



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

Request for Qualifications
Information for Architects and Engineers

The Department of Corrections wishes to procure architectural/engineering services for the **Electrical Power Study** at Mountain View Correctional Facility in Charleston, Maine.

Project Description

The scope of this project includes, but is not limited to, existing electrical system study, concept planning and cost estimating, and may proceed to include preliminary design, design development, contract documents, cost estimating, and construction administration. The firm may be required to coordinate this work or additional work with other consultants contracted by the Owner.

Mountain View Correctional Facility wishes to improve its electrical distribution system across ten buildings on the campus. The improved electrical system should be able to support future building improvements, including the installation of electric-driven heat pumps and on-site photovoltaic system generation. The new system will improve capacity by approximately 25% over the current load.

Project Budget

The construction budget and overall project budget for the improvements will be determined at the conclusion of the study phase.

[REVISED] Anticipated Schedule

RFQ responses due	6/9/2023
Short-listed firms notified	by 6/16/2023
A/E firm interviews.....	7/7/2023 to 7/14/2023
A/E firm selection	7/21/2023
Agreement approved.....	by 8/18/2023
Project duration.....	8/18/2023 – 2/16/2024



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Submission Requirements

Interested firms should submit one paper copy 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 copy* of the Letter of Interest and Statement of Qualifications should be sent to Conner McFarland, Manager of Operations, Maine Department of Corrections, 25 Tyson Drive, 111 State House Station, Augusta, ME 04333-0111, so as to be received not later than **1:00 PM** on **June 9, 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 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.