

**REQUEST FOR PROPOSALS**  
**MSAD 60 FACILITIES STUDY**  
June 12, 2024

ISSUED BY:

Maine School Administrative District No. 60  
100 Noble Way  
Berwick, Maine 03906

PROPOSALS ARE DUE BY: June 26, 2024, 4:00 p.m.

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**REQUEST FOR PROPOSALS  
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**I. INTRODUCTION**

Maine School Administrative District No. 60 (the “District”) invites interested parties to submit proposals to conduct a school facilities study as described in this Request for Proposals (“RFP”).

**Background Information**

The District provides public education for over 2,800 preK-12 students in the towns of Berwick, Lebanon, and North Berwick, Maine.

The District operates and maintains the following 8 school buildings.

School	Pupil Count	Grades	Address	Square Footage
Vivian E. Hussey School	349	K-3	20 Blackberry Hill Road, Berwick, ME 03901	59,800
Eric L. Knowlton School	223	4-5	8 Noble Street, Berwick, ME 03901	55,300
Hanson Elem. School	256	K-3	53 Upper Guinea Road, Lebanon, ME 04027	41,750
Lebanon Elem. School	147	4-5	53 Upper Guinea Road, Lebanon, ME 04027	21,200
North Berwick Elem. School	254	K-4	25 Varney Road, North Berwick, ME 03906	26,750
Mary Hurd Academy	19	9-12	77 High Street, North Berwick, ME 03906	20,200
Noble Middle School	434	6-7	46 Cranberry Meadow Road, Berwick, ME 03901	95,000
Noble High School	1161	8-12	100 Noble Way, Berwick, ME 03901	265,000

The mission of the District’s facilities department is to provide a safe, healthy environment in which student learning, adult work, and community use takes place. The District’s ongoing capital improvement plan is designed to address all aspects of building maintenance and operation procedures to ensure facility efficiency, health and safety, building integrity, and compliance with all Department of Education requirements for public education.

The District will use the Facilities Study to update its capital improvement plan and inform possible renovation and construction projects and the current and future uses and configurations of school facilities.

**Scope of Work**

The scope of work (“Project”) shall include:

- Facility assessments for each of the 8 current buildings
  - Age, square footage, site size, capacity
  - Physical condition assessments (structural, mechanical, plumbing, electrical, accessibility, site, etc.)

- o Educational suitability assessments
- o Recommendations for repairs, renovations, additions, reconfigurations
- Enrollment projections
  - o Study current enrollment data by grade and geographic area
  - o Demographic analysis and projections for next 10 years by grade level
  - o Analysis of housing data, birth rates, migration patterns, etc.
- Grade alignment/building utilization study
  - o Analysis of appropriateness of current grade alignments
  - o Evaluation of building capacities vs projected enrollments
  - o Recommendations for building reuse, closures, expansions, etc.
- Preschool program accommodation
  - o Analysis of need/demand for preschool program
  - o Evaluating options for housing preschool (new construction vs existing)
- Community feedback and engagement process

with the following deliverables:

- Final comprehensive report with analyses, findings and recommendations
- Conceptual drawings/plans for any proposed new construction or renovations
- Detailed cost projections for recommendations
- Phasing/implementation plan
- Presentation of findings to board, staff, community

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## II. GENERAL INSTRUCTIONS

### **Vendor registration**

Interested vendors should register with the District to ensure receipt of any RFP updates by emailing [Jennifer.Flewelling@msad60.org](mailto:Jennifer.Flewelling@msad60.org) with the subject line “Facilities Study RFP Vendor Registration” and providing the vendor’s contact information.

### **Q&A; Amendment of RFP**

Questions regarding this RFP or the project should be directed to [Susan.Austin@msad60.org](mailto:Susan.Austin@msad60.org) by 2:00 pm on June 19, 2024. The District, in its discretion, may respond to questions. All responses will include the original question and be distributed directly to registered vendors by email and otherwise made publicly available. The District reserves the right to amend the RFP. Any responses to questions or amendments to the RFP will be issued not later than 4:00 pm on June 21, 2024.

### **Submission of Proposals**

All submissions of proposals must be clearly marked “*MSAD 60 FACILITIES STUDY PROPOSAL*” and received no later than June 26, 2024 by 4:00 pm (the “Submission Deadline”) in a sealed envelope at the following address:

Superintendent  
Maine School Administrative District No. 60  
100 Noble Way  
Berwick, Maine 03906

or by email to [Jennifer.Flewelling@msad60.org](mailto:Jennifer.Flewelling@msad60.org) with the subject line “MSAD 60 FACILITIES STUDY PROPOSAL.”

Proposals received after this time and date will not be considered. Vendors submitting proposals are responsible for ensuring timely submission of proposals notwithstanding delays or failures by couriers or delivery services or any email or Internet issues.

Shortly after the Submission Deadline, all proposals shall be opened by the Superintendent or her designee, and the name of each vendor shall be publicly announced.

All proposals shall be firm offers that may not be withdrawn for a period of thirty (30) days from the Submission Deadline. The District will not be responsible for any costs of preparing or submitting proposals, participating in interviews, or responding to requests for further information.

### **Content of Proposals**

Proposals must include the following:

1. Cover sheet with the vendor’s name and contact information, including the primary contact person for questions about this RFP.
2. Statement of the qualifications of the primary contact person who will administer the Project.
3. Statement of the vendor’s qualifications and experience to perform the following aspects of the Project:

- a. Assessment of preK-12 public school facilities in Maine;
  - b. Architectural/engineering;
  - c. Educational programming and allocation of space; and
  - d. Demographics and enrollment studies and projections.
4. Proposal for performing the scope of work, including:
    - a. Required access to buildings:
      - i. Estimate of time/days needed to access each building;
      - ii. Extent of building access needed (e.g., walkthrough, access to concealed spaces)
    - b. Proposal for how work will be performed with minimal disruption to education (during school hours, evenings, weekends, vacation periods).
    - c. Recommendations for engaging the District community for feedback.
    - d. Timeline for completing the project and providing deliverables.
    - e. Cost proposal
  5. Certificates of required insurance, including as applicable the District named as additional insured (or proof of insurability);
  6. Vendor's proposed terms and conditions or form of contract, which shall not include any indemnification by the District.
  7. References for similar work performed by the vendor.
  8. Signed Good Faith Statement in form provided with this RFP.

### **Evaluation**

The District shall review the proposals and rank the proposals in order of preference based on the best interests of the District, considering (in no particular order) cost, value, suitability of the proposal to the District's needs, qualifications and experience of the vendor, and the ability to complete the Project within the required timeframe.

The District shall have the right to perform interviews with selected vendor(s); seek clarifications from and ask questions of a vendor regarding its proposal; and conduct appropriate inquiries regarding a vendor's qualifications and prior experience.

The District reserves the right to reject any or all proposals; cancel the RFP; re-advertise for new proposals; negotiate with any vendor; exercise its judgment in evaluating proposals; waive any nonmaterial irregularities in a proposal; and award a contract to a vendor even though the proposal is not the lowest cost if such award is in the best interest of the District.

### **Award and Contract**

The District anticipates awarding a contract to a vendor by July 1, 2024. The selected vendor shall provide certificates of required insurance, and the parties shall work due diligence and in good faith to negotiate and sign a contract for the Project.

The contract shall include the following provisions:

- The Vendor shall maintain insurance of the types and in such amounts as will reasonably protect the Vendor and the District from risks associated with the performance of the Agreement. At a minimum, the insurance shall include:
  - Commercial General Liability (\$1MM per occurrence/\$2MM aggregate)
  - Professional Liability ((\$1MM per occurrence/\$2MM aggregate)
  - Motor Vehicle Liability (as required by law)

- o Workers' Compensation (as required by law)  
Each liability policy shall name the District as an additional insured.
- The Vendor agrees to defend, indemnify and hold harmless the District, its officers, employees, and agents from any and all claims, damages, injury, death, loss, demands, or causes of action (collectively, "Claims") arising out of or related to the Vendor's negligence or willful misconduct in performing its obligations under the Agreement, except to the extent that a Claim is attributable to District's negligence or willful misconduct.
- The District will not agree to indemnify any party for any reason.
- The District will not agree to a limit Vendor's liability based on compensation paid to the vendor under the Agreement.
- The Agreement shall be governed and interpreted under the laws of the State of Maine without regard to its conflicts of laws provision. Any dispute resolution proceeding shall take place in York County, Maine.

### **RFP Schedule**

RFP Issued – June 12, 2024

Questions regarding this RFP – by June 19, 2024 2:00 pm

Responses to questions/RFP amendments – by June 21, 2024 4:00 pm

Submission receipt deadline – June 26, 2024 4:00 pm

Anticipated award date – July 1, 2024

Final deliverables due date – October 15, 2024

### **Reservation of Rights**

The School Board reserves the right in its sole discretion to accept or reject any and all proposals in the best interest of the District; to cancel this RFP; to re-advertise for new proposals; to exercise its judgment in evaluating proposals; to negotiate with any vendor; to waive any nonmaterial irregularities in a proposal; and to award a contract to a vendor even though the proposal is not the lowest cost if such award is in the best interest of the District.

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**III. GOOD FAITH STATEMENT**

To: Superintendent of Schools  
Maine School Administrative District No. 60  
100 Noble Way  
Berwick, Maine 03906

Dear Superintendent:

The undersigned represents that this proposal is made in good faith, without fraud, collusion or connection of any kind with any other person or company for the same work; that this company is duly informed with respect to the scope of work and other terms and conditions contained in the RFP for a District Facilities Study issued June 12, 2024.

The undersigned understands that the District reserves the right to reject any or all proposals; cancel the RFP; re-advertise for new proposals; negotiate with any vendor; exercise its judgment in evaluating proposal; waive any nonmaterial irregularities in a proposal; and award a contract to a vendor even though the proposal is not the lowest cost if such award is in the best interest of the District.

The undersigned certifies that the prices contained in this proposal have been arrived at independently without consultation, communication, or agreement with any other vendor, and that the prices in the proposal have not been and will not be disclosed by the vendor, directly or indirectly, to any other vendor before proposal opening or contract award unless otherwise required by law.

With the above understanding, the undersigned proposes to furnish the services as described in its proposal submitted herewith.

Company \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Signature \_\_\_\_\_

Name (printed) \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_