



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 **Installation Energy and Water Plan (IEWP)** for the Maine Army National Guard (MEARNG). The purpose of this request is to strengthen the energy and water resilience of the MEARNG and reduce the risk to the mission posed by utility disruptions and system failures. The IEWP will include a detailed energy and water plan for the MEARNG facilities that are located throughout the State of Maine.

The scope of the project includes but is not limited to the development of an IEWP that is based on the Department of the Army's Policy Guidance for Installation Energy and Water Plans, Army Energy Security and Sustainability Strategy, Army energy and water security goals outlined in Army Directive 2017-07, (Installation Energy and Water Security Policy) and other Federal, Department of Defense (DoD), and Army policies and regulations. The purpose is to address requirements for energy and water security and resilience, including energy and water efficiency and conservation, renewable energy and alternative fuels policy goals.

The scope of services for this project includes, but is not limited to, Architects and Engineers who are familiar with Army installation Energy and Water security policies to identify MEARNG's mission critical, essential and supporting facilities and provide recommendations to manage and reduce energy usage, identify energy conservation measures for the facilities and infrastructure that enhances the MEARNG's energy security and ensures that adequate energy supplies are available in order to meet current and future mission requirements. The firm may be required to coordinate this work or additional work with other consultants contracted by the Owner.

The Study and Design shall consist of, but not limited to a 6 month period to include a benchmark of historical energy use, provide analyses of facility energy systems and energy supply resources, development of energy conservation measures, life cycle cost analyses, consolidation of existing historical energy use and on-site data collection into a Microsoft access data base. A report shall be provided at each phase of the deliverables. The AE will work in conjunction as a team with installation personnel and government entities.

The IEWP will be the MEARNG's document for short, mid and long term planning for sustaining the installation's mission, security and readiness.

Interested firms should submit **four paper copies** and **one electronic copy** of a Letter of Interest with a Statement of Qualifications which includes the firm's:



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

- 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. 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 **Four Paper Copies**, the **Letter of Interest and Statement of Qualifications** should be sent to A.J. Ballard, CEM, Energy Manager, Bldg 7, 194 Winthrop Street, Augusta, Maine 04330 so as to be received not later than **2:00 PM on July 9, 2020**. The electronic copy of the **Letter of Interest and Statement of Qualifications** should be sent as an attachment to an email addressed to **alan.j.ballard.nfg@mail.mil** 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.



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

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.