



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

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

The Department of Defense, Veterans, and Emergency Management wishes to procure architectural/engineering services for the Construct Supply Warehouse (BGS 3861) at the Southern Maine Readiness Center, Saco-Scarborough, Maine.

Project Description

Construct a new Warehouse Facility adequately sized and configured to meet the storage and administrative requirements of both the 243rd Engineering and Installation Squadron (EIS) and the 265th Combat Communication Squadron (CBCS). The warehouse facility will consist of 20,600 SF of warehouse space and 1,000 SF of administrative space. Each Squadron will need their own separate controlled warehouse space. The administrative area includes a controlled supply area, a conference room, offices, and restrooms for the full-time occupants of the building to conduct meetings, training, and daily operations. Supporting facilities include 5,400 SF (600 SY) of open gravel storage space, 300 SF hazardous material storage, and 6,000 SF covered vehicle parking. Pre-Engineered Building Solutions should be assessed as part of the design process.

Development of Construction Bid Documents based off the agreed to preliminary design conclusions. Design specifications shall ensure compliance with, and cost estimates shall incorporate, the “Build America Buy America” Act (BABA) under the Infrastructure Investment and Jobs Act of 2021.

Design shall be in accordance with latest published versions of Department of Defense (DoD) Unified Facilities Criteria (UFC), Air National Guard Engineering Technical Letter (ANG ETL) 10-03 “ANG Design Objectives and Procedures”, ANG ETL 12-06 “Design Meetings and Presentations”, and ANG ETL 15-01-00 “ANG Design Policy” and/or successor publications. Latest published UFCs and their referenced codes and criteria are effective upon issuance for projects that have not proceeded beyond 35% design completion. Cited references amongst others can be found at the Whole Building Design Guide website <https://www.wbdg.org/ffc>.

Project shall be executed using the Design-Bid-Build method. Basis of Design shall be based upon standard design template, if any, in the latest published edition of ANGH 32-1084.

The scope of services for this project includes, but may not be limited to, permitting and coordination with municipalities, schedule and cost estimating, preliminary design, design development, contract documents, and administration of bidding and construction. The AE



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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 \$14.4 million, with an overall project budget not to exceed \$16.5 million.

Anticipated Schedule

Publish RFQ request	7/14/2025
RFQ responses due.....	7/28/2026
Short-listed firms notified.....	by 8/4/2026
A/E firm interviews.....	8/17/2026 to 8/21/2026
A/E firm selection	8/24/2026
Criteria Review Conference	8/27/2026
Agreement approved	by 9/29/2026
Design completed.....	by 9/29/2027
Bids received	by 7/26/2028
Construction completed.....	by 4/3/2030
Project duration.....	9/29/2026 – 4/3/2030



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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 their response to criteria A through G in the Selection Criteria table below.

An 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 be received not later than **1:00 PM on July 28th, 2026**. 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.
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.



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G.	Business references	List of business references other than those listed above, including contact information.
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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.
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.