

Request for Qualifications Information for Architects and Engineers

The Department of Agriculture, Conservation & Forestry, Bureau of Parks and Lands (BPL) and the Department of Administrative & Financial Services, Bureau of General Services (BGS) wishes to procure architectural/engineering services for a new **Park Manager's Residence and Office** at Popham Beach State Park, Maine Route 209, Phippsburg, Maine.

The scope of this project includes, but is not limited to, assessments of up to two building sites, design of a new structure based on detailed project requirements provided by BPL, creation of complete construction documents, construction permitting, contractor procurement, and construction administration.

Select services include the following:

Phase I

- Design a residence on the designated site with the following program requirements, among other requirements:
 - State-of-the-art environmentally sustainable and energy efficient design features
 - Approximately 400 square feet of office space with exterior public entrance
 - Approximately 1,000 square feet of residential space including three bedrooms, two bathrooms, laundry room, kitchen, and living room with appropriate storage.
 - Approximately 400 square feet of storage, in unconditioned space.
 - Sheltered parking for two vehicles
- Levels of design:
 - Schematic Design
 - Design Development
 - Construction Documents
- Provide construction cost and net energy estimates at each level of Phase I design.
- Construction bidding and contract administration

Phase II

- Assess existing manager office/residence and compile an existing conditions report on structure, deficiencies, and recommendations for durability and sustainability.

- After BGS and BPL review, provide Construction Documents for renovations to site, utilities, and structure including cost estimate.
- Construction bidding and contract administration.

The Owner may elect to contract with more than one firm 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 5 January 2023. Completion of Phase I services is expected by 16 November 2023. Completion of Phase II services is expected by 15 May 2024.

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. 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 Deane Rykerson, Bureau of General Services, Division of Planning, Design, and Construction, 77 State House Station, Augusta, Maine 04333 so as to be received not later than **1:00 PM on 6 December 2022**. 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 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.