



**STATE OF MAINE**  
**BUREAU OF REAL ESTATE MANAGEMENT**

*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 subs. 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 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**.
- 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 **BREM Professional Services Agreement** is drafted.
- 7.) An insurance certificate and approved agreement is required before work commences.



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*Notice to Architects and Engineers  
Request for Qualifications*

The State of Maine Bureau of Real Estate Management is looking for facility upgrades to The Big E Building in Springfield, Maine.

The scope of this project includes, but is not limited to, schedule and budget estimating, design development, contract documents and construction administration. The State of Maine/Bureau of Real Estate Management is seeking qualified professional Architect and Engineering services to assist the Office with a wide range of issues from Architectural, HVAC to Electrical. The project is located at the State-owned Big E in Springfield, Massachusetts. All prospective candidates will be limited to those with valid and current Massachusetts-registered Architect or professional engineer (PE) staff of the appropriate disciplines to develop the Plan. The successful candidate will be required to consult with The Department of Agriculture, Conservation and forestry and the State of Maine/Bureau of Real Estate Management (BREM) to finalize the Plan and to deliver to BREM as a stamped "issued for construction" plan.

The primary purposes of the Plan will be to:

- Study, schematic design, preliminary and final plans for architectural, mechanical, structural, electrical, floorplans and life safety.
- Develop, design, specify and deliver plans for construction work
- Oversee construction throughout the duration of the project

The scope of the Plan will be limited to the aforementioned design work and delivery of stamped Architectural/Engineering drawings as "issued for construction"

The firm may be required to coordinate this work or additional work with other consultants contracted by the Owner.

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:

- A. qualifications to undertake this project;
- B. experience with budgets and project cost control, with some results of the firm's activities;
- 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. profiles of key personnel who will 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.



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The *paper copies* of the Letter of Interest and Statement of Qualifications should be sent to John Blais, BREM Senior Project Manager, 77 State House Station, 111 Sewall Street, 4<sup>th</sup> Floor, Augusta, ME 04333 so as to be received not later than **1:00 PM on Friday, 4 January 2019**. 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.