



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

Request for Qualifications
Information for Architects and Engineers

The Department of Agriculture, Conservation, and Forestry, Bureau of Parks and Lands wishes to procure Engineering/Permitting services for the **Whistle Stop Rail Trail** (BGS 3853) to repair the Whistle Stop multi-use trail from West Farmington to downtown Farmington, Maine.

Project Description

This project involves the repair of the Whistle Stop multiple-use “rail trail” connecting the Town of Jay, Maine to the Town of Farmington, Maine. A past storm with heavy rains washed out the original trails and caused a mud slide, which then plugged culverts. This same storm also caused major damage in two locations, 2.5 miles apart: Damage to one historical hand cut granite box culvert, and damage to a separate steel culvert (non-historic). Note: This project will replace all damaged components in-kind, and back to pre-disaster conditions.

Project Scope

The scope of this project includes, but is not limited to, preliminary and/or final design, design development, FEMA requirements, permitting requirements (Local, State, and Federal), schedule and cost estimating, complete construction documents, contractor procurement, and construction administration for the trail and for all components of the project.

NOTE: FEMA requirements must be approved by granting agencies before choice limiting action may be taken. This process includes contracts for construction. Also, this process stipulates that the total contract is contingent on successful FEMA approvals. One A/E firm will be chosen by owner. Firm will be responsible for first satisfying FEMA requirements before finishing full engineering. Additionally, Firm will be responsible for creating bid packages & specifications, as well as, for providing project oversight.

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

1. Site 1 – Look Brook (44.55569, -70.23056):

- Damaged area: 50' wide, 400' long, 50' deep.
- 1852 Historical Hand Cut Granite: 6' x 4' x 80' long.
- Crushed stone surface with ¾" crushed gravel base trail.
- 10-foot-wide travel surface.
- Bank stabilization shall consist of MDOT 703.20 Gravel Borrow and rip-rap.
- Design to address drainage swales and existing trail stability issues.

2. Site 2 – Begin Road (44.56153, -70.21778):

- Damaged area: 50' wide, 400' long, 30' deep.
- Crushed stone surface with ¾" crushed gravel base trail.
- 10-foot-wide travel surface.
- Bank stabilization shall consist of MDOT 703.20 Gravel Borrow and rip-rap.



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- Design to address drainage swales and existing trail stability issues.

Project Budget

The Whistle Stop Rail Trail permit, design, and construction budget is approximately \$367,000.00 with an overall project budget not to exceed \$1,000,000.00.

Anticipated Schedule

RFQ responses due	7/16/2025
Short-listed firms notified	by 7/23/2025
A/E firm interviews	7/23/2025 to 8/22/2025
A/E firm selection	9/5/2025
Agreement approved	by 10/3/2025
Commence Design	10/17/2025
Design Complete	by 3/13/2026
Issued for Bid	4/3/2026
Construction commences	by 7/1/2026
Project duration	6/29/2023 to 6/30/2027

Submission Requirements

Interested firms should submit *five 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:

- Qualifications to undertake this project;
- Documented experience with budgets, estimating, and project cost control;
- List of projects that demonstrate the firm's capabilities;
- List of recently completed work of similar type and size projects, with client contact information for each project;
- Organization of team and profiles of key personnel who would be involved in the project;
- Statement of current workload and ability to absorb the project; and
- 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 Joe Higgins, Snowmobile Program Supervisor, Bureau of Parks and Lands, 22 State House Station Augusta, Maine 04333-0022 so as to be received not later than **1:00 PM on July 16th, 2025**. The *electronic copy* of the Letter of Interest and Statement of Qualifications should be sent as an attachment to Joe.Higgins@maine.gov and BGS.Architect@Maine.gov so as to meet the deadline noted above.

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.



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DR-4736-ME-739568
Department of Agriculture, Conservation and Forestry (000-UUKA3-00)
Category G – Damaged Recreation Trail

FEMA Requirements:

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. Design/Engineering and working drawings for the repair of the facility based on the damage, description, and dimensions found in Damage #739568.
2. Design/Engineering and working drawings to the level (greater than 40%) to facilitate formal consultation with all federal environmental agencies (NOAA, NMFS, USFW, & USACE) and historical preservations agencies (DAHP & SHPO).
3. Design/Engineering and working drawings should take into consideration the programmatic biological opinion (opinion) prepared by the National Marine Fisheries Service (NMFS) pursuant to section 7 (a)(2) of the Endangered Species Act (ESA) on the effects of implementing a proposed set of standard local operating procedures used by the Federal Emergency Management Agency (FEMA).
4. Design/Engineering and working drawings should take into consideration the FEMA-SHPO-EMD Programmatic Agreement stipulations to satisfy FEMA's Section 106 responsibilities for all resulting undertakings and effectively integrate historic preservation compliance considerations into the delivery of Federal Emergency Management Agency (FEMA) assistance.
5. For Mitigation to be considered, Design/Engineering fir any type of mitigation measures that could potentially apply to the damaged facility must follow FEMA approved guidelines.
6. The Applicant will provide Plans, Specifications, and Engineer's Estimate for repairs to current state/county codes and standards. If incorporating hazard mitigation elements, include a separate estimate for the cost of mitigation elements to be used.
7. Design/Engineering includes any/all specialty studies needed for the completion of the Plans, Specifications, and Engineering Estimate. (H&H, flood plain analysis, geotechnical, and pre-conceptual D/E)



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8. When the design and engineering has been completed to a level to facilitate formal federal consultation, and the applicant provides a full set of Plans, Specifications, and Engineering Estimate to include HMP to the OR EMD-PA office for review and submitted to FEMA Region 1 – PA for review and approval. Once approved, FEMA Region 1 will write a version to capture the costs for the permanent repair and any hazard mitigation elements that meet FEMA HMP criteria.
9. This Project's version (0) does not include any approval for construction of any kind. Prior to going to construction, a subsequent version for this project will have to be written and reviewed by FEMA for approval. This version (0) is for design and engineering only; and following versions will be formulated to approve final scope of work and will require a full FEMA EHP review.
10. Applicant should be mindful that A&E services will be paid based on actual costs for services IAW Large Project payment guidelines found in the PA Grant Agreement (Applicant Manual).