Notice to Architects and Engineers
Request for Qualifications

Maine School Administrative District No. 33 (RSU 33/MSAD 33), wishes to procure architectural/ engineering services for the preliminary analysis and planning through construction for a comprehensive PreK-12 Educational Facility in the St. John Valley in northern Maine.

The vision is to develop a project that would deliver enhanced educational opportunities to students on a regional scale. The project will result in a comprehensive PreK-12 for the communities of Frenchville, St. Agatha and Madawaska. This facility will also support industry training programs leading to recognized licensure and certification, and may include other related work in the region.

The scope of services to be provided includes, but is not limited to;

- Preliminary analysis of critical elements including infrastructure, regulations, demographics and other key components associated with the project
- Analysis of existing buildings and sites
- Site analysis leading to Site Selection and State Board of Education approval
- Support and integration of the Educational Visioning process
- Space allocation analysis and program development
- Development of Concept Design and budget leading to State Board of Education and referendum approval
- Preparation of construction documents and construction administration

The firm will work under the direction of the districts involved in the project and the Department of Education and will be required to coordinate with other consultants contracted by the Owner.

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

A. qualifications to undertake this project;
B. list of 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. experience with budgets and project cost control, with some results of the firm's activities;
E. profiles of key personnel who will be involved in the project;
F. statement of current workload and ability to absorb the project; and
G. list of business references other than those listed above, including contact information.

If the submitting firm plans 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.

The paper copies of the Letter of Interest and Statement of Qualifications should be sent to Benjamin Sirois, Executive Director, Valley Unified Regional Service Center, 84 Pleasant Street, Suite 1, Ft. Kent, ME 04743 to be received no later than 1:00 p.m. on Friday, March 13, 2026 . The electronic copy of the Letter of Interest and Statement of Qualifications should be sent as an attachment to an email addressed to bsirois@vuesc.org to meet the deadline noted above.

Firms interested in making a submittal are directed to not make personal contact with the Executive Director or other members of either MSAD33 or Madawaska Public Schools. Any contact may constitute grounds for disqualification of consideration.

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 terms with the highest ranked firm.