



**State of Maine**  
**Bureau of Real Estate Management**  
**Division of Planning, Design & Construction**

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**Request for Qualifications**  
**Information for Architects and Engineers**

The Department of Corrections wishes to procure architectural/engineering services for **new construction, renovation and demolition at the Downeast Correctional Facility** in Machiasport, Maine.

The scope of this project includes, but is not limited to, schedule and cost estimating, schematic design, design development, contract documents, and construction administration. The firm may be required to coordinate this work or additional work with other consultants contracted by the Owner.

This project consists of the design and construction of a 10,000-square foot sprinklered metal building to serve as a minimum security re-entry correctional facility. Aside from program spaces specific to a correctional facility, the project will also include:

- ❖ Security camera and locking systems;
- ❖ Facility lighting;
- ❖ Re-commission existing water system to provide domestic and fire suppression water;
- ❖ Abandon existing sewage treatment plant and design and install a new on-site sub-surface wastewater system;
- ❖ Relocate existing generator(s) to new Building;
- ❖ Remove the existing perimeter fence from the Training building to the Motor Pool building;
- ❖ Renovate existing Administration Building for Healthcare and Administration program space;
- ❖ Re-use of an existing Garments Building as Warehouse with limited renovations;
- ❖ Re-use existing Motor Pool Building as a Facility Maintenance Garage with no renovations;
- ❖ Demolition of (7) seven existing buildings;

Interested firms should submit *six 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. 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. 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.



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The *paper copies* of the Letter of Interest and Statement of Qualifications should be sent to Gary LaPlante, Director of Operations, Department of Corrections, 111 Statehouse Station, Augusta, Maine, 04333-0111 so as to be received not later than **1:00 PM on May 24, 2019 at Maine Department of Corrections, Attn: Gary LaPlante, Director of Operations**. 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.



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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 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 BREM Architect/Engineer Agreement is drafted.
7. The agreement must be approved by BREM before work commences.