



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

**Request for Qualifications
Information for Owner’s Representatives**

The Maine Department of Defense, Veterans and Emergency Management (DVEM) wishes to procure Owner’s Representative Services at Maine Army National Guard Vehicle Maintenance Shop, FMS 1 in Saco, Maine.

Project Description

The scope of this project includes, but is not limited to, Owner’s Representative during the construction of the new National Guard Vehicle Maintenance Shop. The Owner’s Representative will provide on-site oversight of all field construction activities under the direction of the Maine Army National Guard Facility Project Manager (Owner). The firm or individual may be required to coordinate this work or additional work with other consultants contracted by the Owner.

The project generally consists of acting as an advisor to the Owner, facilitate open communications among all parties, help avoid adversarial interactions and promote a sense of trust and teamwork, ensure that the project is completed at the lowest possible cost and highest degree of quality and workmanship that are consistent with the plans and specifications for the project. Monitor the implementation of the construction documents, attend all site meetings, maintain daily written and photo logs of all construction related operations, submit weekly reports, monitor contractor workmanship, oversee all contractor testing requirements, document and track field modifications, maintain a current field set of drawings and specifications, maintain construction logs, monitor construction progress against schedule, assist with monthly applications for payment and conduct preliminary and final inspections.

Project Budget

The construction budget is approximately \$25 million, with an overall project budget not to exceed \$28 million.

Anticipated Schedule

RFQ responses due 2/27/2023
Short-listed firms notified by 3/3/2023
A/E firm interviews 3/9/2023



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A/E firm selection 3/16/2023
 Agreement approved by 4/14/2023
 Project duration 4/18/2023 – 6/30/2025

Submission Requirements

Interested firms or individuals should submit *three paper copies* 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. We will accept qualifications from firms or qualified individuals;
- 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.
 Note that firms and/or individuals will be considered;
- 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 *paper copy* of the Letter of Interest and Statement of Qualifications should be sent to Ralph Turner, PE, Camp Keyes Building 7, 194 Winthrop Street, Augusta, Maine 04333-0033 so as to be received not later than **1:00 PM** on 27 February 2023. The *electronic copy* of the Letter of Interest and Statement of Qualifications should be sent as an attachment to an email addressed to ralph.f.turner4.nfg@army.mil and BGS.Architect@Maine.gov so as to meet the deadline noted above.

Firms and individuals responding will be screened and interviewed on the basis of qualifications only. Project fees 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 Owner's Representative services by firms or individuals for public improvements is a Qualification Based Selection (QBS) process per statute (Title 5, §1753), 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 or individuals 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 or individuals to interview for the project, typically three to five applicants.
4. The Selection Committee interviews the firms or individuals. Second interviews may be scheduled. References are checked.
5. The Selection Committee ranks all of the interviewed firms or individuals. The Committee negotiates an agreement with the highest ranked applicant based on the scope of professional services identified in the RFQ and interview.
6. A BGS Special Consulting Service Agreement is drafted.
7. The agreement must be approved by BGS before work commences.