



**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 **Central Maine Community College Healthcare Training Expansion** for the campus in Auburn, Maine.

**Project Description**

The project consists of expanding Kirk Hall with a new 7,200-square-foot, two-story addition to enhance healthcare and training programs. The project includes new classrooms, nursing simulator pods, lab space, and renovations to existing science labs, along with interior remodeling to optimize learning environments.

The design of the expansion is to meet the evolving industries' needs by offering state-of-the-art facilities and hands-on learning. By integrating modern technology, the addition will help prepare future healthcare professionals to meet the challenges of an ever-changing industry.

The scope of services for this project includes, but may not be limited to, schedule and cost estimating, preliminary design, design development, contract documents, and administration of bidding and construction. The AE Consultant may be required to coordinate this work or additional work with other consultants contracted by the Owner.

**Project Budget**

The construction budget is approximately \$3.325 million.

**Anticipated Schedule**

RFQ responses due .....	3/20/2025
Short-listed firms notified .....	by 3/28/2025
A/E firm interviews.....	4/7/2025 to 4/11/2025
A/E firm selection .....	4/18/2025
Agreement approved .....	by 5/9/2025
Design completed.....	by 11/7/2025
Bids received.....	by 12/12/2025
Construction completed .....	by 11/20/2026
Project duration .....	3/20/2025 – 11/20/2026



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

---

## **Submission Requirements**

Interested firms should submit six 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 Nicholas Hamel, Vice President & 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 March 20, 2025**. The electronic copy of the Letter of Interest and Statement of Qualifications should be sent as an attachment to an email addressed to [nhamel@mainecc.edu](mailto:nhamel@mainecc.edu) and to [BGS.Architect@Maine.gov](mailto: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.

Firms responding shall employ personnel who have current licensure in the State of Maine who will serve as Architects, Engineers, and Landscape Architects of Record on this project. This project will utilize the standard BGS contract forms, and conform to BGS guidelines and policies such as the Architectural and Engineering fee policy, available on the BGS website (<https://www.maine.gov/dafs/bgs/forms>).

## **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.



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

---

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.
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.