



# RSU 16

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rsu16.org

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## Request for Proposals (RFP) Elementary Schools Spatial Study & Facilities Planning

### Introduction

RSU 16 is seeking proposals from qualified firms to conduct a comprehensive spatial study of its three elementary schools. The purpose of this study is to evaluate current space utilization, building capacity, enrollment trends, and the alignment of existing facilities with the educational needs of students from ages 3 through grade 6. The findings will support long-term planning, including potential renovation, expansion, or reconfiguration of learning spaces.

### Project Objectives

The selected firm will provide RSU 16 with a data-driven, actionable assessment that:

- Analyzes how space is currently used across all three elementary schools
- Evaluates building capacity relative to current and projected enrollment
- Assesses how well existing facilities support instructional programming
- Identifies gaps in early childhood, special education, unified arts, and flexible learning environments
- Recommends design options to optimize space for students ages 3–12

### Scope of Work

The selected firm will be expected to complete the following tasks:

- A. Space Utilization Analysis
  1. Conduct a detailed review of all instructional and non-instructional spaces, including:
  2. Classrooms
  3. Shared/common areas
  4. Specialized program spaces (special education, intervention, unified arts, Title I, etc.)
  5. Document current utilization rates and functional capacity
  6. Identify underutilized, overutilized, or inflexible spaces
- B. Capacity Assessment
  1. Evaluate each building's functional and theoretical capacity
  2. Assess alignment between capacity and current enrollment
  3. Identify constraints related to scheduling, programming, or building configuration
- C. Enrollment Review
  1. Analyze historical enrollment trends
  2. Review districtwide projections, including anticipated impacts of:
  3. 3-year-old programming

4. 4-year-old programming (CDS transitions)
5. Provide enrollment scenarios that inform future space needs

D. Educational Program Alignment

1. Evaluate how well current spaces support:
2. Early childhood education (ages 3–5)
3. Special education and intervention services
4. Unified arts programming
5. Flexible learning, small-group instruction, and collaborative spaces
6. Identify gaps between programmatic needs and existing facilities

E. Stakeholder Engagement

1. Facilitate structured engagement with:
2. District and building administrators
3. Teachers and support staff
4. (Optional) Families or community members, as determined by RSU 16
5. Gather qualitative input on operational needs, instructional priorities, and space challenges

F. Final Deliverables

The selected firm will provide RSU 16 with:

1. Comprehensive Spatial Study Report, including:
  - Space utilization findings
  - Capacity analysis
  - Enrollment projections
  - Programmatic alignment assessment
  - Identified gaps and constraints
2. Final Recommendations, including:
  - Design options for renovation, expansion, or reconfiguration
  - Strategies to optimize space for 3-year-olds through grade 6
  - Conceptual layouts or diagrams (if applicable)
  - Prioritized recommendations with cost-sensitivity considerations
3. Presentation to the School Board summarizing findings and recommendations.

**Proposal Requirements**

Proposals must include the following:

- A. One printed copy and one electronic copy on a USB drive
- B. Firm Overview: Background, qualifications, and relevant experience
- C. Project Team: Key personnel and their roles
- D. Approach & Methodology: How the firm will complete the scope of work
- E. Timeline: The estimated project schedule begins in June 2026 and should conclude by December 31, 2026
- F. Cost Proposal: Itemized pricing, including optional services
- G. References: At least three comparable K–12 projects

**Evaluation Criteria**

RSU 16 will evaluate proposals based on:

- A. Demonstrated experience with K–12 spatial studies and educational planning
- B. Understanding of early childhood and elementary program needs
- C. Quality and clarity of proposed methodology
- D. Ability to meet project timelines
- E. Cost effectiveness
- F. Strength of references and past performance

**Submission Instructions**

Proposals must be submitted by Thursday, May 7, 2026, to:

RSU 16  
Office of the Superintendent  
3 Aggregate Road  
Poland, ME 04274

Late submissions may not be considered.

**Questions**

Questions regarding this proposal can be directed to Amy Hediger, Superintendent of Schools, by emailing [ahediger@rsu16.org](mailto:ahediger@rsu16.org)