



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

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

Central Maine Community College wishes to procure architectural/engineering services for the **Campus Facilities Master Plan** project for the campus in Auburn, Maine.

The scope of this project includes, but is not limited to, the creation of a new long-range campus facilities master plan. Central Maine Community College’s 135-acre lakeside campus has six academic buildings with an enrollment of over 3,000 students. Additionally, there are 250 students residing in four on-campus resident halls. The firm may be required to coordinate this work or additional work with other consultants contracted by the Owner.

The College's last long-range, comprehensive campus facilities master plan was created in 1991. The life span of that plan intended to cover the following 20 year period and was updated in 2005 and again in 2015. The relevant content and goals in that plan have been completed. Additionally, the College’s new three-year strategic plan identifies the need for an updated campus facilities master plan.

Anticipated Schedule

RFQ responses due	4/6/2023
Short-listed firms notified.....	by 4/14/2023
A/E firm interviews.....	5/1/2023 to 5/5/2023
A/E firm selection.....	5/19/2023
Agreement approved.....	by 6/5/2023
Project duration.....	6/12/2023 – 11/17/2023

Submission Requirements

Interested firms should submit *four 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;



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- 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 Nicholas Hamel, Dean of Students, Central Maine Community College, 1250 Turner Street, Auburn, Maine, 04210 so as to be received not later than **1:00 PM on April 6, 2023**. The electronic copy of the Letter of Interest and Statement of Qualifications should be sent as an attachment to an email addressed to nhamel@cmcc.edu and 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.



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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.