



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 **Bed Space Expansion and Women's Center Housing Renovation** (BGS 3877) at Maine Correctional Center in Windham, Maine.

Project Description

The Department of Corrections is undertaking a project to expand bed capacity at the Maine Correctional Center in Windham, Maine. The project will repurpose the existing chow hall, kitchen, and industry areas within the Women's Center into a new housing unit designed to accommodate intake, mental health observation, and restrictive housing. This renovated space will be designed for flexibility so that it may be utilized to support the evolving housing needs of the Women's Center. To support the management of residents through the intake process, the facility will incorporate appropriate intake space, operational systems, and infrastructure that meet security and programmatic requirements.

In addition to this renovation, the project requires a comprehensive assessment of the current physical plant to determine opportunities for increasing overall bed space at the facility. The expansion will specifically address bed space for incarcerated women as well as general population housing for men. The selected Architectural/Engineering firm will be responsible for evaluating the facility's infrastructure, developing recommendations for expansion, and providing complete design and construction administration services to implement the chosen solutions.

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 **\$2 million**, with an overall project budget not to exceed **\$2.5 million**.



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Anticipated Schedule

RFQ responses due	10/29/2025
Short-listed firms notified	by 11/3/2025
A/E firm interviews.....	11/10/2025 to 11/24/2025
A/E firm selection	12/1/2025
Agreement approved	by 12/15/2025
Assessment completed	by 3/20/2026
Design completed.....	by 6/9/2026
Bids received.....	by 6/30/2026
Construction completed	by 7/31/2027
Project duration	12/15/2025 – 12/31/2027

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 Conner McFarland, Manager of Operations, 25 Tyson Drive, 111 SHS, Augusta, ME 04333-0111 so as to be received not later than **1:00 PM on October 29, 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 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.
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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.
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.



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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 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.