**Request for Qualifications**

**Information for Architects and Engineers**

The Bureau of General Services wishes to procure architectural, engineering, facilitator, and planning services for the **Conceptual Utilization Plan** for Mackworth Island, Falmouth, Maine.

The scope of this project includes, but is not limited to:

1. Document existing conditions including open space, transportation, historic, natural, and visual resources including the built environment and regulatory/legal constraints.
2. Conduct a space programming analysis for Maine Educational Center for the Deaf and Hard of Hearing and Governor Baxter School for the Deaf programs.
3. Assess suitability of land and/or facilities for MECDHH/GBSD and other potential state uses.
4. Compile present and potential future users’ utilization of the island’s resources.
5. Arrange a series of stakeholder meetings and facilitate the meetings.
6. Analyze users’ input and produce and distribute interim report showing potential correlations between resources and users.
7. Compile responses in an interim report.
8. Coordinate a final meeting as a framework for further stakeholder responses.
9. Develop a report of all the findings and data including several scenarios of future uses of Mackworth Island including projections of use intensity, carbon emissions, and climate resilience.

Note that some of these buildings are listed on the National Register of Historic Places. Recommendations should recognize the Secretary of Interior’s Standards for Treatment of Historic Properties.

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 29 December 2021. Completion of services is expected by 1 August 2022.

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 including meeting facilitation and master planning;
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 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 **8 December 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) 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.