



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

Request for Qualifications (RFQ)
Information for Architects and Engineers

The Department of Administrative and Financial Services (DAFS), Bureau of General Services (BGS) wishes to procure architectural/engineering services for the **Master Plan for the Maine Department of Public Safety (DPS)**, (BGS Project No. 3934), in Augusta, Maine.

Project Description

The State of Maine is divided into 16 counties, has a 1.4+ million population, and covers a total area of 35,385 square miles. The Department of Public Safety (DPS) is a cabinet-level agency that oversees multiple public safety bureaus/offices. The DPS serves the people of the State of Maine by protecting their lives, rights, and properties. The Department accomplishes this through criminal justice, law enforcement, fire safety, and emergency response services.

The project will provide a comprehensive review developing a strategic plan that defines the DPS's current state, provides the future vision, and identify a gap analysis between the two. This project will assist the DPS in long term planning ensuring to meet their mission, vision, values and objectives in the State of Maine.

The scope of services for this project is explained below but may not be limited to this list. The Architect/Engineer (A/E) Consultant may also be required to coordinate this work or additional work with other consultants contracted by the Owner.

Scope of Services:

1. Arrange and document, in coordination with the BGS and DPS leadership, meetings and interviews to understand current facilities, operations, and identified internal issues.

The Department comprises of the following bureaus that will be a part of this project.

- a. Commissioner's Office/Administration
- b. Consolidated Emergency Communications
- c. Drug Enforcement Agency
- d. Emergency Medical Services
- e. Fire Marshal's Office
- f. Gambling Control Unit
- g. Highway Safety
- h. State Police (90% of the Department)



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Two other bureaus and one unit are under the DPS purview but will not be a part of this project; Maine Criminal Justice Academy (MCJA), Major Computer Crimes (State Police), and the Capitol Police.

2. Facility conditions assessment and evaluation of the existing facilities, including positive and negative attributes for leased and State-owned facilities as listed in Attachment A.

3. Conduct space utilization and needs analysis to include expansion needs. The analysis will include current and future states. Space needs shall align with goals, executive orders, and the ability to obtain professional accreditations program standards. The analysis will provide ideal locations (taking local, regional, and statewide connections into consideration), and unique facility requirements for various purposes including, but not limited to:

- a. Vehicle storage for specialized vehicles and equipment
- b. Parking needs for department fleet
- c. Centralized evidence warehouse with climate controls and fire suppression
 - i. Secure separated specialized evidence room for legal considerations
 - ii. Secure separated intake room
 - iii. Recommendation for industry best practice of shelving and storage containers
- d. Mechanical garage for fleet maintenance and repairs
- e. Interview rooms, polygraph suites, secure rooms
- f. Quiet wellness rooms, “Zen dens” where applicable to certain units
- g. Secure workspaces for specialized units
- h. Armory for weapons
- i. Training rooms
- j. Supply and logistics storage – Quartermaster location
- k. Crime Laboratory.

5. Conduct informational gathering meetings with each Bureau leadership to ensure obtaining user’s input. Produce an interim report identifying sole space needs by bureau for Commissioner Office (Major) review. Findings will be presented in a meeting with a written report for review. Recommendations must ensure compliance with criteria of the Maine Law Enforcement Accreditation Program. Reviewed and approved feedback to be included in the project interim report.

6. Include a preliminary cost analysis to indicate the rough order of magnitude of the proposed plan.

7. Circulating a complete project interim report to the department leadership and receiving comments.

- a. The report shall include, but not limited to:
 - i. Current conditions, needs, and long-term plans
 - ii. Consolidation and/or expansion recommendations



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- 1. Consideration of ability to meet current and projected population growth factors, crime rates, geographically locations, professional standards, and mandatory professional yearly training certifications
 - iii. Security measures and goals
 - iv. Conceptual site layouts, to include recommended square footage and physical space requirements
 - b. Methodology used to include benchmarking recommendations
 - c. Site industry best practices for space management, to include buffers and anticipated growth factors
 - d. Site required industry professional standards and building codes for these specific law enforcement bureaus/offices.
8. Coordinating a final meeting to review all findings.
9. Developing a final report on all the findings and data.
10. Throughout the project ensure all sensitive information collected based upon specific units' safety, security, and practices be handled in a professional, if applicable, confidential manner.

Interested firms should submit *one paper copy* and *one electronic copy* of a Letter of Interest with a Statement of Qualifications which includes the firm's response to each of the following criteria.

- A. Qualifications to undertake this project including meeting facilitation and master planning.
- B. List of projects that demonstrate the firm's capabilities.
- C. List of recently completed work of similar type and size projects, with client contact information for each project.
- D. Profiles of key personnel who would be involved in the project.
- E. Statement of current workload and ability to absorb the project.
- F. List of business references other than those listed above, including contact information; and
- G. Capacity for cost estimating.

Anticipated Schedule

RFQ responses due	5/22/2026
Short-listed firms notified	by 6/10/2026
A/E firm interviews.....	6/22/2026 to 6/26/2026
A/E firm selection.....	6/29/2026
Agreement approved.....	by 7/17/2026
Project completed.....	by 03/31/2027
Bids received.....	N/A



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Construction completed.....N/A

Project duration..... 05/01/2026-03/31/2027

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 Marsha Alexander, Department of Public Safety Master Study, 77 State House Station, Augusta, Maine, 04433 to be received not later than **1:00 PM on 05/22/2026**.

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 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 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



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		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.

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.



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4. The Selection Committee interviews the firms. Second interviews may be scheduled. References are checked.
5. The Selection Committee ranks all 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.



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ATTACHMENT A

Department of Public Safety	Office	City
	Office of the Commissioner	Augusta
	Gabling Control Unit	Augusta
	Bureau of Highway Safety	Augusta
	Office of the State Fire Marshal	Augusta
		Herman
	Maine Drug Enforcement Agency	Augusta
		Ellsworth
		Herman
		Houlton
		Kennebunk
		Lewiston
		Machias
		Portland
		Thomaston
	Bureau of State Police	Alfred/Gray
		Augusta/Skowhegan
		Bangor
		Gray
		Houlton
		Pittsfield
		Portland
		Vassalboro
	Emergency Medical Services	Augusta
	Bureau of Consolidated Emergency Communications	Augusta
		Bangor
		Houlton