

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

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

York County Community College wishes to procure architectural/engineering services for the (BGS # 3977) **Student Housing** project (which includes seasonal workforce housing) at the York County Community College campus in Wells, Maine.

**Project Description**

The project consists of new construction providing approximately 160 to 170 beds in flexible housing units, serving as student housing during the academic year and converting to seasonal workforce housing in the summer, with associated site development, utilities, and parking. A 2023 schematic study explored one feasible concept for the project; the study materials are available for reference and do not represent a required design direction. Site planning will be influenced by wetland areas on the site and by the dimensional and performance standards of the Town of Wells College District (Chapter 145, § 145-34.2), under which student housing is subject to site plan approval by the Wells Planning Board.

The project is funded in part by a \$6,500,000 HUD Community Project Funding grant (B-26-CP-ME-1101); federal requirements, including environmental review under 24 CFR Part 58 and Davis-Bacon wage rates, apply, and no choice-limiting actions, including the award of construction contracts, may be taken until the environmental review is complete and HUD authorizes the use of grant funds.

**Scope of Services**

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 construction administration, together with site assessment, permitting support, and coordination of the federal environmental review.

The construction delivery method will be determined in accordance with Bureau of General Services requirements. Bidding administration services, if applicable, may be negotiated as a supplemental agreement once the delivery method is established. 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 \$14.5 million.

**Anticipated Schedule**

|                             |                        |
|-----------------------------|------------------------|
| RFQ responses due           | 9/21/2026              |
| Short-listed firms notified | by 9/25/2026           |
| A/E firm interviews         | 10/5/2026 to 10/9/2026 |
| A/E firm selection          | 10/13/2026             |

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|------------------------|-----------------------|
| Agreement approved     | by 11/6/2026          |
| Design completed       | by 10/29/2027         |
| Construction completed | by 7/31/2029          |
| Project duration       | 9/21/2026 – 7/31/2029 |

### **Submission Requirements**

Interested firms should submit *eight (8) 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.

The Statement of Qualifications shall identify the proposed Principal-in-Charge, Lead Designer, Project Manager, key engineering leads, and major subconsultants, including each individual's role, relevant projects, current commitments, anticipated availability, and expected involvement through the applicable project phases. For the proposed Project Manager, state the individual's tenure with the firm and the number of projects the individual has carried from design through construction completion. Client contact information shall be provided for relevant similar projects.

Questions regarding this RFQ may be directed to Kathy Connor, Assistant to the President, at [kconnor@mainecc.edu](mailto:kconnor@mainecc.edu).

Letter of Interest and Statement of Qualifications to be received not later than **1:00 PM on September 21, 2026**.

The *paper copies* should be sent to the Office of the President, York County Community College, 112 College Drive, Wells, Maine 04090.

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) so as to meet the deadline noted above.

- Email subject line to read: “*RFQ-3977 YCCC Student Housing*”
- Qualifications materials submitted (combined single PDF file) to be named: “*Company Name-RFQ-3977 YCCC Student Housing.pdf*”

Please cc Kathy Connor, Assistant to the President, [kconnor@mainecc.edu](mailto:kconnor@mainecc.edu).

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.

### **Evaluation and Selection**

Submissions will be evaluated by the College's Selection Committee against Selection Criteria 1 through 8 below, which constitute the scored areas of the evaluation. The Committee will score all written Statements of Qualifications against the criteria and invite the most qualified firms to interview (typically three to five). Final selection will be based on evaluation of the interviews

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against the same criteria together with structured reference checks. The Committee will develop a consensus ranking of the interviewed firms. Fees for services and specific design solutions will not be discussed or considered in the evaluation. The Committee will negotiate an agreement with the highest ranked firm.

**Selection Criteria and Qualification Presentation Flow**

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

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|-------------------------------------------------------------------------------------------------------------------|
| Quality of feedback<br>Strength of references<br>Budget, schedule, quality control, and communication performance |
|-------------------------------------------------------------------------------------------------------------------|

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.

- 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.
- Interested firms respond to the RFQ as described below, submitting the Letter of Interest and Statement of Qualifications to the Selection Committee.
- The Selection Committee screens all submissions and invites the most qualified firms to interview for the project, typically three to five firms.
- The Selection Committee interviews the firms. Second interviews may be scheduled. References are checked.
- 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.
- A BGS Architect/Engineer Agreement is drafted.
- The agreement must be approved by BGS before work commences.