



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

Request for Qualifications
Information for Architects and Engineers

The Department of Defense, Veterans, and Emergency Management wishes to procure architectural/engineering services for the **Kitchen Renovation Project** at Bog Brook Training Site in Gilead, Maine.

The scope of this project includes, but is not limited to, schedule and cost estimating, preliminary designs, life-cycle cost analyses, 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.

The project goals include physical renovations for the approximately 1800 sf facility to meet current Federal (DoD Unified Facilities Criteria and Design Guides, ADA, etc.), State, and Local codes, ASA IE&E Sustainable design and Development Policy, and to extend the functional life of the facility and systems.

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 response to each of the following criteria.

- A. qualifications to undertake this project;
- B. documented experience with budgets, estimating, and project cost control;
- C. list of projects with dates that demonstrate the firm's capabilities;
- D. list of recently completed work of similar type and size projects, with client contact information and project dates for each project;
- E. organization of team and 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 copy* of the Letter of Interest and Statement of Qualifications shall be sent to Bob Gurney, State of Maine Military Bureau, 194 Winthrop St. SHS#32, Augusta, Maine 04333-0032 so as to be received not later than **1:00 PM** on **February 28**. 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. Specific program information will not be available before the screening of qualification



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packages. The selection committee will rank all firms and negotiate fees with the highest ranked firm.