



**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 (BGS 3937) Greenlaw Triage Room Development at the Greenlaw Building in Augusta, Maine.

Project Description

The State of Maine, Bureau of General Services (BGS), is seeking the services of a qualified architectural/engineering firm to evaluate, program, and develop a conceptual design for a properly functioning hazardous materials triage facility at the Greenlaw Building's Heath & Environmental Testing Laboratory (HETL). The Greenlaw Building currently has a designated triage room located on the first floor adjacent to the employee entrance. The existing space is inadequate for its intended purpose. As a result, triage activities are currently being performed in a temporary exterior tent. The proposed triage facility shall be designed to provide three distinct functional areas: Sample Accessioning Room - a dedicated area for the initial receipt, examination, and processing of materials; Transition Area - A controlled space providing appropriate separation between the potentially contaminated and clean areas and supporting personnel transition between the two environments; and Laboratory - A dedicated laboratory space for subsequent examination, testing, and processing of materials. Each of these functional areas will require appropriate plumbing and building utility connections to support the intended use of the space. The selected A/E will be responsible for developing the detailed functional requirements, equipment needs, utility requirements, ventilation, life-safety provisions, and other systems necessary for the facility to operate safely and effectively. A significant challenge is the lack of available interior space within the existing building to accommodate these functions. The project will therefore require the selected A/E to evaluate a range of potential solutions, which may include, but are not limited to, renovation/reconfiguration of existing space, construction of an exterior addition, use of a modular facility connected to the existing building, or other approaches determined appropriate through the study. The project must also address the safe and efficient movement of materials after they have been processed through triage. Following triage, materials currently need to be transported to laboratory spaces located on the third and fourth floors of the building. The building has only one existing elevator, and movement of hazardous materials through the building currently requires significant operational restrictions, including closure of portions of or the entire building during certain material transfers. These operational impacts are undesirable and must be considered as part of the project solution. The selected A/E



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will be expected to investigate alternatives for material transportation and vertical circulation. Potential solutions may include, but are not limited to, a dedicated material-handling system, dumbwaiter or service lift, modifications to existing circulation, or other means of safely transporting materials between the triage facility and the upper-floor laboratories. The feasibility of these options, including code requirements, hazardous-material considerations, structural requirements, mechanical/electrical requirements, infection or contamination-control considerations, security, and operational impacts, shall be evaluated. The assignment is intended to establish a practical, code-compliant, and operationally viable long-term solution. The selected firm will be expected to work closely with BGS and HETL users to understand existing operations, identify functional requirements, evaluate alternatives, and recommend a preferred approach.

Scope of Services:

1. Existing Conditions Assessment
 - Review available existing architectural, structural, mechanical, electrical, plumbing, fire protection, and other building documentation.
 - Conduct site investigations and field verification of relevant existing conditions.
 - Evaluate existing building infrastructure and its ability to support the proposed triage and laboratory functions.
2. Programming and Functional Analysis
 - Meet with BGS and building users to establish operational, safety, laboratory, storage, utility, and circulation requirements.
 - Develop a space layout plan/design for the proposed triage facility and associated support functions.
 - Evaluate the relationship between the triage facility and existing third and fourth-floor laboratory spaces.
3. Alternative Development and Feasibility Analysis
 - Develop and evaluate multiple potential solutions, including interior renovation, exterior addition, modular construction, and other viable approaches.
 - Evaluate alternatives for the safe transportation of materials between the triage area and upper-floor laboratories.
 - Identify required structural, architectural, mechanical, plumbing, electrical, fire protection, ventilation, and other building-system modifications.
 - Identify applicable code, regulatory, laboratory, hazardous-material, accessibility, and life-safety requirements.
 - Evaluate construction phasing and the ability to maintain building operations during construction and material movement.



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4. Conceptual Design

- Develop conceptual plans and other documentation sufficient to demonstrate the feasibility of the recommended solution.
- Identify required building and site modifications.
- Provide conceptual approaches for material transportation and vertical circulation.
- Identify any significant site, structural, utility, or infrastructure constraints.

5. Opinion of Probable Construction Cost

- Develop order-of-magnitude construction cost estimates for the alternatives considered.
- Provide a comparative cost analysis identifying the anticipated construction cost, major cost drivers, and significant assumptions associated with each alternative.
- Identify potential project phasing or approaches that could allow the work to be implemented in stages.

6. Recommended Approach

- Provide BGS with a written recommendation identifying the preferred solution and the rationale for its selection.
- Identify additional investigations, testing, permitting, or design services that would be required to advance the preferred alternative into final design and construction.

Project Budget

BGS currently has approximately \$1 million in available project funding for improvements associated with this need. This funding is not anticipated to be sufficient to construct the complete long-term solution. The intent of this assignment is therefore to establish the scope, feasibility, conceptual design, and probable cost of the improvements so that BGS can make informed decisions regarding project implementation, phasing, and the need for additional funding.

Anticipated Schedule

RFQ responses due 10/22/2026
Short-listed firms notified by 10/30/2026
A/E firm interviews 11/9/2026 to 11/20/2026
A/E firm selection 12/4/2026



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Agreement approved..... by 12/31/2026
Design or Study completed by 5/7/2027
Bids received.....by Pick Date
Construction completed.....by Pick Date
Project duration..... Pick Date Pick Date

Submission Requirements

The selected A/E should recognize that BGS is **not currently seeking final construction documents for the entire project**. The immediate objective is to determine what can and should be done, develop a viable conceptual solution, and establish reliable project costs that can be used to support future funding and implementation decisions.

The selected firm should demonstrate experience with complex occupied-building renovations, laboratory or hazardous-material facilities, specialized mechanical and plumbing systems, life-safety requirements, material-handling systems, modular or prefabricated construction, and projects requiring creative solutions to significant space and operational constraints.

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 10/22/2026.

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.

- Email subject line to read:
 - “RFQ-3937 Greenlaw Triage Room Development”
- Qualifications materials submitted (combined single PDF file) to be named:
 - “Company Name-RFQ-3937 Greenlaw Triage Room Development.pdf”



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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.