



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

Request for Qualifications
Information for Architects and Engineers

The Department of Agriculture, Conservation, Forestry, Maine Forest Service wishes to procure architectural/engineering services for the **Fort Kent District Office** (BGS 3438) at the Maine Forest Service property on Airport Road in Fort Kent, Maine.

Project Description

The district office shall be incorporated with established buildings on site. It is anticipated that a 4,000 square foot building will incorporate office space for 6 employees with an adjacent conference area and attached 3 bay garage. The Department of Agriculture, Conservation, Forestry, Maine Forest Service reserves the right to extend the projected completion date pending the ability to secure funding.

Design goals include consideration of renewable energy technologies, energy conservation strategies, reduced emissions, and an overall healthy, sustainable facility. Qualifications of the selected firm shall include familiarity and expertise with similar facilities of this type.

The scope of this project includes, but is not limited to, schedule and cost estimating, complete design and bid phase services, and construction administration, although the project may pause to allow for the allocation of construction phase funding. It is important to note that during preliminary design and cost estimating especially, close coordination will take place with Efficiency Maine in order to fully investigate incentive program options. The firm may be required to coordinate this work or additional work with other consultants contracted by the Owner.

Anticipated Schedule

RFQ Response Due.....	6/17/2022
Notify Short Listed Firms	by 6/24/2022
A/E Firm Interviews	6/30/2022 to 7/7/2022
A/E Firm Selection	7/14/2022
Agreement Approval.....	by 8/4/2022
Project duration.....	8/4/2022 – 12/31/2023



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Submission Requirements

Interested firms should submit *three 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.

- 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 copies* of the Letter of Interest and Statement of Qualifications should be sent to Robby Gross, Chief Forest Ranger, Maine Forest Service, 22 State House Station, 18 Elkins Lane, Augusta, Maine 04330 so as to be received not later than **1:00 PM on June 17, 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.



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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.