**Request for Qualifications**

**Information for Architects and Engineers**

The Bureau of Real Estate Management (BREM), in cooperation with the Maine State Archives, Maine State Library, and Maine State Museum (the Cultural Agencies) wish to procure architectural/engineering services for the **Cultural Building Renovation** at 230 State Street in Augusta, Maine.

The proposed work is a comprehensive building system renovation in the circa 1969 facility shared by the Cultural Agencies. The gross floor area is approximately 150,000 square feet on five floors plus a partial basement. The Cultural Building is adjacent to the Maine State House and the Cross-State Office Building.

Upgrades to the HVAC and associated electrical systems in coordination with hazardous materials remediation is the highest priority. A main goal is to minimize the disruptive impact of the renovation work on the various public access spaces, collections storage and work spaces, offices, and other support spaces in the Cultural Building. The work includes phased implementation and temporary relocations to accommodate the asbestos remediation and renovation activities in a facility occupied outside of the remediation/construction areas. Temporary Utilities may also be necessary depending on how the projects are phased.

The scope of services anticipated for this project includes, but is not limited to:

program evaluation, design of phasing work scope, code compliance review, and cost estimating;

- HVAC upgrades heavily coordinated with hazardous material remediation (hazardous material design and removal will be contracted separately);

- associated building automation system, and electrical upgrades;

- fire suppression, fire alarm, and security systems upgrades as required by code;

- building envelope, and structural evaluations;

- all typical design phases, bid document handling, and construction administration and oversight services.

- Museum or Archives exhibit design services are not part of this RFQ.

The selected firm will be required to coordinate this work with other consultants contracted by the Owner. The Owner reserves the right to retain the firm selected under this RFQ for later phases of the project which are generally described in this solicitation.

The work of this RFQ is expected to begin immediately, with A/E planning for the first phase of work to be initiated by October 2019. A separate comprehensive Cultural Building re-roofing project is scheduled to commence summer 2019.

**FQ Criteria and Response**

Interested firms should submit *five hard 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 *electronic and hard copies* of the Letter of Interest and Statement of Qualifications should be sent to Ms. Jill Instasi, Bureau of Real Estate Management, 111 Sewall Street, 4th Floor, Augusta ME 04333-0077 so as to be received not later than **1:00** PM on **July 31, 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 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 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 above, 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.