



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.



STATE OF MAINE
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Notice to Architects and Engineers
Request for Qualifications

The Department of Administrative & Financial Services and the Bureau of General Services wishes to procure architectural/engineering services for the **Stone Building Concept Design** for the former Augusta Mental Health Institute (AMHI) in Augusta, Maine.

The scope of this project includes, but is not limited to, conceptual design of a comprehensive Architectural and Engineering renovation involving extensive demolition while incorporating significant historic features of the structure. The AMHI campus is an historic district on the National Register of Historic Places. The Stone Building and contiguous buildings are considered a contributing structure within the campus.

The purpose of the concept design exercise is to determine all of the implications of a renovation which would house approximately 1,200 State government employees and provide structured parking (potentially subgrade)- with both office and parking ideally incorporated into the new construction. BGS is seeking a scheme which combines a creative integration of the granite façade and other historic architectural features with cost-effective new construction.

The design solution will include written and graphic descriptions of: a summary of project features and challenges; estimated project costs totaling not more than \$40,000,000; project scheduling scenarios; descriptions of building systems; overall construction feasibility; and spatial and functional programming for the proposed State government office use.

The selected design team may be called on to present the concept designs to various State of Maine agencies, the Capitol Planning Commission, BGS and other groups. This RFQ is for conceptual design services only. The selected design team will be eligible to continue with Design Development, Construction Documents, Bidding and Construction Administration only if they are duly selected through a separate Request for Qualifications process to be issued at a later date. The firm may be required to coordinate this work or additional work with other consultants contracted by the Owner.



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Interested firms should submit *three paper copies* and *one electronic copy* of a Letter of Interest with the Statement of Qualifications form found on the BGS website 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 [Joseph Ostwald, Director, BGS Planning, Design & Construction Division, 77 State House Station, Augusta, Maine 04333-0077](#) so as to be received not later than **1:00 PM on 13 October 2014**. The *electronic copy* of the Letter of Interest and Statement of Qualifications should be sent as an attachment to an email addressed to BGS.Architect@Maine.gov so as to meet the deadline noted above.

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.