



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

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**Request for Qualifications**  
**Information for Architects and Engineers**

The Maine Department of Inland Fisheries and Wildlife wishes to procure architectural/engineering services for the **Dresden Bog Dam Improvements (BGS 2871)** at the Earle Kelley Wildlife Management Area in Dresden, Maine.

**Project Description**

The 307-acre Dresden Bog is contained by an approximately 300-foot earthen dam with a spillway designed to manage the water levels specifically for maintenance of waterfowl production and wildlife habitat. A dam improvement was made in the early 1990's with the installation of an aluminum structure spillway. The dam has since deteriorated due to weather and ageing prompting MDIFW to undertake a three-phase project to repair and recondition the dam.

In summary two principal deficiencies that have been identified are the compromised training walls and unacceptable spillway capacity. Secondary deficiencies are the amount of wood vegetation and mature trees that have potential to damage the earthen embankment. The crest of the earthen embankment is variable and final repairs should include a uniform elevation with at least a foot of freeboard during a 100-year storm event. The concrete foundation slab, while in satisfactory condition, is "hung" above the downstream channel and scour action has undermined the toe of the slab.

The scope of services for this project includes, but is not limited to evaluations, design, bidding documents and construction administration for the repair or replacement and other related services as needed, such as permitting and scheduling and cost projections. The Consultant may be required to coordinate this work or additional work with other consultants contracted by the Owner.

**Anticipated Scope of Work**

- Field Investigations and Conditions Assessment
- Geotechnical Subsurface Exploration
- Site Survey



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- Hydrologic and hydraulic analysis
- Final Design
- Construction documents and Permitting
- Construction Observation and Administration.

**Other Considerations:**

- Access to the south side of the dam embankment will present logistical challenges.
- Final construction to begin after the waterfowl nesting season April 15 – July 15
- A PBR from the Maine Department of Environmental Protection and ACOE permits will be required.

**Project Budget**

The construction budget is approximately 600,000. with an overall project budget not to exceed 750,000.

**Anticipated Schedule**

RFQ responses due ..... 2/28/2025  
Short-listed firms notified ..... by 3/10/2025  
A/E firm interviews..... 4/14/2025 to 4/25/2025  
A/E firm selection ..... 5/5/2025  
Agreement approved ..... by 5/19/2025  
Design completed..... by 12/31/2025  
Bids received..... by 2/5/2026  
Construction completed ..... by 11/30/2026  
Project duration ..... 3/18/2025 – 11/30/2026



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## Submission Requirements

Interested firm should submit three paper copy and one electronic copy of a letter of interest with a Statement of Qualifications which includes the firms:

- A. Qualifications to undertake this project.
- B. Documented experience with budgets, estimating, and project cost control.
- C. List of recently completed work of similar type and size projects, with client contact information for each project.
- D. List of projects that demonstrate the firm's capabilities.
- E. Profiles of key personnel who would be involved in the project.
- F. Statement of current workload and ability to absorb the project.
- 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 G. Keel Kemper, Regional Wildlife Biologist located at 270 Lyons Road, Sidney, Maine 04330 to be received no later than 1 pm on February 28, 2025. The electronic copy of the Letter of Interest and Statement of Qualification should be sent as an attachment to an email addressed to [Keel.Kemper@maine.gov](mailto:Keel.Kemper@maine.gov) and copied to [BGS.Architect@maine.gov](mailto:BGS.Architect@maine.gov) to meet the deadline noted above.

## Selection Criteria

A.	Qualifications to undertake this project	Professional experience in general. Quality of services. Relevant disciplines. Size of firm or firms. Understanding of this project. Responsiveness to project by virtue of proximity. Discuss each of the above especially as it relates to the work of this project.
B.	Cost control experience	Ability to manage project budgets, and design to budgets, to create accurate construction cost estimates, and to utilize project cost controls in design and construction.
C.	Project experience	List of projects that demonstrate capabilities, with services provided for each project. Provide project details, date of completion, and client contact information for each. Note the involvement of the particular personnel who are proposed for this project.



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D.	Similar project experience	List of recently completed projects similar in type, size, and other elements. Provide project details, date of completion, and client contact information for each. Note the involvement of the particular personnel who are proposed for this project.
E.	Project team	Organization of project team, with profiles of key personnel who would be involved in the project. Provide education, special training, experience, and responsibilities of personnel, especially as it relates to the work of this project. Experience working together as a unit.
F.	Workload projection	General illustration or statement of the ability of the project team to respond to this project schedule.
G.	Business references	List of business references other than those listed above, including contact information.

Firms responding shall employ personnel who have current licensure in the State of Maine who will serve as Architects, Engineers, and Landscape Architects of Record on this project. This project will utilize the standard BGS contract forms and conform to BGS guidelines and policies such as the Architectural and Engineering fee policy, available on the BGS website (<https://www.maine.gov/dafs/bgs/forms>).

Firms responding will be screened and interviewed based on qualifications only. Project fees and specific design solutions for this project shall 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.

### **Architect-Engineer Procurement Process**

The standard procurement process of Architect and Engineer design services for public improvements is a Qualification Based Selection (QBS) process required by statute (Title 5, §1742 subsection 6), and described briefly here.

1. This Request for Qualifications (RFQ) solicitation is the step in the process after the Owner entity allocates funding and receives approval from BGS to conduct the procurement.
2. Interested firms respond to the RFQ as described below, submitting the Letter of Interest and Statement of Qualifications to the Selection Committee.



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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. Second interviews may be scheduled. References are checked.
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 Architect/Engineer Agreement is drafted.
7. The agreement must be approved by BGS before work commences.