**Request for Qualifications**

**Information for Architects and Engineers**

The Bureau of General Services wishes to procure **Clerk of the Works Services** at Ray Building in Augusta, Maine.

The scope of this project includes, but is not limited to, Clerk of the Works Services for the Ray Building Renovation Project. The firm may be required to coordinate this work or additional work with other consultants contracted by the Owner.

The clerk must possess qualifications of education and experience in construction technology and administration compatible with the needs of the public improvement. Including the ability to read and understand construction drawings, specifications, and contracts.   Broad general understanding of current construction practices, methods, and materials.  Broad knowledge of building codes. Ability to successfully research specific building code questions.  Excellent interpersonal communications skills.  Familiarity with environmental laws and concerns.  General knowledge of major building systems and how they work.  Knowledge of construction site administration, techniques for construction scheduling, construction financing and accounting, and construction site safety requirements.

At least ten years of experience on similar projects involving facility construction and/or renovations with at least three years in a position with broad management responsibilities such as Clerk of the Works, Superintendent, Project Manager, or similar titles.

Interested firms should submit *one electronic copy* of a Letter of Interest with a Statement of Qualifications which includes the firm's response to each of the following criteria.

1. qualifications to undertake this project;
2. documented list of certifications, training certificates, licenses etc.;
3. list of recently completed Clerk of the Works Services of similar type and size projects, with client contact information for each project;
4. organization of team and profiles of key personnel who would be involved in the project;
5. statement of current workload and ability to absorb the project; and
6. list of business references other than those listed above, including contact information.

The *Electronic* of the Letter of Interest and Statement of Qualifications should be sent to BGS.Architect@maine.gov so as to be received not later than **1:00** PM on **November 19, 2021**.

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.

**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 subsection 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 is 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. 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.