



**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 Marine Resources wishes to procure architectural/engineering services for the **Boothbay Harbor FEMA Storm Recovery/Mitigation** (BGS 3833) at Burnt Island and Lab Facilities in West Boothbay Harbor, Maine, and Burnt Island, Southport, Maine.

**Project Description**

The Maine Department of Marine Resources (DMR) facility at 194 McKown Point Rd. in West Boothbay Harbor is a coastal site that supports multiple bureaus and programs, each contributing to Maine's marine resources stewardship.

The facility's waterfront features two piers situated in a sheltered cove on the west side of Boothbay Harbor. The piers are integral to the operations of the Bureau of Marine Science, Public Health, and Marine Patrol.

In January 2024, a severe storm damaged the piers and waterfront at the facility.

This project encompasses comprehensive engineering services for rebuilding the shoreside portion of piers, pier access, and waterfront to their pre-storm conditions, as well designing resilience measures as mitigation against future damage. The goal is to restore safe access to the piers and waterfront with low-maintenance infrastructure improvements that will withstand harm from natural forces for decades to come.

The scope of services for the Project includes, but is not limited to, all appropriate surveys and testing, preliminary design, design development, schedule and cost estimating, complete construction documents from all relevant engineering disciplines, all required federal, state and local permitting and approvals, contractor procurement, contract documents, project administration and construction administration. The AE Consultant may be required to coordinate this work or additional work with other consultants contracted by the Owner.

Notable design and engineering tasks in this project include the following:

- Provide an estimated cost of in-kind repair of the Marine Patrol Pier and parking area near the state pier.
- Preliminary design and estimated cost for an improved pier and waterfront resilient to intense storm surge.

Additionally, the Department owns Burnt Island, located one mile from Boothbay Harbor. The island is home to the second-oldest lighthouse in the state, as well as an educational center. Hundreds of visitors come for historic tours and to enjoy the five-acre coastal island throughout the summer. A historic boathouse, boardwalks, and a natural ramp on the island were damaged during the January storms.



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This project encompasses comprehensive engineering services for restoring the boathouse and boardwalks to their pre-storm conditions, as well as mitigating future damage. The goal is to restore the boathouse, boardwalk, and ramp and create low-maintenance infrastructure improvements that will withstand harm from natural forces for decades. The project also includes assessment and design services for increasing the overall resilience of Burnt Island infrastructure and access as an integrated recreational and educational site.

Notable design and engineering tasks in this project include the following:

- Provide an estimated cost of in-kind repair of the boathouse, boardwalk and natural ramp.
- Preliminary design and estimated cost for an improved boathouse, boardwalk and waterfront resilient to intense storm surge.

Ultimately, DMR seeks the design of a portfolio of resilience measures at Boothbay Harbor and Burnt Island to protect critical state infrastructure from future storm damage.

### **Project Budget**

The construction budget is approximately \$4 million, with an overall project budget not to exceed \$4.268 million.

### **Anticipated Schedule**

RFQ responses due.....	9/5/25
Short-listed firms notified .....	by 9/12/2025
A/E firm interviews .....	9/22/25 to 9/26/2025
A/E firm selection .....	10/3/2025
Agreement approved .....	by 11/14/2025
Design completed.....	by 3/27/2026
Bids received .....	by 5/8/2026
Construction completed.....	by 10/30/2026
Project duration .....	10/26/25 – 12/31/2026



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### 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 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 should be sent to Bethany Trussell, Office Specialist II, 194 McKown Point Rd, PO Box 8, West Boothbay Harbor, ME 04575, so as to be received not later than **1:00 PM on 9/5/2025**.

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](mailto:BGS.Architect@Maine.gov) 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.



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E.	Project team	Organization of project team, with profiles of key personnel who would be involved in the project. Provide education, 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, 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>).

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.