

Request for Qualifications Information for Architects and Engineers

The Department of Defense, Veterans and Emergency Management wishes to procure architectural/engineering services for the **Armory Compound Construction Projects (Various Sites)** in Brewer, Waterville, Lewiston, Sanford and Westbrook, Maine.

The scope of this project includes, but is not limited to, schedule and cost estimating, preliminary design, coordination with local municipalities and regulatory agencies, code compliance, adherence to Unified Facilities Criteria (UFC) and Army National Guard requirements, design development, contract documents, and construction administration. Specific tasks and disciplines include, but are not limited to, surveying services to include GIS data; permitting; stormwater management; geotechnical services and the structural, civil, electrical, and landscaping disciplines. 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 Owners' best interest.

Project consists of the replacement of obsolete cold storage facilities in Brewer, Lewiston and Sanford, Maine; the installation of a new cold storage facility in Waterville, Maine, and the repair and reorganization of organizational and non-organizational parking areas in Waterville, Sanford and Westbrook, Maine. Designs would commence this Fiscal Year (FY) producing multiple bid packages with construction being phased over the next two years. Construction is planned to commence in the spring of calendar year 2022 and continue over the next two years as construction funding becomes available. Estimated construction costs of the complete project at all locations is 6.8 million dollars.

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.

- A. qualifications to undertake this project;
- B. documented experience with budgets, estimating, and project cost control;
- C. list of projects that demonstrate the firm's capabilities;
- D. list of recently completed work of similar type and size projects, with client contact information for each project;
- E. organization of team and profiles of key personnel who would be involved in the project;
- F. statement of current workload and ability to absorb the project; and
- 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 Mr. Paul R. Lapointe, DFE, Bldg. 7 Camp Keyes, 194 Winthrop Street, Augusta, Maine 04330, so as to be received not later than **1:00 PM on 10 June 2021**. The *electronic copy* of the Letter of Interest and Statement of Qualifications should be sent as an attachment to an email addressed to paul.r.lapointe.nfg@mail.mil and 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.