



**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 wishes to procure architectural/engineering services for the **Utility Upgrades** at Lily Bay State Park in Beaver Cove, Maine (BGS# 3520) and the **Shower Building and Utility Upgrades** at Peaks-Kenny State Park in Dover-Foxcroft, Maine (BGS# 3522).

**Project Description**

Lily Bay State Park was established in 1961 on the eastern shores of Moosehead Lake, located 9 miles north of Greenville. It encompasses 924 acres of land, that was originally donated by Scott Paper Company in 1959. The park offers camping, hiking, biking, swimming, and boat launch access to 117 square miles of water for fishing and boating.

Peaks-Kenny State Park is an 813 acre park on the south shore of Sebec Lake in Dover-Foxcroft, Maine. The 813 acre park offers camping, hiking, and swimming. Visitors can bring, or rent a canoe and fish for landlocked Salmon and Togue on the 10-mile-long lake.

The proposed project is an enhancement of day-use and camping facilities to provide a better user experience for visitors and improve compatibility with modern camping equipment and vehicles. The functional goal of the proposed project is to create park facilities that are efficient, sustainable, easy to maintain, and provide a great experience for visitors of all backgrounds. For the duration of this project, the site will be owner-occupied and open to the public.

**Scope of Services**

The scope of this project includes, but is not limited to, preliminary design; design development; schedule and cost estimating; complete construction documents; contractor procurement; and construction administration for new replacement shower and bathroom buildings; a new R/V trailer dump station and other utility upgrades at Lily Bay and Peaks-Kenny State Parks. The Owner prefers to select one A/E firm for both park locations through this RFQ process. The selected firm will be responsible for creating separate bid packages for each location. The Owner intends to issue the bid packages on approximately the same date. The AE Consultant may be required to coordinate this work or additional work with other consultants contracted by the Owner.



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Notable design and engineering tasks in the project include the following:

- **Lily Bay State Park:**
  - ***Existing Manager's Residence Improvements***
    - Convert water system to year-round system including, but not limited to:
      - Construct new 6'x6', insulated well house
        - With power for lighting, heat, pump, and outlets
        - New pitless adapter
        - New water line to residence, below frost line
      - Add insulated panels to form skirt around perimeter of the Manager's Residence
        - Removable for access under building
        - Adequate ventilation for warmer seasons
  - ***New Manager's Residence***
    - To be located near existing maintenance shop
    - Will require connections to electric and water
    - New septic system
      - Verify shop's system does not have capacity
    - May require LUPC permitting
  - ***Shower Building Improvements***
    - Remove oil-fired water heater, oil tank, and concrete spill containment
    - Remove two potable water pressure tanks
      - Will need to be cut up to be removed
    - Design new pressure system
      - Use smaller tanks that will fit through doors, for ease of replacement
      - Designed with sufficient capacity to run shower building and campground water system
      - Individual shutoffs for pressure tanks, for ease of replacement
    - Heat Pump water heating system with appropriate capacity for:
      - Eight (x8) individual rooms with toilet, sink, and shower
      - One (x1) dishwashing station
    - Add generator hook-up and transfer switch to power building during power outages
    - New Dishwashing station on gable end of building including, but not limited to:
      - Overhead roof, with LED downlighting
      - Two (x2) basins, stainless steel sink
      - Faucets in center, with sprayer



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- Stainless steel countertops to the left and right for staging and drying dishes
- Remove existing dishwashing station
- Cell phone charging station
- ***Campground Improvements***
  - Add ¾” minus type gravel overlay, 6” deep on all existing gravel roads
    - Rowell Cove
    - Dunn Point
    - Dunn Point Parking Lot
    - Mud Brook
  - Add ¾” minus type gravel overlay, 3-4” deep on all existing gravel sites
  - Add electric and water hook-ups on all sites in Dunn Point
    - May require LUPC permitting
  - Add wireless internet in Dunn Point campground loop
    - Internet will need to be coordinated with State of Maine Office of Information Technology (OIT)
- ***Decommission existing wells***
  - Decommission all old handpump wells per Maine Drinking Water Program requirements
- ***Mount Kineo Tower Repairs***
  - Evaluate and repair tower crossbracing
- **Peaks-Kenny State Park:**
  - ***Entrance Booth Improvements***
    - Complete electrical rewire of building
    - New windows
      - Double Paned
    - New heat pump
      - Look for rebates through Efficiency Maine
  - ***(x2) New Bathhouses with 4-6 single-user restrooms***
    - Evaluate and upgrade/repair septic system as necessary
    - Removal of existing bathhouses
    - Design roofs to support photovoltaic cells
    - Dishwashing station on gable end of buildingsOwner (BPL) will provide in-house plan
  - ***New Equipment Storage Building***
    - 5-Bay Pole Barn located near shop
      - Owner (BPL) will provide in-house plans



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- ***Campground Improvements***
  - Add ¾” minus type gravel overlay, 6 inches deep on all existing gravel roads
  - Add ¾” minus type gravel overlay, 3-4 inches deep on all existing gravel sites
  - Add electric and water hook-ups on all sites, where practical
    - No hook-up on Site #27
  - Add wireless internet to park
    - Internet will need to be coordinated with State of Maine Office of Information Technology (OIT)
  - Remove oil-fueled water heater in bathhouse
    - Replace with heat pump water heater.
  - Add six (x6) vault toilets to park
- ***Possible New playground***
  - Evaluate existing playground
  - With accessible components if practical
- ***New Day-Use Water System***
  - Remove all existing system excluding well and pump house
    - Evaluate well and pump house
    - Make upgrades/repairs as required
  - Install new butt-welded HDPE system
  - Provide shutoff valves for each leg/loop to isolate systems for repair
- ***New RV/Trailer Dump Station***
  - Include new leach field and upgrades to septic as required

## **Project Budget**

The construction budget for Lily Bay State Park is approximately \$1.4 million, with an overall project budget not to exceed \$2 million. The construction budget for Peaks-Kenny State Park is approximately \$2.1 million, with an overall project budget not to exceed \$3 million.



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**Anticipated Schedule**

RFQ responses due .....	9/29/2023
Short-listed firms notified.....	by 10/5/2023
A/E firm interviews.....	10/9/2023 to 10/13/2023
A/E firm selection .....	10/27/2023
Agreement approved.....	by 11/15/2023
Design completed.....	by 3/15/2024
Bids received.....	by 4/15/2024
Construction completed .....	by 5/30/2025
Project duration.....	10/27/2023 – 12/26/2025



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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 Ryan Kerr, 106 Hogan Road, Suite 7, Bangor, ME 04401 so as to be received not later than **1:00 PM on September 29th, 2023**.

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) and [Ryan.Kerr@maine.gov](mailto:Ryan.Kerr@maine.gov) so as to meet the deadline noted above. Alternate methods of providing electronic copies, such as website links to file sharing sites, or 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,



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		special training, experience, and responsibilities of personnel, 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 required by statute (Title 5, §1742 subsection 6), and described briefly here.

1. This Request for Qualifications (RFQ) solicitation is the step in the process after the Owner entity allocates funding, and receives approval from BGS to conduct the procurement.
2. Interested firms respond to the 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.



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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.