



**STATE OF MAINE**  
**BUREAU OF GENERAL SERVICES**

*Architect / Engineer  
Procurement Process*

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

- 1.) The [advertisement](#) of this Request for Qualifications is the initial step in the process after the Agency assures that the project itself approved and funded. A clear scope of services statement is an essential component of the advertisement.
- 2.) [Interested firms respond](#) to the Request for Qualifications (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](#).
- 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.) A [BGS Professional Services Agreement](#) is drafted.
- 7.) An insurance certificate and approved agreement is required before work commences.



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*Notice to Architects and Engineers*  
*Request for Qualifications*

The Maine Department of Defense, Veterans and Emergency Management (DVEM) wishes to procure architectural/engineering services for the **Owner's Representative Services** at Maine Army National Guard, Joint Force Headquarters Phase 1, PN 230113 in Augusta, Maine.

The scope of this project includes, but is not limited to, act as an advisor to the Owner, facilitate open communications among all parties, help avoid adversarial interactions and promote a sense of trust and teamwork, ensure that the project is completed at the lowest possible cost and highest degree of quality and workmanship that are consistent with the plans and specifications for the project. Monitor the implementation of the construction documents, attend all site meetings, maintain daily written and photo logs of all construction related operations, submit weekly reports, monitor contractor workmanship, oversee all contractor testing requirements, document and track field modifications, maintain a current field set of drawings and specifications, maintain construction logs, monitor construction progress against schedule, assist with monthly applications for payment and conduct preliminary and final inspections . The firm may be required to coordinate this work or additional work with other consultants contracted by the Owner.

Interested firms should submit *four paper copy 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. experience with budgets and project cost control, with some results of the firm's activities;
- C. list of projects that demonstrate the firm's capabilities;
- D. list of recently completed work of similar type and size projects, with client contact information for each project;
- 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.

The *paper copies* of the Letter of Interest and Statement of Qualifications should be sent to LTC Normand Michaud, Project Manager., Camp Keyes-BLDG 8, 194 Winthrop Street, Augusta, Maine 04333-0033 so as to be received not later than **4:00 PM on 08 May 2015**. The *electronic copy* of the Letter of Interest and Statement of Qualifications should be sent as an attachment to an email addressed to [Normand.g.michaud.mil@mail.mil](mailto:Normand.g.michaud.mil@mail.mil) so as to meet the deadline noted above.



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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 fees with the highest ranked firm.