



**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 Department of Defense, Veterans and Emergency Management wishes to procure architectural/engineering services for the **Horizon Inn Renovation** (BGS# 3919) at Horizon Inn, Bldg. 417, on the Maine Air National Guard Base, Bangor, Maine.

**Project Description**

Project consists of the investigative, design, and construction administrative services required to renovate the Horizon Inn located at the Maine Air National Guard Base in Bangor, Maine. The renovation of the Horizon Inn covers 21,219 sq ft in a three-story structure that is 40 years old. The attached dining facility is excluded from this renovation. Scope of design services covers all Architectural and Engineering disciplines required to perform the following (not limited to) tasks: Replace all architectural finishes, replace all windows; install new plumbing to include new bathroom fixtures; exterior envelope repointing; new HVAC systems throughout to include a Building Automation Control System (BACS) ; complete electrical upgrade to include new light fixtures; new Fire Suppression and Mass Notification systems; roof replacement with structural upgrades required to comply with current codes and support new HVAC equipment; update door hardware and repave exterior walkways. Applicable references include but are not limited to the following Uniform Facilities Codes: UFC 4-721-01 Permanent Party Unaccompanied Housing, UFC 4-010-06 Cybersecurity of Facility-Related Control Systems, UFC 4-020-01 DoD Security Engineering Facilities Planning Manual and other pertinent guides and codes.

The scope of services for this project includes, but may not be limited to, permitting, schedule and cost estimating, preliminary design, design development, and contract documents. The administration of bidding and construction administration (SIOH) will be awarded after the completion of the investigation and design components of this project. Issued for Bid (IFB) documents are expected to be completed no later than 4 December 2026. Construction is programmed to begin in the Spring of 2027. 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 **\$3.9 million**, with an overall project budget not to exceed **\$4.4 million**.



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**Anticipated Schedule**

RFQ responses due .....	3/5/2026
Short-listed firms notified.....	by 3/13/2026
A/E firm interviews.....	3/30/2026 to 4/3/2026
A/E firm selection .....	4/7/2026
Agreement approved.....	by 5/14/2026
Design completed.....	by 12/4/2026
Bids received.....	by TBD
Construction completed .....	by TBD
Project duration.....	TBD – TBD



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## 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 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 Mr. Dylan Banden, Facility Project Manager, Camp Keyes-BLDG 7, 194 Winthrop Street, Augusta ME, 04333-0033, so as to be received not later than **1:00 PM on 5 March 2026**.

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) and [dylan.c.banden.nfg@army.mil](mailto:dylan.c.banden.nfg@army.mil) so as to meet the deadline noted above. . Include the subject line: “RFQ-3919 DVEM ARNG Horizon Inn Renovation” in the email submissions. 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.