**Request for Qualifications**

**Information for Architects and Engineers**

Northern Maine Community College wishes to procure architectural/engineering services for two projects, the creation of an EMS Simulation Center and the Christie IAQ HVAC Renovation project in Presque Isle, Maine. The purpose of the EMS Simulation Center is to renovate an existing 5,500 sq/ft lab and classroom into a new simulation area with simulated hospital rooms, emergency room, ambulance wash bay, classroom space with video conferencing and lecture capture. The purpose of the Christie IAQ HVAC Renovation is to create new heating, ventilation, and air conditioning systems for 16,000 sq/ft which meet today’s pandemic requirements, improve IAQ, and add air conditioning.

The scope of services will include, but not be limited to, field verification and documentation of existing conditions, design development, contract documents, bidding, and construction administration. The firm may be required to coordinate this work and/or additional work with other consultants contracted by Northern Maine Community College.

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:

1. qualifications to undertake these projects;
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. 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 Barry Ingraham, Dean of Technology & Facilities, 33 Edgemont Drive, Presque Isle, ME 04769 so as to be received not later than 2**:00** PM on **April 23, 2021**. The *electronic copy* of the Letter of Interest and Statement of Qualifications should be sent as an attachment to an email addressed to bingraham@nmcc.edu 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 these projects 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.

**Procurement Process**

1. The advertisement of this Request for Qualifications.
2. Interested firms respond to the Request for Qualifications (RFQ) as requested.
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 before work commences.