Issued: August 14, 2023
Responses Due: August 31, 2023

Invitation: The Town of Cape Elizabeth, Maine (“Contracting Authority”) is seeking professional design services of a qualified “Firm” within the meaning of 18-554 CMR Chapter 1 for a feasibility study and conceptual design for the Cape Elizabeth School System. The Firm’s role will be to work with the School Building Advisory Committee (“SBAC”), to develop a plan to either renovate, provide for new construction or devise a renovation/addition scheme for the Contracting Authority’s only Elementary School (Pond Cove Elementary School) and Middle School (Cape Elizabeth Middle School). The plan will be based on the implementation of the school’s educational program and financial feedback from the SBAC. These services will also potentially include some renovations and/or a small addition to the Contracting Authority’s sole High School (Cape Elizabeth High School).

Role of SBAC, Town Council, and School Board: The SBAC is a joint ad hoc advisory committee of the School Board and Town Council to assist them in their respective responsibilities for the development of a project and its funding. The SBAC shall consult with both the Town Council and the School Board regarding its recommendations. The Town Council and the School Board are separately elected bodies of the Contracting Authority. The School Board is responsible for final approval of any Building Plan, and of any building design and construction decisions, including award of Project contracts. The Town Council is responsible for final approval of the Project referendum amount and bond sale matters and other bond-related financial decisions. *See* the following link on Town website for more complete description:

[School Building Advisory Committee - Town of Cape Elizabeth, Maine](#)

The Design Review Subcommittee of the SBAC will recommend a candidate on behalf of the SBAC and consult with both the School Board and Town Council regarding its recommendation. The School Board will make the final selection decision for the Contracting Authority.

The feasibility study will include the development and evaluation of potential alternative solutions and continue through the early stages of the Schematic Design Phase for the preferred alternative. Subject to the approval of the Project by means of a Town Referendum, and further subject to adequate funding authorized by the Contracting Authority, the contract between the Contracting Authority and the Firm may be amended to include continued professional services through design development, construction contract documents, bidding, award of construction contract(s), construction administration, final closeout and warranty period of the potential Project.

The estimated construction budget for the potential Project may range from \$60 million to \$120 million depending upon the solution that is agreed upon by the SBAC and the Contracting Authority. Three hundred and fifty thousand dollars (\$350,000) have been set aside by the Contracting Authority for the completion of the Feasibility Study and Conceptual

Design phases. The final Fee for professional services will be negotiated with the selected Firm, based upon the BGS recommended fee schedule for school construction/renovation projects with appropriate credits for earlier phases.

The Firm shall make an attempt to include minority (MBE) and women-owned (WBE) businesses within their project team. The amount of participation should match the State of Maine and Department of Education guidelines. The minority and women-owned business enterprises must be selected from those categories of work identified in Item G of this RFQ. Applicants are strongly encouraged to utilize multiple disciplines and organizations to meet their MBE/WBE goals. Consultants to the prime Firm can team within their disciplines in order to attain the MBE/WBE goals but must state this relationship on the organizational chart.

For additional information on Firm qualifications see Sections F. and G. in this RFQ.

A. Background:

The Cape Elizabeth School Department is governed by the School Board. The school buildings consist of Pond Cove Elementary School (PCES), Cape Elizabeth Middle School (CEMS), and Cape Elizabeth High School (CEHS), all located on a single, shared campus.

The Pond Cove Elementary School building was originally built in 1948 with subsequent additions to the building being added in 1955, 1962, 1994, and 2004.

The Cape Elizabeth Middle School building was originally constructed in 1933. This building also is a conglomerate of multiple additions that have been added on to it over a period of multiple decades. It includes a 1956 building as well as structures that were added in 1962 and 1994. Today, Pond Cove and the Middle School are connected via the 1994 construction, which is where the shared Cafetorium is located.

The Cape Elizabeth High School was originally constructed in 1969. It consists of a composite of brick and CMU bearing/shear walls with a brick veneer. The High School was renovated in 2004. These renovations included the addition of the main entrance and interior upgrades. The interior upgrades consisted of new gypsum walls, the addition of ACT ceiling tiles, and other architectural upgrades and mechanical.

In 2017 under the guidance of the 24-member School Building Committee (SBC), the Cape Elizabeth School Department conducted a Needs Assessment that focused on better storage, a new cafeteria, and improvements to the security of the Middle School and Pond Elementary School buildings only.

Colby Company Engineering and Simons Architects were hired in 2018 by the Contracting Authority to conduct a Feasibility Study and produced a report in 2019 that identified the actual conditions of these two facilities. This report identified four potential options to address the 2017 Needs Assessment for the Contracting Authority to consider:

1. A new entrance and cafetorium
2. A phased new construction project over a multi-year period
3. Renovations of the existing schools
4. A new school

This 2019 Colby Report was reviewed and discussed by the SBC over the next several months into the start of 2020. The work was put on hold for several months until approximately December of 2020 due to the Covid-19 pandemic. In January 2021, the SBC filed an RFQ for Conceptual Design for PCES/CEMS. During February and March of 2021, the team of Colby Company and Simons Architects were interviewed twice and were ultimately selected by the SBC as design team.

In the Fall of 2021, the Building Oversight Committee and four subcommittees were established. The team of Colby Co. and Simons Architects began work on the Conceptual Design. The work continued for the next several months and

was completed in February of 2022. The SBC met in March of 2022 and approved funding and scope for moving forward with the Schematic Design and suggested moving the Town Referendum for approving the funding to November of 2022. The Town Referendum date change and funding was approved by Town Council in April of 2022.

The Design Team presented the Schematic Design, bond support, budget to the SBC in July of 2022. The Schematic Design included new construction of Pond Cove Elementary School and Cape Elizabeth Middle School into a combined building and also included minor renovations of Cape Elizabeth High School. The project budget was rejected at that time, and the Design Team was asked to revise the Schematic Design to reduce cost.

The revisions to the Schematic Design were presented again to the SBC in August of 2022. During their meeting on August 9, 2022, the School Board voted to recommend that the Town Council approve a bond in the amount of \$115,943,324 for the construction of a new Pond Cove Elementary and Cape Elizabeth Middle School and Renovations to the Cape Elizabeth High School. On August 22, 2022, the Town Council approved sending the bond question to the voters of Cape Elizabeth in the amount recommended by the School Board. The Referendum Vote was set for November 8, 2022.

The November Referendum Vote was defeated, with 2,337 votes for the proposal and 3,817 votes against.

Additional project history and information is available at the following links:

<https://www.capeelizabeth.com/SBACOwnersRepRFPDocuments>

<https://evocloud-prod3-public.s3.us-east-2.amazonaws.com/meetings/47/attachments/10816.pdf>

For the enrollment needs of the proposed project, the Contracting Authority acknowledges and agrees that the design of preliminary options which will be evaluated as part of the feasibility study for the proposed project shall be based on the following September 2023 enrollments:

- District-wide grade K-5 enrollment: 653 students
- District-wide grade 6-8 enrollment: 343 students
- District-wide grade 9-12 enrollment: 524 students

B. Project Goals and General Scope:

The applying Firm should have the ability to guide the SBAC and public voters through the Feasibility and Conceptual Stages of Design. It is anticipated that as part of the Firm's Feasibility Study, they will review the problems identified by the past Needs Assessment and Feasibility Study produced by the Colby/Simons team.

The Firm's effort will also include identifying multiple options that can address the deficiencies identified in the Needs Assessment. These options will be presented to the SBAC and its various Subcommittees at regular stages of the project. The options presented should include varying price ranges within the designated budget range identified in this RFQ.

The Firm must demonstrate the ability to provide community outreach with the SBAC Communications Subcommittee and Contracting Authority representatives to solicit feedback on each of the options that are identified and provide supporting graphics and narratives to communicate the design issues in simple and understandable terms.

The Feasibility Study shall include reviewing all past design recommendations and providing all other reasonable alternatives to be reviewed by the SBAC. All proposed options must meet the regulations, policies, guidelines and directives of the State of Maine and the Maine Department of Education. These will include, among others, a final design program, space summary, and a proposed total project budget. The Conceptual Design shall include, but not be limited to, a site development plan, environmental assessment, geotechnical assessment, geotechnical analysis, code

analysis, utility analysis, schematic building floor plans, schematic exterior building elevations, 3D architectural renderings, narrative building systems descriptions, LEED-S scorecard (if requested by the Contracting Authority), outline specifications, cost estimates, project schedule and proposed total project budget.

C. General Provisions:

1. From the time the RFQ is issued until award notification is made, all contact with the Contracting Authority, its departments, committees, and subcommittees, and their respective officials, representatives, and members, regarding the RFQ must be made through the RFQ Coordinator. No other person/Contracting Authority employee is empowered to make binding statements regarding the RFQ. Violation of this provision may lead to disqualification from the bidding process, at the Contracting Authority's discretion.
2. Issuance of the RFQ does not commit the Contracting Authority to issue an award or to pay expenses incurred by a Firm in the preparation of a response to the RFQ. This includes attendance at personal interviews or other meetings and software or system demonstrations, where applicable.
3. All proposals must adhere to the instructions and format requirements outlined in the RFQ and all written supplements and amendments issued by the Contracting Authority. Responses to this RFQ are to follow the format and respond to all questions and instructions specified below in the "Proposal Requirements" section F of the RFQ.
4. Firms will take careful note that in evaluating a proposal submitted in response to the RFQ, the Contracting Authority will consider materials provided in the proposal, information obtained through interviews/presentations (if any), and internal Contracting Authority information of previous contract history with the Firm (if any). The Contracting Authority also reserves the right to consider other reliable references and publicly available information in evaluating a Firm's experience and capabilities.
5. The proposal must be signed by a person authorized to legally bind the Firm and must contain a statement that the proposal and the pricing contained therein will remain valid and binding for a period of 180 days from the date and time of the bid opening.
6. The RFQ and the awarded Firm's proposal, including all appendices or attachments, will be the basis for the final contract, as determined by the Contracting Authority.
7. Following announcement of an award decision, all submissions in response to this RFQ will be public records, available for public inspection pursuant to the State of Maine Freedom of Access Act (FOAA) ([1 M.R.S. § 401](#) et seq.).
8. The Contracting Authority, at its sole discretion, reserves the right to recognize and waive minor informalities and irregularities found in proposals received in response to the RFQ.
9. All applicable laws, whether or not herein contained, are included by this reference. It is the Firm's responsibility to determine the applicability and requirements of any such laws and to abide by them.

D. Scope of Services:

The awarded Firm will perform the following tasks:

1. Overview

The awarded Firm will work with the Contracting Authority on services relative to the construction of renovations, additions to, or new construction of the Pond Cove Elementary School and Cape Elizabeth Middle School. If the projected estimates allow it, renovations and/or additions to the Cape Elizabeth High School will be included in this scope. The awarded Firm will support an effective and efficient use of public funds for the school construction projects, helping to ensure a high-quality finished, and fiscally responsible project.

2. Specific Description of Tasks

- a.** Act on behalf of the Contracting Authority while performing the following responsibilities.
- b.** Provide the Contracting Authority a Feasibility Study and Conceptual Design for renovations, additions to, and/or new construction of the Pond Elementary School and Cape Elizabeth Middle School, including tasks such as:
 - i.** Attending and participating in meetings involved with the SBAC, community outreach, other public meetings, and other meetings in developing, reviewing, modifying, and improving documents related to the Feasibility Study;
 - ii.** Reviewing plans, options, specifications, and cost estimates, and revising them as necessary, to fit within the outlined project budget, all applicable regulations, and guidance of the SBAC, to be supported by a Town Referendum in the fall of 2024;
 - iii.** Attending design charettes with community members;
 - iv.** Communicating with SBAC, Contracting Authority, and school system personnel, especially on design concept issues, costs, and budgets;
 - v.** Facilitating open communication and making every reasonable effort to keep the project conflict-free and in harmony with the objectives of the community;
 - vi.** Managing subconsultants for multiple disciplines, as needed;
 - vii.** Reviewing and recommending project expenditures;

3. Performance Measures & Deliverables

In performing the Tasks above, the awarded Firm will be expected to:

- i.** Review and provide comments on previous design options and cost estimate submittals.
- ii.** Review and provide recommendations on related project issues and documents requiring the approval of the Superintendent and/or the SBAC.
- iii.** Communicate with the SBAC and Contracting Authority's Project Manager (OPM) weekly regarding project status.
- iv.** Maintain consistent representation of Department of Education standards.
- v.** Provide summaries of project meetings within three (3) days.
- vi.** Provide a minimum of four (4) design options with general cost estimates and technical commentary that fall within the project budget.
- vii.** Provide renderings, diagrams, and other various marketing material during the feasibility study and conceptual design phases which will be used for Community Outreach.
- viii.** Provide support and assistance to the Contracting Authority, including attending Community meetings/events, to inform the public of design features.
- ix.** Assist with the revisions based on SBAC and Community feedback.
- x.** Provide a final report inclusive of all design and planning work at the end of the project phase.

If the Contracting Authority decides to proceed with the Project beyond the Conceptual Design (early Schematic) Phase required to submit the project to referendum vote, the Contract may be amended accordingly, but the Contracting Authority reserves the right to halt services with the Firm. Should the Contracting Authority opt not to proceed with the Firm, the Contracting Authority will retain the rights to use and copy, at its sole risk, all materials and deliverables produced during these stages.

Copies of the State of Maine Architect / Engineer Agreement – Special Consulting Services are attached hereto and incorporated herein by reference. This RFQ will be appended to and become part of the State of Maine Architect / Engineer Agreement – Special Consulting Services are. Any Firm selected as a result of this RFQ will be required to execute the State of Maine Architect / Engineer Agreement – Special Consulting Services are and applicable amendment that are attached hereto.

The Services contained within the final Contract will include, but not be limited to, verification of existing record information including building dimensions, details and general existing conditions, cost estimating, architecture, civil, sanitary, mechanical, electrical, plumbing, fire protection, structural, site planning and landscape architecture, basic environmental permitting, educational consultants, any specialty consultants for sustainable design (LEED-S), laboratory, library/media center and kitchen space, code consultants, accessibility, energy evaluations, Unifomat cost estimates;

E. Project Phases and Work Plan:

Work under this RFQ is for the Feasibility Study and Conceptual Design phases only. Additional project phases may be awarded to the Firm at the discretion of the Contracting Authority. Each Project Phase will consist of one or more required submissions, and may include site visits, meetings with the Contracting Authority, OPM, the SBAC and others, and other tasks as described.

The estimated total duration of the Contract for Designer Services from Feasibility Study through the approval of Schematic Design, inclusive of review and approval time, is estimated as follows:

Feasibility Study	<i>18</i>	weeks
Conceptual Design (Early Schematic) Phase	<i>18</i>	weeks
Town Referendum	<i>11/5/24</i>	
Schematic Design Development through 100% CD	<i>TBD</i>	weeks
Bidding	<i>TBD</i>	weeks
Construction Administration Phase	<i>TBD</i>	weeks
Estimated Total Duration (Exclusive of Completion Phase)	<i>TBD</i>	weeks

The durations for any phases beyond the Feasibility Study and Conceptual Design will be determined if and when the Contracting Authority elects to proceed with them. Actual durations may vary depending upon the agreed upon solution, the extent of required document revisions, the time required for regulatory approvals, and the construction contractor’s performance.

Such variances in estimated time will not, in and of themselves, constitute a justification for an increased Fee for Services, nor are they a substitute for the performance time requirements shown below.

The Firm’s performance times listed in the table below are requirements, not estimates. The Contracting Authority, through the Contracting Authority’s Project Manager will review each submission and, if acceptable, provide notice to the Firm to proceed to the next phase.

The Firm’s adherence to the performance times listed below will be part of the Contracting Authority’s performance evaluation of the Firm’s work, which will be conducted at the end of the Project.

	<u>Within/Weeks</u>	
• Attend a “Kick-Off” meeting	<u>2</u>	Execution of a contract with the Contracting Authority
• Preliminary Program	<u>4</u>	Execution of a contract with the Contracting Authority
• Development of Alternatives	<u>6 -8</u>	Execution of a contract with the Contracting Authority
• Preliminary Evaluation of Alternatives	<u>4</u>	Approval of Alternatives
• Final Evaluation of Alternatives	<u>2-4</u>	Approval of Preliminary Evaluation
• Recommendation of Preferred Solution	<u>2</u>	Approval of Final Evaluation
• Final Design Program	<u>2-4</u>	Approval of Preferred Solution
• Conceptual Design	<u>14</u>	Approval of the Final Design Program
• Schematic Design	<u>TBD</u>	Approval of the Referendum
• Design Development	<u>TBD</u>	Approval of the Schematic Design
• 60% Construction Documents	<u>TBD</u>	Approval of Design Development
• 100% Construction Documents	<u>TBD</u>	Approval of Design Development

F. Minimum qualifications:

Selection will be made by the SBAC in accordance with Maine State Law Designer Selection Procedures, as applicable to locally funded school construction projects. The Respondent must certify in its cover letter that it meets the following minimum requirements. Any Respondent that fails to include such certification in its response, demonstrating that these criteria have been met, will be rejected without further consideration. To be eligible for selection, the Designer must meet **all** of the following qualifications.

1. The qualified Firm must employ a Maine registered architect responsible for and being in control of the services to be provided pursuant to the Contract.
2. The Maine registered architect responsible for and in control of the services to be provided has successfully completed all certifications required by the state of Maine to provide Design Services for publicly funded school projects.
3. The Firm shall make an attempt to include minority (MBE) and women-owned (WBE) businesses within their project team. The amount of participation should match the State of Maine and Department of Education guidelines.
4. The Firm will have worked on at least five (5) public school projects of similar size and value in the states of Maine, New Hampshire, or Massachusetts, completed within the last ten (10) years.

5. The Maine registered architect responsible for and in control of the services will have worked on at least three (3) public school projects of similar size and value in the states of Maine, New Hampshire, or Massachusetts, completed within the last ten (10) years.
6. The Firm will provide a history of all projects of comparable size and complexity where it provided similar services within in the last ten (10) years. This list is to include the name of the project, project location, project size (square footage), name of the General Contractor/Construction Manager, name of the OPM, project cost, year of completion, services provided, and a reference.
7. The Firm will provide a history of up to five (5) relevant projects for each of its Sub-Consultants completed within the last 10 years.
8. The Firm will provide current resumes of all team members that they are proposing for this project. Resumes should not exceed two (2) pages each.
9. The Firm will provide an organization chart that outlines the structure of their proposed project team and their team's relationship with the Contracting Authority, the OPM, the SBAC, and other community entities.
10. The Firm will provide a complete list of all active projects in its portfolio.
11. The Firm will provide a record of its financial standing, including its total volume of work for each of the last three (3) years.
12. The Firm will confirm that its insurance program meets the minimum requirements of the State of Maine Architect / Engineer Agreement – Special Consulting Services.

G. Selection Criteria:

In evaluating proposals, the Contracting Authority, its representatives, and the Designer Selection Subcommittee will consider the members of the proposed design team. Identify those members of the proposed design team who will be responsible for the following categories of work: (Firm's name, individual's name and professional registration or license number, as applicable, must be listed in the application for each category of work.

1. *Architecture*
2. *Educational Programming*
3. *Interior Design*
4. *Civil Engineering*
5. *Landscape Architecture*
6. *Structural Engineering*
7. *Fire Protection Engineering*
8. *Plumbing Engineering*
9. *HVAC Engineering*
10. *Electrical/Lighting*
11. *Data/Communications*
12. *Environmental Permitting*
13. *Geotechnical Engineering*
14. *Geoenvironmental Engineering*
15. *Hazardous Materials*
16. *Cost Estimating*
17. *Kitchen/Food Service Consultant*
18. *Acoustical Consultant*
19. *Specifications Consultant*
20. *Library/Media*
21. *Technology Consultant/Audio Visual Consultant*
22. *Sustainable/Green Design/Renewable Energy Consultant*
23. *Code Consultant*

24. *Accessibility Consultant*
25. *Traffic Consultant*
26. *Furniture, Fixtures and Equipment Consultant*
27. *Site Surveying*
28. *Security Consultant*

Applicants must address each category of work listed above in their application whether it is to be performed by in-house staff or by sub-consultant(s). Applicants should utilize the form provided in Attachment E when providing this information.

The members of the team for each of the categories of work listed above must be identified including the Firm's name, individual's name and professional registration or license number, as applicable, as well as whether the Firm is certified as an MBE and/or WBE.

Failure to address each category may result in the elimination of the applicant from consideration on this project.

Applicants should not list any consultants other than those for the categories of work listed above.

The minority and women-owned business enterprises must be selected to perform services addressing the categories of work listed above. Consultants other than those proposed for the categories of work listed above or required to perform services may not be used for purposes of meeting M/WBE goals. Applicants are strongly encouraged to utilize multiple disciplines and Firms to meet their MBE/WBE goals. Consultants to the prime Firm can team within their disciplines in order to meet the MBE/WBE goals but must state this relationship on the organizational chart (Section F).

The Contracting Authority and Designer Selection Subcommittee will consider the following additional criteria in evaluating proposals:

1. Prior similar experience best illustrating current qualifications for the specific project.
2. Past performance of the Firm, if any, with regard to public school projects across the State of Maine and/or New Hampshire, or Massachusetts, with respect to:
 - a. Quality of project design.
 - b. Quality, clarity, completeness and accuracy of plans and contract documents.
 - c. Ability to meet established program requirements within allotted budget.
 - d. Ability to meet schedules including submission of design and contract documents, processing of shop drawings, contractor requisitions and change orders.
 - e. Effective coordination and management of consultants.
 - f. Effective public outreach programs leading to successful community referendum.
 - g. Positive working relationship with contractors, subcontractors, local awarding authority and other officials.
3. Current workload and ability to undertake the contract based on the number and scope of projects for which the Firm is currently under contract.
4. The identity and qualifications of the consultants who will work on the project.
5. The financial stability of the Firm.
6. The qualifications of the personnel to be assigned to the project.
7. Geographical proximity of the Firm to the project site or willingness of the Firm to make site visits and attend local meetings as required by the client.
8. Additional criteria that the SBAC considers relevant to the project.

H. Proposal requirements

Persons or Firms interested in applying must meet the following requirements:

1. Applications should be printed double-side and bound in such a manner that the pages lie and remain flat when opened. The specific organization and orientation of the proposal is at the applicant's discretion, but it is

recommended that the proposal be laid out in such a manner that the reader doesn't need to be constantly rotating the proposal. A total of three (3) hard copies of the Applicant's Response shall be sent to the appropriate contact noted below.

2. Applications must be accompanied by a concise cover letter that is a maximum of two pages in length. A copy of the cover letter should be attached to each copy of the application. The cover letter must include the certifications as noted in Section F of this RFQ.
3. Applicants may supplement this proposal with graphic materials and photographs that best demonstrate design capabilities of the team proposed for this project.
4. Proposals shall be addressed to:

***Christopher Record, Superintendent of Schools
Town of Cape Elizabeth School Department
320 Ocean House Road
Cape Elizabeth, ME 04107***

6. Proposals must be clearly identified by marking the package or envelope with the following:

***Cape Elizabeth Public Schools
"Name of Applicant"***

7. All questions regarding this RFQ should be addressed exclusively in writing via email to the Superintendent of Schools by August 25, 2023, at 2:00 pm to:

***Christopher Record, Superintendent of Schools
Town of Cape Elizabeth School Department
320 Ocean House Road
Cape Elizabeth, ME 04107
crecord@capeelizabetschools.org***

8. In addition to the twelve (12) hard copies noted above, Applicants ***must also*** send an electronic copy of their Response to:

***Christopher Record, Superintendent of Schools*
crecord@capeelizabetschools.org**

9. All Responses must be submitted as indicated above by August 31, 2023, at 2:00pm.

I. Pre-Proposal Meeting:

All interested parties should attend a briefing session scheduled for August 23rd, 2023, at 3:30pm at the Pond Cove Elementary School:

12 Scott Dyer Road
Cape Elizabeth, ME 04107

J. Withdrawal

Applicants may withdraw an application as long as the written request to withdraw is received by the Contracting Authority prior to the time and date of the proposal opening.

K. Public Record

All responses and information submitted in response to this RFQ are subject to the Maine Freedom of Access Act, M.R.S.A. title 1, c. 13. Any statements in submitted responses that are inconsistent with the provisions of these statutes shall be disregarded.

L. Waiver/Cure of Minor Informalities, Errors and Omissions

The Contracting Authority reserves the right to waive or permit cure of minor informalities, errors or omissions prior to the selection of a Respondent, and to conduct discussions with any qualified Respondents and to take any other measures with respect to this RFQ in any manner necessary to serve the best interest of the Contracting Authority and its beneficiaries.

M. Rejection of Responses, Modification of RFQ

The Contracting Authority reserves the right to reject any and all responses if the Contracting Authority determines, within its own discretion, that it is in the Contracting Authority's best interests to do so. This RFQ does not commit the Contracting Authority to select any Respondent, award any contract, pay any costs in preparing a response, or procure a contract for any services. The Contracting Authority also reserves the right to cancel or modify this RFQ in part or in its entirety, or to change the RFQ guidelines. A Respondent may not alter the RFQ or its components.

ATTACHMENTS:

Attachment A: State of Maine Architect / Engineer Agreement

1. Bureau of General Services – Architect / Engineer Attachments A-C
2. Bureau of General Services – Architect / Engineer for School Project – Core Consulting Services
3. Bureau of General Services – Architect / Engineer for School Project – Supplement A
4. Bureau of General Services – Architect / Engineer for School Project – Supplement B
5. Bureau of General Services – Architect / Engineer Supplemental Agreement – Amended Services

Attachment B: Insurance requirements

Attachment C: Certifications

1. Response Form
2. Certificate of Non-Collusion
3. Tax Compliance
4. Conflict of Interest Certification
5. Certificate of Corporate Responder
6. Certificate of Non-Discrimination
7. Certification on Maine General Laws and Building Code

Attachment D: Districts Statement of Interest

Attachment E: Designer Submission Forms

End of Document