



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

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

The Department of Agriculture, Conservation, and Forestry, Bureau of Parks and Lands wishes to procure architectural/engineering services for the *Park Entrance Booth Replacement and Improvements* at Wolfe's Neck Woods and Waters State Park (BGS 3510) in Freeport, Maine.

**Project Description**

The goal of this project is to replace the park entrance station and enhance other day-use facilities to provide a great user experience for park visitors of all backgrounds. Representative tasks include designing a new park entrance station, pole barn, bathroom, and nature center, as well as water, septic, data, and electrical utility upgrades. The functional goal of the proposed project is to create park facilities that are efficient, sustainable, and easy to maintain. For the duration of this project, the site will be owner-occupied and open to the public.

**Scope of Services**

The consultant will meet with the Owner on-site to discuss the project objectives, design goals, and areas of concern, including facility locations, material selection, and maintenance requirements.

Consultant responsibilities will include:

- Site assessment, including topographical surveys, wetland delineation and classification, and other necessary surveys and testing
- Identification and evaluation of applicable federal, state, and local permit requirements
- Preparing permitting plan documents, including applications to authorities having jurisdiction over the project
- Attending all required permitting meetings
- Creating proposed site and material plans
- Construction cost estimates
- Bid-ready construction documents, including a final cost estimate
- Conduct public bidding per State of Maine BGS guidelines
- Conducting construction contract administration
- Attend all project meetings, as required

The AE Consultant may be required to coordinate this work or additional work with other consultants contracted by the Owner.

**Project Budget**

The construction budget for Wolfe's Neck Woods State Park is approximately \$1,800,000 with an overall project budget not to exceed \$2,400,000.



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**Anticipated Schedule**

RFQ responses due..... 11/1/2023  
Short-listed firms notified..... by 11/6/2023  
A/E firm interviews..... 11/20/2023 to 11/24/2023  
A/E firm selection..... 11/27/2023  
Agreement approved..... by 12/15/2023  
Project duration..... 12/16/2023 – 6/30/2025



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**Submission Requirements**

Interested firms should submit *five paper copies* and *one electronic copy* of a Letter of Interest with a Statement of Qualifications which includes their response to criteria A through G in the Selection Criteria table below.

The *paper copies* of the Letter of Interest and Statement of Qualifications should be sent to Owen Blease, Senior Planner, Bureau of Parks and Lands, 22 State House Station, Augusta, Maine 04333-0022 so as to be received not later than **1:00 PM on November 1, 2023**.

The *electronic copy* of the Letter of Interest and Statement of Qualifications should be sent as an attachment to an email addressed to [owen.blease@maine.gov](mailto:owen.blease@maine.gov) and [BGS.Architect@Maine.gov](mailto:BGS.Architect@Maine.gov) so as to meet the deadline noted above. Alternate methods of providing electronic copies, such as website links to file-sharing sites, flash drives, or encrypted e-mails are unacceptable and may invalidate the entire submission.

Selection Criteria		
A.	Qualifications to undertake this project	Professional experience in general. Quality of services. Relevant disciplines. Size of firm or firms. Understanding of this project. Responsiveness to project by virtue of proximity. Discuss each of the above especially as it relates to the work of this project.
B.	Cost control experience	Ability to manage project budgets, and design to budgets, to create accurate construction cost estimates, and to utilize project cost controls in design and construction.
C.	Project experience	List of projects that demonstrate capabilities, with services provided for each project. Provide project details, date of completion, and client contact information for each. Note the involvement of the particular personnel who are proposed for this project.
D.	Similar project experience	List of recently completed projects similar in type, size, and other elements. Provide project details, date of completion, and client contact information for each. Note the involvement of the particular personnel who are proposed for this project.
E.	Project team	Organization of project team, with profiles of key personnel who would be involved in the project. Provide education, special training, experience, and responsibilities of personnel,



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		especially as it relates to the work of this project. Experience working together as a unit.
F.	Workload projection	General illustration or statement of the ability of the project team to respond to this project schedule.
G.	Business references	List of business references other than those listed above, including contact information.

Firms responding shall employ personnel who have current licensure in the State of Maine who will serve as Architects, Engineers, and Landscape Architects of Record on this project. This project will utilize the standard BGS contract forms, available on the BGS website (<https://www.maine.gov/dafs/bgs/forms>).

Firms responding will be screened and interviewed on the basis of qualifications only. Project fees and specific design solutions for this project shall 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.