



**State of Maine
Bureau of General Services
Planning, Design & Construction Division**

**Request for Qualifications
Information for Design-Build Project Teams**

The Bureau of General Services in connection with the Department of Health and Human Services wishes to procure Design/Build services for the design and construction of a new **Secure Forensic Rehabilitation facility** on the East Campus in Kennebec County, Maine. The anticipated project costs are between \$3M-\$5M.

The scope of this project includes, but is not limited to: design development, cost estimating, permitting, construction, project administration and project management etc. The team may be required to coordinate this work or additional work with other consultants contracted by the Owner.

Interested teams should submit *one paper copy and one electronic copy* of a **Letter of Interest with a Statement of Qualifications** which includes the team's:

- A. qualifications to undertake this project;
- B. experience with budgets and project cost control, with some results of the team's activities;
- C. list of projects that demonstrate the team'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 copy* of the **Letter of Interest and Statement of Qualifications** should be sent to Jill Instasi, Director of Special Projects, 111 Sewall Street, 4th Floor, 77 SHS, Augusta, Maine 04333-0077 so as to be received not later than **1:00 PM on August 10th 2016**. The *electronic copy* of the Letter of Interest and Statement of Qualifications should be sent as an attachment to an email addressed to Jill.Instasi@maine.gov so as to meet the deadline noted above.

Teams responding will be screened and interviewed on the basis of qualifications only. Specific program information will not be provided during the screening of qualification packages. The selection committee will rank all teams and then the top selected teams will be provided the bridging documents and shall develop separate, sealed technical and price proposals. The selection committee will then negotiate a contract with the highest-ranked team.



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Design-Build Procurement Process

The standard procurement process of the Design/Build alternative delivery method for public improvements first involves a Qualification Based Selection (QBS) process defined per statute (Title 5, §1742 subsection 6 and §1743 subsections 3 & 5), described briefly herein. Please review the statutes for more specific and detailed instructions.

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 teams 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 teams to submit proposals and interview for the project, typically three to five teams will be selected. BGS/DHHS will provide the bridging documents during this second phase of the selection process to the invited teams which will outline the project program and design requirements.
4. The Selection Committee interviews the teams. Second interviews may be scheduled. References are checked.
5. The Selection Committee ranks all of the interviewed teams and the top ranking team is selected.
6. An award is announced and a BGS Design/Build agreement is drafted.
7. The agreement must be approved by BGS before work commences.