



**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 (DACF), Maine Forest Service (MFS) wishes to procure architectural/engineering services for the **Greenville Ranger Office Project** (BGS 3928) at Maine Forest Service Property in Greenville, Maine.

Project Description

Project description includes architectural and engineering services for a Maine Forest Service ranger office facility and associated sitework in Greenville, Maine. This project will require the ability to travel to Greenville, Maine to administer the project and/or communicate appropriately for construction administration. The ranger office shall be incorporated into existing buildings and grounds on site and shall be developed in accordance with standard construction principles, applying energy-efficient solutions where practical, and based on budget considerations.

Anticipated project elements may include (but are not limited to):

- Office space for ranger operations and administrative functions.
- Workspace/ staging/ storage appropriate to the ranger office needs.
- Meeting/ briefing area (as needed).
- Restrooms and support spaces.
- Associated sitework (access, parking, drainage, utilities coordination, etc.)
- Consideration of durability, winter operations, and practical maintenance.

Estimated Building Size: 1,900 SQ FT.

The Department of Agriculture, Conservation, and Forestry, Maine Forest Service, reserves the right to extend the projected completion date pending the ability to secure funding.



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Scope of Service

The scope of this project includes, but is not limited to:

- Project programming support (as needed).
Schedule development and cost estimating.
Design Development.
Contract Documents suitable for public bidding.
Coordination of engineering disciplines and specialty consultants (as required).
Permitting support (as applicable).
Construction administration, including submittal reviews, site visits, and project closeout.

Note: Upon Preliminary Design submission, Efficiency Maine and/or other funding entities may request modifications to improve energy performance and/or to reduce carbon emissions, which may include updated cost estimates for alternative solutions. A detail Final Design may be required after funding is secured (+10%, -20%) to allow for adjustment before construction bid documents and construction administration begin. The Design Firm selected may be required to coordinate this work and/or additional work with other consultants contracted by the Owner (DACF, MFS).

Project Budget

The construction budget is approximately \$750,000.

Anticipated Schedule

Table with 2 columns: Activity and Date. Rows include RFQ responses due (4/7/2026), Short-listed firms notified (by 4/21/2026), A/E firm interviews (5/4/2026 to 5/8/2026), A/E firm selection (5/15/2026), Agreement approved (by 6/12/2026), Design completed (by 9/4/2026), Bids received (by 10/1/2026), Construction completed (by 6/11/2027), and Project duration (7/1/2026 - 7/2/2027).



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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:

Ben Goodwin
87 Forestry Avenue
Old Town, ME 04468

To be received not later than **1:00 PM on April 7, 2026 date.**

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.



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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.
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.