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Notice to Architects/Engineers Request for Qualifications

The Brunswick School Dept. wishes to procure architectural/engineering services for an indoor air quality projects at Coffin Elementary School.

The scope of this project will include, but not be limited to, budget estimating, design development, contract documents and construction administration. The Brunswick School Department has been granted State Revolving Renovation Funds to address current indoor air quality issues at Coffin Elementary School. The firm(s) may be required to coordinate this work and additional work with other consultants contracted by the School Dept.

Interested firms should submit six (6) paper copies and one electronic copy of a Letter of Interest with a Statement of Qualifications which includes the firm's:

- 1) The firm's qualifications to undertake this project;
- 2) A listing of projects that demonstrate the firm's capabilities;
- 3) A listing of recently completed work on similar size projects including names;
- 4) The firm's experience with budget and cost control including actual results from the most recent comparable jobs;
- 5) Profiles of key personnel who will be involved in the work;
- 6) A statement of current workload;
- 7) A listing of other business references other than those listed above, including contact information;

If a firm intends to undertake the project with the assistance of additional engineering and design professionals, information should be provided as listed above on all firms and individuals.

Paper copies of the Letters of Interest and Statements of Qualification should be sent to: Kelly Wentworth, Business Manager, Brunswick School Dept., 46 Federal St., Brunswick, ME 04011, and received no later than 4:00 P.M. Friday, September 4, 2020. The electronic copy of the Letter of Interest and Statement of Qualifications should be sent as an attachment to an email addressed to kwentworth@brunswicksd.org to meet the deadline mentioned above.

Firms interested in making a submittal are directed not to make personal contract with the Brunswick School Department regarding these projects. Any contract regarding these projects may constitute grounds for disqualification of consideration. Responding firms will be screened based on Qualifications only. Project fees and specific design concepts or solutions will not be discussed. The selection committee will rank all firms and negotiate fees with the highest ranked firm.