

# COMPUTER & ELECTRONIC CENTER – COMPUTER LAB 08 RENOVATION RFQ

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## Notice to Architects/Engineers Request for Qualifications

Southern Maine Community College and the State of Maine Bureau of General Services wish to procure architectural and engineering services for the 5600 SF, Computer & Electronics Center (CEC) 08 computer lab renovation. The project is located at the South Portland Campus (115 Seaside Lane). The total budget for the project is \$680,000 with construction to be done during the summer of 2014 and completed prior to the start of the Fall semester.

The scope of services will include but is not limited to preliminary design, cost estimating, construction documents and construction administration. Interested parties should submit five copies of their qualifications package by 1:00 p.m. Thursday October 24, 2013. These documents should contain:

- A. Letter of Interest
- B. Qualifications to undertake this project
- C. Experience with budgets and project cost control, with some results of the firm's activities
- D. Administrative experience and methods used in managing projects
- E. List of projects that demonstrate the firm's capabilities
- F. List of recently completed work of similar type and size projects, with client contact information for each project
- G. Profiles of key personnel who will be involved in the project
- H. Statement of current workload and ability to manage the project in the time frame noted
- I. List of business references other than those listed above, including contact information.

Responding firms will be screened and interviewed on the basis of the above stated qualifications only. Fees and specific design concepts for these projects shall not be discussed at the interview. Fees will be negotiated with the firm or firms determined by the Selection Committee to be the highest ranked for these services. Please submit qualifications to: SMCC, Scott Beatty, 92 Campus Center Drive, South Portland, ME 04106.