**Request for Qualifications**

**Information for Architects and Engineers**

The Department of Defense, Veterans, and Emergency Management wishes to procure architectural/engineering services for the **Telecommunication Room Upgrade Projects (Various Buildings)** at facilities located in Bangor, Brewer, and Augusta, Maine.

The scope of this project includes, but is not limited to, schedule and cost estimating, preliminary design, design development, code compliance, adherence to Unified Facilities Criteria (UFC), Department of Defense (DOD) and Army National Guard requirements, development of contract documents, and construction administration. Specific disciplines include, but are not limited to: architectural, structural, electrical, mechanical, HVAC, fire protection, and telecommunications. The firm may be required to coordinate this work or additional work with other consultants contracted by the Owner. The Owner reserves the right to award the entire project to one A/E firm but will consider the option to select multiple firms if it is deemed to be in the Owner’s best interest.

Project consists of construction, renovation, or replacement of five (5) telecommunications rooms on the Bangor Training Site, one (1) telecommunications room at the Brewer Armory, two (2) telecommunications rooms at Camp Keyes (Building 7) and one (1) telecommunications room at the Augusta Armory. Designs would commence in the summer and fall of 2021 and require producing of multiple bid package for construction starting in 2022.

Interested firms should submit *one paper copy* and *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 experience with budgets, estimating, and project cost control;
3. list of projects that demonstrate the firm's capabilities;
4. list of recently completed work of similar type and size projects, with client contact information for each project;
5. organization of team and profiles of key personnel who would be involved in the project;
6. statement of current workload and ability to absorb the project; and
7. 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 Mr. Richard R. Darveau, P.E., DFE, Building 7, Camp Keyes, 194 Winthrop Street, Augusta, Maine 04330, so as to be received not later than **1:00** PM on **24 August 2021**. The *electronic copy* of the Letter of Interest and Statement of Qualifications should be sent as an attachment to an email addressed [richard.r.darveau.civ@mail.mil](mailto:richard.r.darveau.civ@mail.mil) and [BGS.Architect@Maine.gov](mailto:BGS.Architect@Maine.gov) 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.

**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.