

1. Information and Instructions

The purpose of this application is to obtain information from individuals and firms who request to be listed by the Bureau of General Services (Bureau) as pre-qualified to perform architectural, engineering or other professional services. The Bureau will evaluate each application and determine qualification status for each discipline requested.

The Bureau or other state agencies may select a listed firm for certain projects without a separate advertisement and interview process if the professional service fee for all disciplines does not exceed \$25,000 for the entire project.

The law addressing this issue may be found at the following website: <http://janus.state.me.us/legis/statutes/5/title5sec1742.html>, see subsection 6. The law authorizes a rule governing this application process; the rule may be found at <http://www.maine.gov/sos/cec/rules/18/554/554c011.doc>.

A. Submit any questions on this application process to bgs.architect@maine.gov. Frequently asked questions as well as any other clarifications or supplemental instructions will be posted on the Bureau website at http://www.maine.gov/bgs/constrpublic/prof_services/RFQ_profs.htm.

B. Submit one application per firm by 3:00 PM Wednesday, 29 May 2013. Applications submitted after this deadline will not be considered for pre-qualification in this request for qualifications.

C. Review and complete each part of the application carefully. Questions which have an asterisk are those that require responses in most, if not all, of the input boxes. The Bureau may reject applications deemed incomplete or non-responsive.

D. Complete the Experience and Qualifications of Individuals Within the Firm section of this application for all services for which pre-qualification is sought. The Bureau reserves the right to pre-qualify a firm for one, some, or all of the services for which pre-qualification is sought.

E. The Bureau may require firms to clarify or supplement the application prior to receiving pre-qualified status.

F. Selection of a firm for pre-qualification does not in any way obligate the Bureau or other state agencies to contract with that firm for professional services. Award of projects will occur on a project-by-project basis.

G. The firm will typically be required to validate the current status of the information in the application prior to approval of a Professional Services Agreement for a particular project.

H. Notification of pre-qualification status will be by e-mail message from the Bureau. Current status and information on firm selection protocols for the Pre-qualified Professionals List is at the Bureau's website: http://www.maine.gov/bgs/constrpublic/prof_services/index.htm. Under certain circumstances, the Bureau may remove a firm from the List.

2. Information About the Firm

COPY

COPY

*** 1. General Information**

Name of contact person	<input type="text"/>
Name of firm	<input type="text"/>
Mailing address	<input type="text"/>
Office location address	<input type="text"/>
Municipality	<input type="text"/>
State	<input type="text"/>
ZIP code	<input type="text"/>
Website address	<input type="text"/>
Email address	<input type="text"/>
Phone number	<input type="text"/>

The contact person shown above need not be the head of the firm. This person, via the e-mail address noted above, will be the one to whom notification of the status of Professional Services Pre-qualification will be given as well as potential future requests for proposals for specific projects.

2. Primary Professional Services which require a license and, generally, a stamp on the work produced:

- Architectural
- Civil engineering
- Electrical engineering
- Environmental engineering
- Fire alarm system design
- HVAC engineering
- Landscape architectural
- Plumbing engineering
- Sanitary engineering
- Sprinkler system design
- Structural engineering

COPY

COPY

3. Other Professional Services which generally require a license or other certification:

- Commissioning
- Energy auditing
- Environmental site assessment
- Geotechnical
- Hazmat and IAQ assessment
- Land surveying
- Property appraisal
- Roof system design
- Space planning / programming

COPY

In certain circumstances, through a separate Request For Proposal process, the Bureau of General Services Purchases Division may administer the procurement of the services shown in item 3 above, but never those services in item 2 above.

***4. Number of years organized as a firm.**

***5. Business Ownership Structure**

What is the legal structure of the firm?

- Individual
- Partnership
- Corporation
- Other (please specify)

COPY

***6. Financial Standing**

Does the firm currently have a stable financial standing?

- Yes
- No

If "No," provide a written explanation here:

***7. Insurance**

Does the firm maintain insurance in the following categories, at the stated minimum limits?

Workers' Compensation in accordance with the laws of the State of Maine.

Commercial General Liability, \$1,000,000 per occurrence and general aggregate limit.

Automobile Liability, \$500,000 per occurrence.

Professional Liability, \$1,000,000 per occurrence.

Yes

No

COPY

If "No," provide a written explanation here:

***8. Claims History**

During the past five years, have any claims been made on any liability insurance policies covering the firm, or any of its officers, owners, or key employees for professional work rendered?

Yes

No

If "Yes," provide a written explanation here:

See standard Bureau of General Services agreement forms for complete insurance requirements. Specific insurance coverage requirements may vary for individual projects as required by the Bureau. Certificates of Insurance are required prior to approval of a Professional Services Agreement.

***9. Disciplinary Action**

During the past five years, has the firm, or any of its officers, owners, or key employees, been subject to any professional disciplinary actions? Disciplinary action includes warning, censure or reprimand; civil penalty; probation with conditions; license surrender, suspension or revocation.

Yes

No

If "Yes," provide a written explanation here:

COPY

***10. Dispute Resolution**

During the past five years, has the firm, or any of its officers, owners, or key employees, been involved with dispute resolution (e.g., standing neutral, mediation, arbitration, litigation) related to their professional work which is not addressed in the questions above?

- Yes
- No

If "Yes," provide a written explanation here:

COPY

3. Project Experience of the Firm

For the example projects below, provide information on current or completed projects where the firm has provided professional services in those disciplines in which pre-qualification is sought.

Use projects active within the period of the past five years. The applicant is required to list five separate projects. Additional information may be provided in the comment box after the fifth project.

Show projects in reverse chronological order. Project 1 is the most recent project, Project 2 is the next most-recent project, Project 3 is the third most-recent project, et cetera.

The Bureau may require firms to provide evidence of additional project experience prior to pre-qualification.

***1. Project number 1**

Project name	<input type="text"/>
Project location	<input type="text"/>
Project Owner name	<input type="text"/>
Owner telephone	<input type="text"/>
Owner E-mail	<input type="text"/>
Type of project	<input type="text"/>
Start date	<input type="text"/>
Completion date	<input type="text"/>
Approx. fee amount	<input type="text"/>
Services provided	<input type="text"/>

COPY

***2. Project number 2**

Project name	
Project location	
Project Owner name	
Owner telephone	
Owner E-mail	
Type of project	
Start date	
Completion date	
Approx. fee amount	
Services provided	

COPY

***3. Project number 3**

Project name	
Project location	
Project Owner name	
Owner telephone	
Owner E-mail	
Type of project	
Start date	
Completion date	
Approx. fee amount	
Services provided	

COPY

***4. Project number 4**

Project name	
Project location	
Project Owner name	
Owner telephone	
Owner E-mail	
Type of project	
Start date	
Completion date	
Approx. fee amount	
Services provided	

*** 5. Project number 5**

Project name	<input type="text"/>
Project location	<input type="text"/>
Project Owner name	<input type="text"/>
Owner telephone	<input type="text"/>
Owner E-mail	<input type="text"/>
Type of project	<input type="text"/>
Start date	<input type="text"/>
Completion date	<input type="text"/>
Approx. fee amount	<input type="text"/>
Services provided	<input type="text"/>

COPY

The statement below is provided by the applicant and is intended to be a description of the broad capabilities and characteristics of the firm. The Bureau of General Services may edit and republish this text, but does not necessarily endorse or validate any of the applicant's statements by doing so.

*** 6. General statement of the firm's professional experience.**

4. Experience and Qualifications of Individuals Within the Firm

List five Key Employees who reflect the qualifications of the firm and would perform the work on projects for which pre-qualification is sought. It is not necessary to provide information for all employees of the firm.

For each Key Employee, indicate:
name, licensure, and position within the firm;
experience on certain project types such as schools or laboratories;
specific expertise such as facility evaluations or specification writing;
qualifications in the form of professional memberships, awards, certifications or other affiliations; and
professional development training successfully completed within the previous three years.

COPY

*** 1. Key Employee A**

Name of Key Employee	<input type="text"/>
Maine License number	<input type="text"/>
Position within the firm	<input type="text"/>
Project type experience	<input type="text"/>
Specific expertise	<input type="text"/>
Qualifications held	<input type="text"/>
Training completed	<input type="text"/>

2. Key Employee B

Name of Key Employee	
Maine License number	
Position within the firm	
Project type experience	
Specific expertise	
Qualifications held	
Training completed	

3. Key Employee C

Name of Key Employee	
Maine License number	
Position within the firm	
Project type experience	
Specific expertise	
Qualifications held	
Training completed	

4. Key Employee D

Name of Key Employee	
Maine License number	
Position within the firm	
Project type experience	
Specific expertise	
Qualifications held	
Training completed	

5. Key Employee E

Name of Key Employee	
Maine License number	
Position within the firm	
Project type experience	
Specific expertise	
Qualifications held	
Training completed	

COPY

COPY

6. Optionally, include comments about the experience and qualifications of other employees of the firm.

Total number of employees in firm	
Maine Licenses held	
Project type experience	
Specific expertise	
Qualifications held	
Training completed	

COPY

5. Certification

By completing this application the person named below certifies that they are a principal of the firm or an authorized agent and that, to their best knowledge and belief, the information provided in the application is true, accurate, and complete. An incomplete questionnaire, or one found to have material misrepresentations or omissions, may be the basis for rejection of the application.

***1. Signature**

Name of applicant	
Title of applicant	

COPY

**Worksheet Only
DO NOT SUBMIT PAPER**