



State of Maine



Department of Inland Fisheries and Wildlife Division of Engineering

Request for Qualifications Information for Architects and Engineers

The Maine Department of Inland Fisheries and Wildlife wishes to procure architectural/engineering services for a statewide Impoundment Study.

The scope of this project includes, but is not limited to, file and database research, deed and licensing research, surveying, structural assessment, and maintenance and repair recommendations. The firm may be required to coordinate this work or additional work with other consultants contracted by the Owner.

The Department historically has been responsible for approximately 75 impoundments throughout the State of Maine. Legal ownership of many of the impoundments is in question and research is required to clarify the situation. Once an accurate ownership list is generated, site survey, inspection, documentation, recommendations, and a prioritization report will be required. Research will consist of examination of files and databases and collaboration with staff in as many as 16 IFW facilities across the State of Maine. The location of impoundments could be in any or all 16 Maine counties.

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. 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 *paper copy* of the Letter of Interest and Statement of Qualifications should be sent to Richard Parker, Engineering Director, Inland Fisheries and Wildlife, 353 Water Street, SHS 41, Augusta Maine 04333-0041 so as to be received not later than **1:00 PM on June 15th, 2022**. The *electronic copy* of the Letter of Interest and Statement of Qualifications should be sent as an



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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.