



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

**Request for Qualifications
Information for Architects and Engineers**

The Bureau of General Services wishes to procure architectural/engineering services for the State House Ventilation Improvements project (BGS #3972) at the Capitol Building in Augusta, Maine.

Project Description

A 2025 HVAC and 2016 radon study identified elevated radon concentrations in portions of the State House and determined that restoring the existing HVAC system to its intended design operating conditions through a dilution strategy is the preferred mitigation approach. This project will implement the study's recommendations to improve ventilation performance, reduce air leakage, restore design airflows, and verify the effectiveness of the mitigation through post-construction radon testing. The State House is a fully occupied, historically significant facility that must remain operational throughout design and construction. The selected A/E team shall develop a phased implementation approach that minimizes disruption to building occupants and legislative operations, with particular consideration given to the legislative session and prioritization of spaces utilized by the Legislature. Construction phasing may require the temporary relocation of occupants to accommodate the work. Due to the age and historic nature of the building, the design shall also consider historic preservation requirements, the potential presence of hazardous building materials, and coordination with all applicable stakeholders and regulatory agencies.

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 A/E Consultant may be required to coordinate this work with other consultants retained by the Owner.

Project Budget

The total budget for this project is \$2,000,000.

Anticipated Schedule

RFQ responses due 9/3/2026
Short-listed firms notified..... by 9/11/2026



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A/E firm interviews.....	9/21/2026 to 9/29/2026
A/E firm selection	10/5/2026
Agreement approved.....	by 10/23/2026
Design or Study completed	by 3/31/2027
Bids received.....	by 4/15/2027
Construction completed.....	by 1/7/2028
Project duration	10/5/2026 – 1/31/2028

Submission Requirements

Interested firms should submit zero *paper copies* and *one electronic copy* of a Letter of Interest with a Statement of Qualifications, which includes their response to criteria 1 through 8 in the Selection Criteria table below.

Letter of Interest and Statement of Qualifications to be received not later than **1:00 PM** on 9/3/2026.

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.

- Email subject line to read:
 - “RFQ-3972 State House Ventilation Improvements”
- Qualifications materials submitted (combined single PDF file) to be named:
 - “Company Name-RFQ-3972 State House Ventilation Improvements.pdf”

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 and Qualification Presentation Flow

1.) Project Understanding Demonstrated understanding of this specific project
2.) Firm Qualifications Firm qualifications relevant to this project type Disciplines provided by the firm and subconsultants Responsiveness and proximity to the project location
3.) Projects that demonstrate the firm's capabilities Quality and clarity of example projects Complexity of past work The firm's role and responsibility on those projects
4.) Relevant Similar Projects Similarity in size, scope, and complexity of this project Relevance of proposed team members on those projects
5.) Key personnel who will be involved in this project Qualifications of key personnel Defined roles and responsibilities Team structure and communication approach Experience working together Interview communication effectiveness
6.) Cost Control & Quality Management Approach Cost estimating methodology Budget control process relating to this project • Design & Construction Admin if applicable Risk management approach Design/document quality control process Internal and stakeholder review procedures
7.) Current workload and ability to absorb the project Current workload vs resources Proposed time commitment (firm + individuals) Ability to absorb the project without performance risk
8.) References Quality of feedback Strength of references Budget, schedule, quality control, and communication performance



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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.