



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 York County Community College wishes to procure architectural/engineering services for a **new academic building** at the campus in Wells, Maine.

The scope of this project includes, but is not limited to, review of the proposed site, review access road potential, cost estimating, design and bidding documents, schedule and cost estimates and construction administration.

The scope of this project also includes:

- Review of new building siting and connection to existing building and systems. Recommendations and final site design.
- Review town of Wells proposal for access road.
- Design of new building that includes: six classrooms, two comprehensive classrooms, one auditorium style lecture hall, a multi-purpose student common area, and three offices.
- Review of existing and future parking lots.
- Recommendations for connecting existing building on campus with new academic building and the potential new "Main Entrance" to the campus.
- Cost estimates.

Interested firms should submit *six paper copies* 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. administrative experience and methods used in managing projects;
- D. list of projects that demonstrate the firm's capabilities;
- E. list of recently completed work of similar type and size projects, with client contact information for each project;
- F. profiles of key personnel who will be involved in the project;
- G. statement of current workload and ability to absorb the project; and
- H. list of business references other than those listed above, including contact information.



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The *paper copies* of the Letter of Interest and Statement of Qualifications should be sent to [Nancy A Drouin, Dean of Finance and Administration, York County Community College, 112 College Drive, Wells, Maine 04090](#) so as to be received not later than 1:00PM on **December 6, 2013**. The *electronic copy* of the Letter of Interest and Statement of Qualifications should be sent as an attachment to an email addressed to ndrouin@yccc.edu 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.