



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

Request for Qualifications
Information for Architects and Engineers

The Bureau of General Services wishes to procure architectural/engineering services for the HVAC Upgrades Project at Marquardt Building in Augusta, Maine.

Project Description

The Marquardt Building is a three-story 58,710 SF masonry building located at 32 Blossom Lane in Augusta Maine. It is used currently as office space for various state agencies with two small labs located on the first floor. The building went thru a comprehensive building renovation back in 2018 and then again in 2020 where the mechanical system serving the 2nd floor was replaced.

The scope of services for this project includes assessing the building wide mechanical system and determining what enhancements might be needed especially on the second floor where some temperature and ventilation issues have been observed. Additional design and construction oversight and commissioning services may be requested at the sole discretion of the owner as well as additional scope items pertaining to electrical, plumbing, security, lighting and controls. Retro Commissioning and Testing and Balancing services may be requested at the sole discretion of the owner as well as energy audits and leak testing.

Project Budget

The construction budget is approximately \$500,000, with an overall project budget not to exceed \$1,000,000.

Anticipated Schedule

Table with 2 columns: Task and Date. Rows include RFQ responses due (12/15/2023), Short-listed firms notified (by 12/22/2023), A/E firm interviews (1/2/2023 to 1/5/2024), A/E firm selection (1/10/2024), Agreement approved (by 2/1/2024), Design completed (6/1/2024), Bids received (7/1/2024), and Construction completed (by 12/30/2024).



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Project duration.....2/1/2024 – 12/30/2024



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Submission Requirements

Interested firms should submit *no 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 Letter of Interest and Statement of Qualifications should be sent to Jill Instasi at BGS.Architect@maine.gov so as to be received not later than **1:00 PM** on **12/15/2023**.

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.
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.



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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.
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.



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7. The agreement must be approved by BGS before work commences.