



**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 **Swan Island Pier Reconstruction Project (BGS 3283)** at the Steve Powell Wildlife Management Area in Richmond, Maine.

**Project Description**

The proposed project is to remove and replace the existing 10' x 88' permanent pier at the Steve Powell Wildlife Management Area in Richmond, Maine to provide for continued boat and public access to Swan Island. The project will include a new gangway landing platform and new 4' x 30' ADA-compliant aluminum gangway.

The scope of services for this project includes, but may not be limited to, environmental permitting, schedule and cost estimating, preliminary design, design development, contract documents, and administration of bidding and construction. The AE Consultant may be required to coordinate this work or additional work with other consultants contracted by the Owner.

**Project Budget**

The construction budget is approximately \$500,000. with an overall project budget not to exceed \$600,000.

**Anticipated Schedule**

RFQ responses due .....	3/15/2025
Short-listed firms notified .....	by 4/15/2025
A/E firm interviews.....	5/1/2025 to 5/31/2025
A/E firm selection .....	6/13/2025
Agreement approved .....	by 6/30/2025
Design completed.....	by 12/31/2025
Bids received.....	by 2/16/2026



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Construction completed ..... by 12/31/2026  
Project duration.....3/31/2025 – 12/31/2026



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## Submission Requirements

An 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 March 31, 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.