**Request for Qualifications**

**Information for Architects and Engineers**

The Department of Corrections wishes to procure architectural/engineering services for a **Classroom Renovation** at the **Maine State Prison** in Warren, 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 classroom space at the Maine State Prison in Warren. The project will entail renovation of the existing library into two higher education classrooms, with associated office and storage space, and renovation of other nearby spaces for library, art instruction, computer access, and other functions. All impacted building systems including HVAC, electrical and security will be modified and upgraded. The area of the affected space is approximately 6,000 square feet in a single story masonry and steel structure.

The Department has developed a schematic design for the functional layout of the spaces. Design work would be to move into design development as soon as feasible, with attention being paid to the furniture, fixtures and equipment that would complete the project. The goal is to start construction in December 2020.

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:

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. 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 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 16 March 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 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.