



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

Request for Qualifications
Information for Architects and Engineers

The Department of Defense, Veterans and Emergency Management wishes to procure architectural/engineering services for **Building 417 Improvements for Wing HQ** at Maine Air National Guard, 101st Air Refueling Wing in Bangor, Maine.

Project Description

Building 417 is currently used as troop barracks. In order to convert its use to administrative office space for Reserve Forces Operation Training (Wing HQ), Maine Air National Guard (MEANG) is seeking various evaluations and other pre-design services to gain approval for further design and construction services. Conceptually, the three stories of the troop barracks would be completely renovated for the change of use, and an addition constructed to serve as the main entrance and central customer focal point for agencies interacting with the base populace on a regular basis, such as financial management, personnel, and recruiting. The addition could also be used to house a required elevator. The dining hall portion of the facility would receive updates to architectural finishes, and its lobby and entrance converted to functional space. Lastly, the dining room should be converted to multi-use space for large meetings and assemblies, and perhaps serve as the practice area for the Honor Guard.

Scope of Services

The scope of services for this project includes, but is not limited to, pre-design planning consisting of reviewing existing conditions to determine necessary infrastructure and improvements required to support the proposed project in accordance with UFC and Air National Guard requirements, developing a comprehensive conceptual design model, and developing a unit cost basis estimate consistent with the requirements identified. The selected 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.

Notable pre-design and conceptual design tasks included in the project are as follows:

- Structural - Substructure, seismic, antiterrorism, and special considerations.
- Architectural - Building envelope, interior construction, accessibility.
- Engineering - Evaluation of current and potential future building systems and services, including MEP, fire protection, communications, and life safety.



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- Federal requirements for Anti-Terrorism/Force Protection
- Provide an itemized breakdown of the primary and supporting facility costs

Project Budget

The construction budget, if approved by the National Guard Bureau pending the results of this pre-design planning, is approximately \$14 million, with an overall project budget not to exceed \$15.8 million.

Anticipated Schedule

RFQ responses due	11/30/2022
Short-listed firms notified.....	by 12/2/2022
A/E firm interviews.....	12/12/2022 to 12/14/2022
A/E firm selection.....	12/16/2022
Agreement approved.....	by 12/30/2022
Project duration.....	1/2/2023 – 3/10/2023

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.

Three *paper copies* of the Letter of Interest and Statement of Qualifications should be sent to Major Daniel Trembley, Deputy Base Civil Engineer, MEANG, 106 Ashley Avenue, Bldg 486, Bangor, ME 04401 so as to be received not later than **1:00 PM on 30 November**



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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.

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.