



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

Request for Qualifications
Information for Architects and Engineers

The Department of Corrections wishes to procure architectural/engineering services for the **new construction of a Food Processing Center at the Mountain View Correctional Facility** in Charleston, 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 Department is seeking proposals from firms that can demonstrate proven experience in the design of food processing centers. 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 5,000-square foot building on a slab that will serve as a Food Processing Center. The project will include:

- ❖ Security camera and locking systems;
- ❖ Facility lighting;
- ❖ Specialty equipment pertinent to the operations of a food processing center;
- ❖ Demolition of (1) one existing building

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.

The *paper copies* of the Letter of Interest and Statement of Qualifications should be sent to Gerry Merrill, Deputy Superintendent, 1182 Dover Road, Charleston, Maine 04422, so as to be received not later than **1:00 PM on June 14, 2019 at Mountain View Correctional Facility, Attn: Gerry Merrill, Deputy Superintendent**. 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.



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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.