



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 **Telework Hybrid Offices** at Maine State agencies statewide.

Project Description

This project will consist of meeting with key stakeholders from various State of Maine agencies, reviewing existing space allocations and utilization, and reviewing agency goals and objectives for potential new space designs and future growth. A summary space program and conceptual test fit floor plans will be created in the initial phase of the project.

The scope of services for this project includes, but is not limited to, development of office space programming, planning, and schematic designs for a telework hybrid office model which best helps State of Maine government agencies meet their unique operational and telework needs. The specific areas of design expertise which may be required include power, lighting, HVAC, acoustical, data, telecommunication, security, and code compliance.

The selected firm may be required to coordinate this work with other consultants contracted by the Owner. One firm or multiple firms may be selected through this RFQ process. Agreements may be amended to allow for the complete design and implementation of the telework hybrid workplace concepts.

Anticipated Schedule

RFQ Response Due.....	6/2/2022
Notify Short Listed Firms	by 6/9/2022
A/E Firm Interviews	6/16/2022 to 6/23/2022
A/E Firm Selection	6/30/2022
Agreement Approval.....	by 7/28/2022
Project duration.....	7/28/2022 – 6/30/2023



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Submission Requirements

Interested firms should submit *one paper copy 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;
- 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 *paper copy* of the Letter of Interest and Statement of Qualifications should be sent to Marsha Alexander, so as to be received not later than **1:00 PM on June 02, 2022**. 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.

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.