**Qualifications**

**Information for Architects and Engineers**

The Department of Defense, Veterans and Emergency Management wishes to procure architectural/engineering services for the Norway Armory Renovation at the Norway Armory in Norway, Maine.

The scope of this project includes, but is not limited to, hazardous materials identification and removal, repair of the structural envelope; upgrades to mechanical (HVAC), electrical and plumbing infrastructure; repair and renovation of the latrine and kitchen facilities; repair of all interior finishes; updating the Building Automation Control System (BACS) and upgrading the existing Telecom Room. Design will be in accordance with all applicable regulations, Design Guides, Unified Facilities Criteria, and Department of the Army and National Guard Bureau requirements. Services required are project scheduling and cost estimating, preliminary design, design development, contract documents, and construction administration. The initial award will be for Type A (Investigative) services only at this time with subsequent awarding of Design and Construction Administration Services as the project moves forward. The firm may be required to coordinate this work or additional work with other consultants contracted by the Owner.

The Norway Armory was initially constructed in 1940 with an addition added in 1992. It does not qualify to be listed as a historical building. The facility is approximately 33,665 square feet and is a two story structure with a basement. The facility has an additional 1,986 square feet of exterior storage as well as 6,648 square feet of organizational and non-organizational parking. The facility is located in a residential area. The overall goal of the project is to bring this facility into compliance with all current building and life safety codes, make it energy efficient, renovate all exterior and interior finishes to make it a healthy and efficient work environment as well as address any deficiencies the unit needs to accomplish their respective missions. Type A (Investigative) services to be awarded in time to be completed by 2 May 2022. Type B (Design) services to be executed in calendar year 2023 with construction projected to start as early as calendar year 2024.The estimated construction cost for this project is $7,679,000.

Interested firms should submit *five (5) paper copies* 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 copies* of the Letter of Interest and Statement of Qualifications should be sent to Mr. Paul R. Lapointe, Facilities Project Manager, Bldg.7, Camp Keyes, 194 Winthrop Street, Augusta, Maine 04330 so as to be received not later than **1:00** PM on **23 November 2021**. The *electronic 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) and [paul.r.lapointe.nfg@army.mil](mailto:paul.r.lapointe.nfg@army.mil) 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.