



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

Request for Qualifications
Information for Architects and Engineers

The Department of Administrative and Financial Services, Bureau of General Services wishes to procure architectural/engineering services for the study evaluating the Availability of Traditional and Alternative Bulking Agents for Municipal Biosolids Disposed of at the Juniper Ridge Landfill in Old Town, Maine and at other solid waste landfills in Maine as applicable.

Project Description

The study will determine if there will be sufficient and consistent amounts of bulking agent available to support continued acceptance of the current levels of municipal biosolids and other wet wastes at the Juniper Ridge Landfill after July 1, 2025. The state-owned Juniper Ridge Landfill (JRL) in Old Town, Maine was the outlet for nearly 90% of municipal biosolids generated in Maine in 2022 (about 78,000 wet tons). For municipal biosolids, the primary disposal outlet in Maine is landfilling and there is no current alternative outlet in the state that would be able to accept the tonnage currently handled at JRL. The material commonly used for bulking municipal biosolids at JRL is construction and demolition debris (CDD) processing residue from the Resource Lewiston processing facility although other bulking materials are used to the extent they are readily available (i.e., ash, contaminated soil, bypass MSW).

Scope of Services

The scope of services for this study includes evaluating the availability of sufficient and consistent amounts of bulking agents available to support continued acceptance of the current levels of municipal biosolids and other wet wastes at JRL after July 1, 2025. In July 2025, the restrictions on out-of-state waste and recycling requirements for certain large solid waste processing facilities will go back into effect (see [Public Law 2023, Chapter 283](#)) which could limit the amount of bulking agents available for use at JRL.

The study must include the following:

1. A comprehensive list of materials that can be effectively used to bulk municipal biosolids and other wet wastes with emphasis on material availability in Maine. The material list should include:
 - (a) Material type, source, and geographic location.



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- (b) A discussion of each material’s physical, chemical, and engineering properties, including any characteristics that may impact its compatibility with municipal biosolids at disposal facilities, as applicable.
 - (c) A discussion of each material’s compatibility with typical engineered liner systems and other engineered components within a secure solid waste landfill.
 - (d) Cost of each material in dollars per ton and cost per cubic yard (or ton) to transport to JRL.
 - (e) Approximate quantities of each material available.
 - (f) Availability of material (constant source, one time source, etc).
 - (g) Any public benefits of the material being used as a bulking agent in a landfill (cleaning up a problem, etc.) with cost analysis.
2. An evaluation of the effectiveness and performance of each material in achieving a stable waste surface for the operation of typical landfill equipment. Approximate ratios of bulking materials to municipal biosolids assuming a typical solids content ranging from 18 to 20 percent needed to achieve stability should be provided.
 3. An evaluation of the seasonal fluctuations of each material including approximate timeframes in which each material is generally available.
 4. Submission of a draft report for Department of Administrative and Financial Services and Department of Environmental Protection review and comment.
 5. Submission of a draft report by November 1, 2024, and submit final report by December 1, 2024, incorporating the above noted information.

Project Budget

The overall project budget is not to exceed \$100,000.

Anticipated Schedule

RFQ responses due	5/7/2024
Short-listed firms notified.....	by 5/13/2024
A/E firm interviews.....	5/13/2024 to 5/20/2024
A/E firm selection.....	5/24/2024
Agreement approved.....	by 6/6/2024
Draft Report submitted	by 11/1/2024
Study completed and submission of Final Report	by 12/1/2024



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Project duration.....6/6/2024 – 12/1/2024

Submission Requirements

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

The *paper copies* of the Letter of Interest and Statement of Qualifications should be sent to insert name and title of contact person, insert mailing address, city and zip code of the entity administering the procurement so as to be received not later than **1:00 PM on May 7, 2024**

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. 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.

Selection Criteria

A.	Qualifications to undertake this project	Professional experience in general. Quality of services. Relevant disciplines. Size of firm or firms. Understanding of this project. Responsiveness to project by virtue of proximity. Discuss each of the above especially as it relates to the work of this project.
B.	Cost control experience	Ability to manage project budgets, and design to budgets, to create accurate construction cost estimates, and to utilize project cost controls in design and construction.
C.	Project experience	List of projects that demonstrate capabilities, with services provided for each project. Provide project details, date of completion, and client contact information for each. Note the involvement of the particular personnel who are proposed for this project.
D.	Similar project experience	List of recently completed projects similar in type, size, and other elements. Provide project details, date of completion, and client contact information for each. Note the involvement of the particular personnel who are proposed for this project.



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E.	Project team	Organization of project team, with profiles of key personnel who would be involved in the project. Provide education, special training, experience, and responsibilities of personnel, especially as it relates to the work of this project. Experience working together as a unit.
F.	Workload projection	General illustration or statement of the ability of the project team to respond to this project schedule.
G.	Business references	List of business references other than those listed above, including contact information.

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, 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.



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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.