



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 **Design and Permitting of a New Facility** at the Maine Army National Guard, Northern Maine Readiness Center in Presque Isle, Maine.

The scope of this project includes, but is not limited to, conduct site investigation, evaluate existing site conditions and owner operational needs to permit the project and produce design plans & specification documents that meet National Guard Bureau requirements and authorization levels. Interested firms should be able to demonstrate specialized experience and technical competence in the following areas: program development; permitting; site layout; superior architectural design; energy efficient technologies; sustainable design; information technology, audio/visual and specialized systems; kitchen design; furniture fixtures and equipment design and integration; integration of commissioning into the design.

Interested firms should be able to demonstrate an understanding of applicable DoD Design Guides and UFCs, DoD Form 1390/91, physical security requirements, the function and operation of a National Guard Readiness Center, and show experience with National Guard specialty systems and requirements.

This design project is expected to be awarded no later than 29 February 2016, with concept designs to be submitted by 1 June 2016, preliminary design (60%) to be submitted by 1 December 2016, and final design (90%) by 30 June 2017. Solicitation of the construction phase of this project is expected to occur in the fall of 2017. The selected firm may then enter into a second contract to provide construction administration services. The Owner reserves the right to advertise all or any part of the above referenced project.

Firms selected to be interviewed will be notified and interviewed prior to final selection. Interviews are anticipated to take place 13-14 January 2016.

The award of this design contract is pending availability of funding. The firm may be required to coordinate this work or additional work with other consultants contracted by the Owner.

Interested firms should submit *five 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;



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- 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 [Mr. Marc Dube, 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 **18 December 2015**. The *electronic copy* of the Letter of Interest and Statement of Qualifications should be sent as an attachment to an email addressed to marc.r.dube2.nfg@mail.mil 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.