



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

Request for Qualifications
Information for Architects and Engineers

The Department of Health and Human Services wishes to procure **Roof Engineering Services** at the Riverview Psychiatric Facility in Augusta, Maine.

The scope of work consists of reroofing and minor structural upgrades for approximately 51,000 SF of various roof surfaces. The intent is to solicit bid proposals from contractors for the work to proceed in 2022.

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.

- A. qualifications to undertake this project;
- B. documented list of certifications, training certificates, licenses etc.;
- C. list of recently completed work of similar type and size projects, with client contact information for each project;
- D. organization of team and profiles of key personnel who would be involved in the project;
- E. statement of current workload and ability to absorb the project; and
- F. 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 January 3rd, 2022**.

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.



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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.