**Request for Qualifications**

**Information for Architects and Engineers**

The York County Community College (YCCC) wishes to procure architectural/engineering services for the **Environmental Site Assessment Scan BREM#3290** at YCCC’s Land at 112 College Drive in Wells, Maine.

The scope of this project includes, but is not limited to, **YCCC is looking to have an environmental scan assessment of all 84.8 acres located in Wells Maine.**  The scan will be used to help the college determine future expansion plans on the Wells campus. The firm may be required to coordinate this work or additional work with other consultants contracted by the Owner.

YCCC is requesting qualifications to perform a full environmental site scan assessment of our 84.8 acres of land located at 112 College Drive in Wells Maine**.** The assessment should include a detailed map and report describing buildable land and or land that can be developed and used for an athletic field with access. A land survey may be required and an environmental impact analysis may need to be performed. Plus, a complete review of all federal, state and city land zoning regulations will be required. This assessment shall include any and all property restrictions of land such as wetlands, variances zoning, or other restrictions of the land to construct buildings or develop an athletic field. Additional engineering and design work may be requested at the sole discretion of the Owner.

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 YCCC; Attn: Sam Ellis, Dean of Financial Services, 112 College Drive, Wells ME 04090 has to be received no later than **1:00** PM on March **31st.**

The *e****lectronic copy*** of the Letter of Interest and Statement of Qualifications should be sent as an attachment to an email addressed to [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.