Request for Qualifications
Information for Architects and Engineers

The Easton School Department wishes to procure architectural/engineering services to provide an existing facility assessment and assist in identifying and prioritizing capital improvement projects for Easton Jr./Sr. High School.

Project Description

The Easton School Department's junior and senior high school is serving the Town of Easton. Initial services include providing basic building assessments to review and analyze the needs of the existing facility complete with conceptual cost estimates. The Easton School Department may continue to work with the selected A/E team for full project development.

The scope of services for full project development includes, but may not be limited to, schedule and updated cost estimating, preliminary design, design development, contract documents, and administration of bidding and construction. The AE Consultant may be required to coordinate this work or additional work with other consultants contracted by the Owner.

Anticipated Schedule

RFQ responses due 7/1/2026
Short-listed firms notified ..... by 7/15/2026
A/E firm interviews ..... 7/27/2026 to 7/31/2026
A/E firm selection 8/3/2026
Agreement approved ..... by 8/17/2026

Submission Requirements

Interested firms should submit *three paper copies* and *one electronic copy* of a Letter of Interest with a Statement of Qualifications which includes their response to criteria A through G in the Selection Criteria table below.

The *paper copies* of the Letter of Interest and Statement of Qualifications should be sent to Richard Lyons, Superintendent of Schools, 33 Bangor Road, Easton, Maine 04740 so as to be received not later than **2:00** PM on **July 1, 2026**.

The *electronic copy* of the Letter of Interest and Statement of Qualifications should be sent as an attachment to an email addressed to Richard.Lyons@eastonschools.org so as to meet the deadline noted above. Alternate methods of providing electronic copies, such as website links to file sharing sites, or flash drives, or encrypted e-mails are unacceptable and may invalidate the entire submission.

Selection Criteria

A.	Qualifications to undertake this project	Professional experience in general. Quality of services. Relevant disciplines. Size of firm or firms. Understanding of this project. Responsiveness to project by virtue of proximity. Discuss each of the above especially as it relates to the work of this project.
B.	Cost control experience	Ability to manage project budgets, and design to budgets, to create accurate construction cost estimates, and to utilize project cost controls in design and construction.
C.	Project experience	List of projects that demonstrate capabilities, with services provided for each project. Provide project details, date of completion, and client contact information for each. Note the involvement of the particular personnel who are proposed for this project.
D.	Similar project experience	List of recently completed projects similar in type, size, and other elements. Provide project details, date of completion, and client contact information for each. Note the involvement of the particular personnel who are proposed for this project.
E.	Project team	Organization of project team, with profiles of key personnel who would be involved in the project. Provide education,

		special training, experience, and responsibilities of personnel, especially as it relates to the work of this project. Experience working together as a unit.
F.	Workload projection	General illustration or statement of the ability of the project team to respond to this project schedule.
G.	Business references	List of business references other than those listed above, including contact information.

Firms responding shall employ personnel who have current licensure in the State of Maine who will serve as Architects, Engineers, and Landscape Architects of Record on this project.

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

Architect-Engineer Procurement Process

The standard procurement process of Architect and Engineer design services for public improvements is a Qualification Based Selection (QBS) process required by statute (Title 5, §1742 subsection 6), and described briefly here.

1. This Request for Qualifications (RFQ) solicitation is the step in the process after the Owner entity allocates funding.

2. Interested firms respond to the RFQ as described below, submitting the Letter of Interest and Statement of Qualifications to the Selection Committee.

3. The Selection Committee screens all submissions and invites the most qualified firms to interview for the project, typically three to five firms.

4. The Selection Committee interviews the firms. Second interviews may be scheduled. References are checked.

5. The Selection Committee ranks all of the interviewed firms. The Committee negotiates an agreement with the highest ranked firm based on the scope of professional services identified in the RFQ and interview.

6. An Architect/Engineer Agreement is drafted.