**Request for Qualifications**

**Information for Architects and Engineers**

The Bureau of General Services wishes to procure architectural/engineering services for the **221 State Street Renovation project** in Augusta, Maine.

The purpose of this project is to create general office and secure file storage space for 110 employees, with some public access areas. Professional services include schedule and cost estimating, preliminary design and furniture fit plans, design development, contract documents, and construction administration. Design work will commence as soon as possible, in late March or early April. The firm may be required to coordinate this work or additional work with other consultants contracted by the Owner. Construction is expected to begin in the third quarter of 2020.

The project scope generally includes upgrades to HVAC and electrical systems, windows and building envelope, and finishes for designated portions of the building. The Owner will provide a program of functional spaces and personnel count.

Interested firms should submit *three 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.

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 *paper copy* of the Letter of Interest and Statement of Qualifications should be sent to Elaine Clark, Bureau of General Services, 77 State House Station, 111 Sewall Street, Augusta ME 04333-0077 so as to be received not later than **1:00** PM on **04 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 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 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 BGS Architect/Engineer Agreement is drafted.
7. The agreement must be approved by BGS before work commences.