**Request for Qualifications**

**Information for Architects and Engineers**

The Bureau of General Services wishes to procure architectural/engineering services for the **Facility Evaluations** at Southern Maine Community College in South Portland, Maine.

The scope of services includes repair/replace/remove and other narrative recommendations for the following elements:

[3] porches at Captain’s House, [2] porches at Harborview Hall, porch at President’s House, porch at McKernan Center, and porch at Howe Hall:

* Site access including lighting
* Structure
  + Waterproofing
  + Code compliance including but not limited to Americans with Disabilities Act
  + Historic character defining elements of existing components
  + Approaches for continuous occupancy
  + Life Cycle Cost Analysis
  + Environmental sustainability of repair approach
  + Summary and Recommendations
* Options supplemented by schedule and cost estimating.

Note: These structures are not listed as historic but experience in historic preservation will be considered in the selection process.

The Owner may elect to contract with more than one firm or may elect to contract for design and construction administration services at a later date, based on this selection process. The firm or firms may be required to coordinate this work or additional work with other consultants contracted by the Owner. Selection of the firm or firms is expected by 15 September 2021. Completion of initial phase of services is expected by 01 December 2021.

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. 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 Tiffanie Bentley, Dean of Administration, 124 Spring Point Hall, 2 Fort Rd, South Portland, Maine 04106 so as to be received not later than **1:00** PM on **8 September 2021**. The *electronic copy* of the Letter of Interest and Statement of Qualifications should be sent as an attachment to an email addressed to tbentley@smccme.edu and 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.