



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

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

The Department of Administrative and Financial Services, Bureau of General Services wishes to procure architectural, engineering and environmental services for **Facility Condition and Infrastructure Assessments** at various buildings located on the Dorothea Dix Psychiatric Center Campus in Bangor Maine.

The scope of this project includes, but is not limited to, condition assessments of existing building, envelope, systems and finishes, identifying potential areas of remediation, and developing viable options for immediate repairs, systems upgrades, or full building renovations. A prioritization list with associated cost estimate shall be provided.

The facilities to be assessed include Pooler Pavilion, F Building, H Building, IF&W Building, and the Green Barn, and possibly other locations on the campus.

The scope of services includes a comprehensive assessment, review, and reporting of the following elements:

- Site including underground utilities
- Building envelope
- Building systems
- Building finishes
- Building circulation and use related to function
- Space utilization
- Code compliance including but not limited to Americans with Disabilities Act
- Historic character defining elements of buildings
- Energy consumption
- Approaches for continuous occupancy or phasing during renovations
- Environmental hazardous materials surveys

Note that some buildings may be listed on the National Register of Historic Places on the campus. Recommendations should recognize the Secretary of Interior's Standards for Treatment of Historic Properties.

Additional design and construction administration services may be solicited at a later date at the discretion of the owner. One or multiple firms may be selected for one or more buildings as will best serve the project schedules and the interests of the State of Maine. The firm may be required to coordinate this work or additional work with other consultants contracted by the Owner. One



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or multiple vendors may be selected at the sole discretion of the owner for one or more buildings on the campus. Selection of the firm or firms is expected by 30 January 2022.

Interested firms should submit *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;
- B. documented experience with budgets, estimating, and project cost control;
- C. list of projects that demonstrate the firm's capabilities;
- D. list of recently completed work of similar type and size projects, with client contact information for each project;
- E. organization of team and profiles of key personnel who would be involved in the project;
- F. statement of current workload and ability to absorb the project; and
- G. list of business references other than those listed above, including contact information.

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 not to be received later than **1/3/2022 @ 1pm.**

Firms responding will be screened and interviewed on the basis of qualifications only. Project fees and specific design solutions for this project will 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.



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### **Architect-Engineer Procurement Process**

The standard procurement process of Architect and Engineer design services for public improvements is a Qualification Based Selection (QBS) process per statute (Title 5, §1742 subsection 6), described briefly here.

1. The advertisement of this Request for Qualifications is the initial step in the process after the Agency assures that the project itself is approved and funded. A clear scope of services statement is an essential component of the advertisement.
2. Interested firms respond to the Request for Qualifications (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.