



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 Maine Department of Defense, Veterans and Emergency Management wishes to procure architectural/engineering services for a study of the feasibility to relocate the National Guard Field Maintenance Shop (FMS#5) located in Caribou, Maine to the Northern Maine Readiness Center in Presque Isle, Maine.

**Project Description**

This project is a feasibility study for modifying the existing Maine Army National Guard Northern Maine Readiness Center to accommodate a Field Maintenance Shop. The evaluation will consider one new vehicle maintenance bay, a high bay crane, and the associated upgrades to the existing utility systems, communication systems, fire suppression systems, fire alarm systems, HVAC, and associated site work.

**Scope of Services**

The expected scope of services for this project includes, but is not limited to, Type A (Investigative) Services to include a feasibility study consisting of a scoping conference and review of NG PAM 415-12 to determine facility requirements and allowances, and determination of the alterations required, and an Opinion of Probable Cost. The Consultant will review the existing facility infrastructure to determine three of the most feasible and cost effective options to implement the project. The project will be in accordance with all applicable regulations, Design Guides, Unified Facilities Codes, and Department of the Army and National Guard Bureau requirements. The firm may be required to coordinate this work or additional work with other consultants contracted by the Owner. The Owner reserves the right to engage the selected firm on subsequent phases of the project when those qualifications are included in the evaluation of qualifications in this RFQ.

**Project Budget**

The construction budget is approximately \$3 million, with an overall project budget not to exceed \$3.6 million.

**Anticipated Schedule**

RFQ responses due ..... 12/5/2022



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Short-listed firms notified.....	by 12/8/2022
A/E firm interviews.....	12/19/2022 to 12/23/2022
A/E firm selection.....	1/6/2023
Agreement approved.....	by 1/27/2023
Project duration.....	1/27/2023 – 4/28/2023

**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 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 Mr. Ralph F. Turner, Bldg. 7, Camp Keyes, 194 Winthrop Street, Augusta, Maine 04330, so as to be received not later than 3:00 PM on **5 December 2022**. The *electronic copies* of the Letter of Interest and Statement of Qualifications should be sent as attachment to emails addressed to both [BGS.Architect@Maine.gov](mailto:BGS.Architect@Maine.gov) and [ralph.f.turner4.nfg@army.mil](mailto:ralph.f.turner4.nfg@army.mil) 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.