



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 **Multi-Building Decommissioning Project** (BGS 3879) at Maine Correctional Center, in Windham, Maine.

Project Description

The Maine Department of Corrections (DOC) is initiating a project at the Maine Correctional Center in Windham to prepare four obsolete buildings, including the Multi-Purpose Unit (MPU), the former Central Utility Plant (CUP), the former warehouse, and the former maintenance building, for future demolition. This includes the disconnection of utilities, removal of outdated infrastructure such as electrical transformers and communication systems, and planning for safe and compliant decommissioning activities. As a result of the CUP's closure, the Industries Building will require new utility tie-ins and a replacement heating system to maintain operational functionality.

The project must also address the relocation of systems impacted by the decommissioning, including identifying and designing new infrastructure routing for new security technology to reach the Women's Center. In addition, the project will determine a viable route to ensure emergency power is available to the newly constructed pump house. All work must be coordinated to maintain essential services, minimize operational disruptions, and comply with applicable codes and regulations.

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 **\$1 million**, with an overall project budget not to exceed **\$1.25 million**.

Anticipated Schedule

RFQ responses due 10/20/2025
Short-listed firms notified by 10/27/2025
A/E firm interviews..... 11/3/2025 to 11/17/2025



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A/E firm selection	11/24/2025
Agreement approved	by 12/8/2025
Design completed.....	by 2/16/2026
Bids received.....	by 3/9/2026
Construction completed	by 9/7/2026
Project duration.....	12/1/2025 – 12/31/2026

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, 25 Tyson Drive, 111 SHS, Augusta, ME 04333-0111 so as to be received not later than **1:00 PM on October 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 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



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		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.