



**State of Maine
Bureau of General Services
Division of Planning, Design & Construction**

**Request for Qualifications
Information for Architects and Engineers**

Maine Maritime Academy (MMA), a four-year state supported college, wishes to procure architectural/engineering services for the **Curtis Hall Renovation** at MMA's campus in Castine, Maine.

Project Scope

Curtis Hall, the primary student residential facility, is the only residence hall at Maine Maritime Academy, and requires extensive building system repairs and upgrades. A *Mechanical, Plumbing, and Electrical Assessment Report* was completed in October 2019 addressing many of the deficient systems. This report will be made available upon request for general reference only.

The proposed scope of work includes, but is not limited to, upgrades of mechanical, plumbing, electrical, fire protection and heating systems as well as the building envelope – roof, windows and exterior.

The 200,000 square foot building, constructed in three phases between 1969 and 1973, at maximum capacity houses approximately 650 students in 315 rooms. The first floor primarily consists of Administrative Offices providing a range of student and health services. The ground floor contains the Academy's Bookstore and utility rooms.

Project Budget

The total construction budget for the work will be approximately \$14 million, within an \$18 million total project budget.



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Project Schedule

Architect/Engineer selection will be per the tentative milestone schedule listed below.

1. RFQ Response Due	5/18/2022
2. Notify Short Listed Firms	5/25/2022
3. A/E Firm Interviews	5/31/2022 to 6/7/2022
4. A/E Firm Selection	6/14/2022
5. Schematic Design Phase	6/28/2022 – 8/8/2022
6. Design Development Phase	8/15/2022 – 10/14/2022
7. Contract Documents Phase	10/21/2022 – 1/6/2023
8. Construction Procurement Phase	1/13/2023 – 2/7/2023
9. Construction Commences	2/22/2023
10. Commissioning and Closeout	7/30/2024 – 8/27/2024
11. Construction Contract Administration Phase	2/8/2023 – 8/27/2024

Scope of Services

The selected firm shall provide MMA with typical architectural and engineering, estimating and scheduling services, and recommendations in infrastructure evaluation, code compliance, construction logistics planning for working on an occupied residential building, and mitigation of the displacement of students. The selected firm will serve as the Architect/Engineer of Record in the standard State of Maine design-bid-build delivery method, and will use standard State of Maine contract forms.

Among the goals of the project are renewable energy technologies, energy conservation strategies and reduced emissions in a healthy, sustainable facility design. Qualifications of the selected firm shall include familiarity and expertise with similar facilities of this type. Also, appropriate expertise will be required for cost estimating, code research, door hardware, lighting design, acoustical analysis, interior design, security, all low voltage components and any other services as needed for the complete design of the Project.

MMA may engage the services of a Commissioning Agent, Geo-tech Engineer and Environmental Engineer, Materials Testing Agent, or other consultants under separate contracts, as needed. The Architect/Engineer will coordinate with these and any other consultants or



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vendors, and incorporate their drawings, specifications, and other documentation into bid documents, as required. In addition, MMA staff shall be included in all coordination of telephone/data, security, building control, low voltage, and other components.

Optional Pre-Submission Meeting

An optional pre-submission briefing and tour of the building is scheduled for April 28, 2022 at 1:00 PM, at MMA's Curtis Residence Hall, located at 66 Pleasant Street, Castine, ME. All respondents are encouraged to attend as this will be the only opportunity to see the project site prior to submission of qualifications. Please contact the MMA Owner's Representative, Eric Mora, Colliers Project Leaders, to register Eric.Mora@collierseng.com. Do not contact MMA concerning this meeting.

Submission Requirements

Interested firms should submit *an 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 Letter of Interest and Statement of Qualifications should be sent to Hildy Lowell, MMA Purchasing Specialist, Hildy.Lowell@mma.edu and Deane Rykerson, Bureau of General Services BGS.Architect@Maine.gov not later than **2:30 PM on May 18, 2022**.

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.



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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.