



**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 Services wishes to procure architectural/engineering services for the Maine Joint Army and Air National Guard Readiness Center (BGS 3607) at Southern Maine Readiness Center in Saco and Scarborough, Maine.

**Project Description**

The Southern Maine Readiness Center is a joint facility of the Maine Army and Maine Air National Guard. The scope of this project includes but is not limited to conduct site investigation, evaluate existing site conditions and owner operational needs to permit the project and produce design plans & specification documents that meet National Guard Bureau requirements and authorization levels. Interested firms shall be able to demonstrate specialized experience and technical competence in the following areas: program development; permitting; site layout; superior architectural design; energy efficient technologies; sustainable design; information technology, audio/visual and specialized systems; kitchen design; furniture fixtures and equipment design and integration; anti-terrorism force protection design; Build America/Buy America requirements; integration of basic and enhanced commissioning into the design. This National Guard facility is required to meet LEED Silver certification.

Interested firms shall demonstrate an understanding of applicable DoD Design Guides and UFCs, DoD Form 1390/91, physical security requirements, the function and operation of a National Guard Readiness Center, and show experience with both Army and Air National Guard specialty systems and requirements.

The Initial Design Authority is for planning, programming, and initial design up to 30% requirements of NG PAM 415-5. This initial design project is expected to be awarded no later than 29 November 2024. The initial design project will conclude with a 30% design submittal and OPC meeting the requirements of NG PAM 415-5 by 28 February 2025. Those results will be submitted for reprogramming and appropriation for balance of design and construction expected during the Federal FY 2026. The selected firm may then enter into a BGS Supplemental Agreement contract to provide remaining design and construction administration services. The Owner reserves the right to advertise all or any part of the above referenced project..

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



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**Project Budget**

The construction budget is approximately \$57 million, with an overall project budget not to exceed \$65 million.

**Anticipated Schedule**

RFQ responses due .....	9/20/2024
Short-listed firms notified .....	by 9/27/2024
A/E firm interviews.....	10/7/2024 to 10/11/2024
A/E firm selection .....	10/18/2024
Pre Proposal scoping meeting.....	by 11/1/2024
Proposal due.....	by 11/15/2024
A&E Contract issued .....	by 11/29/2024
30% Design with OPC .....	by 2/28/2025
Balance of Design and Construction Appropriation Expected.....	FY 2026



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## Submission Requirements

Interested firms shall submit *nine 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 shall be sent to Ralph Turner, PE, Camp Keyes, Building 7, Room 201, 194 Winthrop Street, Augusta, Maine 04333-0033 so as to be received not later than **1:00 PM on 20 September 2024**.

The *electronic copy* of the Letter of Interest and Statement of Qualifications shall be sent as an attachment to an email addressed to [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. 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, Landscape Architects of Record, and Registered Communications Distribution Designer (RCDD) on this project. This project will utilize the standard BGS contract forms and conform to BGS guidelines and policies and National Guard Bureau policies and procedures.

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.