**Request for Qualifications**

**Information for Architects and Engineers**

The Office of Chief Medical Examiner and the Bureau of General Services wish to procure architectural and engineering services for the design of anew **Office of Chief Medical Examiner** facility proximate to the existing facility in Augusta, Maine.

Development of this project is expected to begin as soon as feasible in 2020. The scope of this project includes, but is not limited to, pre-design services to confirm functional and spatial programs developed in a 2018 study, concept design, project timeline, and cost estimate. Full A/E services will follow confirmation of program, concept, and budget.

The proposed facility is anticipated to be approximately 20,000 square feet on two levels. The space requirements include forensic laboratory as well as office support space. The project includes significant site/civil design for parking and traffic flow through the site.

Among the goals of the project are renewable energy technologies, energy conservation strategies and reduced emissions in a healthy, sustainable facility design. Qualifications of the selected firm shall include familiarity and expertise with similar facilities and the accreditation and certification standards, as well as proven experience with programming, schedule and cost estimating, design, and construction administration of this building type.

Interested firms should submit *five 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.

1. qualifications to undertake this project;
2. documented experience with budgets, estimating, and project cost control;
3. list of projects that demonstrate the firm's capabilities;
4. list of recently completed work of similar type and size projects, with client contact information for each project;
5. organization of team and profiles of key personnel who would be involved in the project;
6. statement of current workload and ability to absorb the project; and
7. 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 Bob Gurney, Bureau of General Services, 111 Sewall Street, 77 State House Station, Augusta Maine 04333-0077 so as to be received not later than **1:00** p.m. on **17 July 2020**. 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 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.

**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.