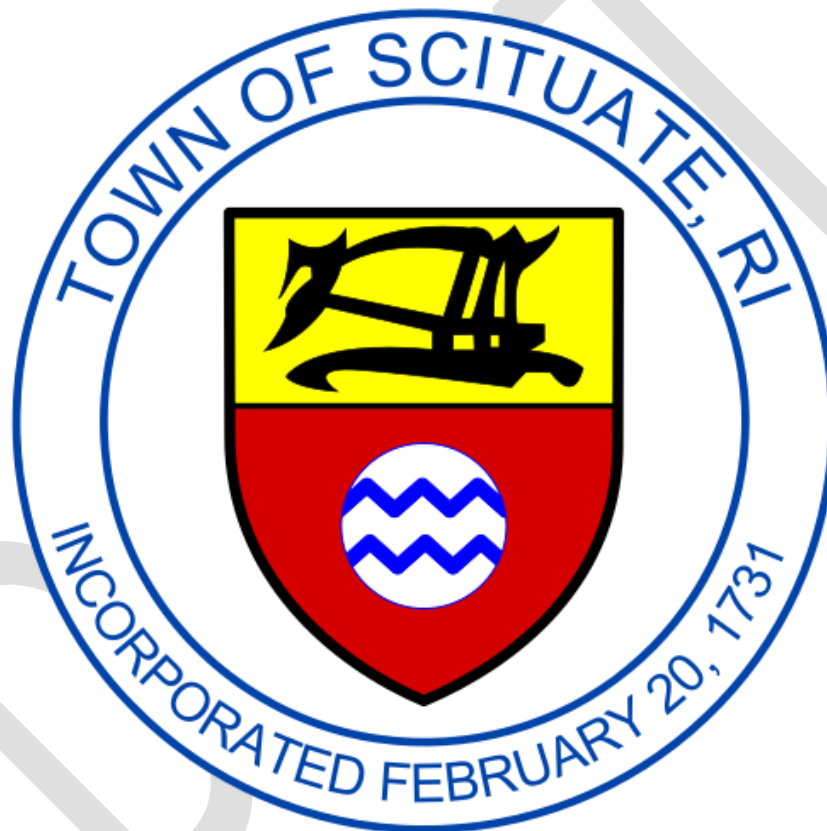


Scituate School Department
Request for Qualifications
Educational Facility Master Planning,
Architectural and Engineering Services
For Necessity of School Construction Application – Stage I and II



Request for Qualifications prepared on behalf of the Scituate School Department by:

Peregrine Group LLC
Rumford Center, Building 3
20 Newman Ave, Suite 1005
Rumford, RI 02916

Issued: June 17, 2026
Due Date: June 30, 2026

REQUEST FOR QUALIFICATION (RFQ) – EDUCATIONAL FACILITY MASTER PLANNER SERVICES

The Scituate School Department (District) is soliciting qualifications for Architectural and Engineering (A&E) teams, inclusive of an Educational Facility Planner (EFP) individual or firm to provide services for future school facilities planning and regulatory coordination.

1. Project Description and Background

The District currently serves ~1,175 students across five (5) facilities, with a combined middle and high school campus. The District is currently looking to engage an A&E team with an EFP to prepare a new five (5) year plan for the Rhode Island Department of Education School Building Authority (RIDE-SBA) with a Letter of Intent and Stage I submitted in September of 2026 with a subsequent Stage II submitted by February 2027.

2. Overview of Services

This project will require careful coordination between District and its Committees and the Owner's Project Manager (OPM).

EFP Services:

The selected team shall provide architectural, planning, engineering, and other services as necessary to assist the District in the development of a LEA Master Plan, as part of a Necessity of School Construction application. As part of Basic Services, the selected team will be responsible for assisting the District with the coordination, facilitation, and submission of all necessary documentation for initial planning, Letter of Intent ("LOI") and Stage I as necessary to complete a Necessity of School Construction application. The selected team shall complete all work in conformance with all applicable statutes and the School Construction Regulations as established by the RIDE-SBA and other related agencies.

More specifically activities may include but not limited to the following:

- Coordination meetings with key stakeholders including District, School Building Committee, School Committee, and other community members to establish goals and objectives of the planning and engagement process.
- Conduct the required review of due diligence from existing information including previous Necessity of School Construction applications and correspondence.
- Establish and execute an engagement and planning approach to support broader visioning process with stakeholders.
- Preparation of master plan and other documents to support the planning process.
- In coordination with District and OPM team members, assemble, prepare, and submit required documentation to support Stage I and II applications to the RIDE-SBA.
- Participate in recurring meetings with project stakeholders, RIDE-SBA, and other interested parties. Prepare output documents, meeting minutes and other related materials to support the project process.

A&E Services:

More specifically A&E activities may include but not limited to:

2.1 General

2.1.1 Prepare all documentation required to support the Stage II applications.

2.1.2 Attend meetings with project stakeholders including, but not limited to the following:

- 2.1.2.1 District and District leadership team
 - 2.1.2.2 School Building Committee
 - 2.1.2.3 School Committee
 - 2.1.2.4 Town Council and Town Departments
 - 2.1.2.5 RIDE
 - 2.1.2.6 Owner's Project Manager (OPM)
- 2.2 Facilities planning and coordination.
- 2.2.1 In conjunction with OPM Team Members, engage multiple stakeholders in the planning process through community engagement and local government collaboration as outlined in the Necessity of School Construction application and School Construction Regulations.
 - 2.2.2 Provide all necessary data and documents to inform stakeholders.
 - 2.2.3 Coordinate and facilitate meetings that meaningfully engage stakeholders.
 - 2.2.4 Work with District and OPM to prepare agendas.
 - 2.2.5 Prepare and issue meeting minutes for all meetings.
 - 2.2.6 Coordinate with Authorities Having Jurisdiction to satisfy all municipal, state, and federal requirements to obtain all approvals, as necessary.
 - 2.2.7 Submit a Necessity of School Construction application to the School Building Authority (SBA) at the RI Department of Education (RIDE), including a Stage II and all necessary supplemental documentation necessary for approval.
- 2.3 Educational Program
- 2.3.1 Support the District and Project Team in developing an Education Program. The Team will coordinate components of the Education Program with the requirements of the Necessity of School Construction application as articulated in the School Construction Regulations.
- 2.4. If required, conduct or update a demographic study to support the Educational Program.
- 2.5. Perform a District Wide Facilities Condition Assessment including review of the recent State of Rhode Island conducted assessment.
- 2.6. If required conduct 3D scanning of facilities to support the planning process
- 2.7. In coordination with the District, create a Five-Year Capital Improvement Plan in accordance with the requirements of the Necessity of School Construction application as articulated in the School Construction Regulations.
- 2.8. Prepare Schematic Design Documents and cost estimates in accordance with the requirements of the Necessity of School Construction Stage II application as articulated in the School Construction Regulations.
- 2.9. Assist the district with developing a financing plan and funding strategy.
- 2.10. The A&E shall be responsible for preparing and submitting the Necessity of School Construction Application to the RIDE School Building Authority as necessary to attain approval for State Housing Aid Reimbursement on the proposed projects. This may include, but not limited to:
- 2.10.1. Attend meetings with the SBA, as necessary.
 - 2.10.2. Submit all required documentation as detailed in the School Construction Regulations and the most recent version of the Necessity of School Construction guidance

document.

2.10.3. Assist in the development of the project budget that is based on construction cost estimates of the Schematic Design documentation.

2.10.4. Assist in the development of the District Capital Improvement Plan and coordination with the District Financing Plan.

2.10.5. Respond to comments from SBA and RIDE and resubmit as required to obtain approvals.

3. Additional Documents

3.1. Previous Stage I Approval Letter

To be provided to selected vendor

3.2. Previous Stage II and Documents

To be provided to selected vendor

4. Schedule [Subject to Change]

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| 2.1. Issue RFQ: | June 17, 2026 |
| 2.2. Questions Due (see below for instructions): | June 23, 2026 |
| 2.3. RFQ Response Due: | June 30, 2026 |
| 2.4. Selection: | July 14, 2026 |
| 2.5. Commence Services: | July, 2026 |
| 2.6. Submit Stage I: | September 14, 2026 |
| 2.7. Submit Stage II: | February 15, 2027 |

5. Required Elements of the Response:

5.1. Qualifications (not to exceed ten (10) pages double-sided in length)

The Response should specifically address each of the following elements:

1. Staff Qualifications - Identify key team members and their roles and responsibilities. Provide staff resumes and describe qualifications and experience of key staff who will be involved in the projects, including their experience in the field of facilities master planning, community/stakeholder engagement, preparation of Stage I and Stage II applications and experience in Rhode Island.
2. Relevant Educational and Facility Master Planning Experience and Qualifications – Please provide a detailed description of the Proposer’s related experience with planning K-12 School and other community facilities. Include any experience in Rhode Island and familiarity or knowledge of the Necessity of School Construction process.
3. Capacity – Current project and backlog information: Provide a list of your current projects and projects in your backlog in the region.
4. References – include three (3) references from clients/projects of similar scope and size, including contact name, address, phone number, and email address.

6. Evaluation, Selection and Award

The district will select a firm to provide the services described in this RFQ using a qualification-based

selection process. The district reserves the right to select the firm it deems to be the most qualified to provide the services described in this RFQ. The district reserves the right to cancel this solicitation in its entirety and reject all proposals at its sole discretion.

The district will review and score proposals based on the following criteria (Total Possible Points = 100):

Criteria	Possible Points
Staff Qualifications	30
Relevant Experience/Qualifications of Proposer	30
Capacity	20
References	20
Total Possible Points	100

The District may require firms to submit additional written information or may ask firms to make an oral presentation as part of the selection process. The District, at its sole discretion, may conduct interviews with any number of the proposing firms or as few of the proposing firms as it deems appropriate.

The District will consider the firm receiving the highest combined point total as the winning Proposer. The final contract award is subject to Scituate School Committee approval.

7. Questions

Please submit questions **in writing only via email** to Robert Baxter, Interim Director of Administration and Finance robert.baxter@scituateschoolsri.net no later than June 23, 2026, 2:00 PM. Please reference "Scituate, School Department Request for Qualifications" on all correspondence. The District will send answers to questions received to the prospective respondents.

8. Proposal Submission

Proposals are due no later than June 30, 2026, 3:00 PM. One (1) electronic copy submitted via email (10 MB maximum) to robert.baxter@scituateschoolsri.net.

The District will not accept proposals misdirected to other locations or those not received by the scheduled due date and time. The District will not accept faxed or emailed proposals.

9. General Terms and Conditions

- 9.1. The District reserves the right to reject any proposals and to waive any informality.
- 9.2. Cancellation of Solicitation: The District may cancel this solicitation at any time.
- 9.3. Proposals cannot be withdrawn for a period of not less than sixty (60) days from the deadline for submission.
- 9.4. The purchase of goods and/or services under an award made pursuant to this RFQ will be contingent on the availability of District appropriated funds.
- 9.5. The Proposer shall provide all necessary personnel, materials, and equipment to perform and complete all work under this proposal.

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- 9.6. The District is exempt from all sales and Federal excise taxes.
 - 9.7. The District shall require the selected firm to maintain the insurance consistent with District standards.

END OF REQUEST FOR QUALIFICATIONS DOCUMENT

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