**Request for Qualifications**

**Information for Architects and Engineers**

The Eastern Maine Community College (EMCC) wishes to procure architectural/engineering services for the **Campus Master Planning** at the current campus in Bangor, Maine.

The new Master Plan is intended to be an essential tool to help guide the college’s decisions regarding space utilization, new construction and renovation, vehicular and pedestrian circulation, accessibility, parking, and land development. The selected firm will assess the manner in which the college facilities and infrastructure currently serve the constituent needs of the College and how EMCC might better utilize these facilities to meet present and future operational needs. The plan should also assist the college in adapting to unanticipated opportunities and challenges.

The master planning process will result in a master plan and executive summary report including written and graphic illustrations of recommended systems, program accommodations, and design guidelines.

The Campus Master Plan will outline clear issues, needs and goals for the coming years. The plan will include all academic, administrative, recreational, social, ancillary and residential facilities. The scope of this project includes, but is not limited to the following:

### A. Provide a complete and comprehensive analysis of EMCC’s property, facilities and status. This information is considered to be a key component of the Master Plan. At a minimum, this review will include a review, assessment and reports on the following areas:

1. The existing conditions of campus facilities with a detailed inventory of findings.

2. Existing space utilization and organization of the College facilities based on actual program and administrative use.

3. Campus safety, security, accessibility and ADA needs as well as compliance with current state and federal requirements.

4. Grounds utilization, including pedestrian/vehicular circulation, parking, landscaping, signage, and recreation.

5. Campus land holdings and use in regard to future expansion needs and project development.

6. Interview of College officials and other key stakeholders for input on evaluation of existing conditions, use and needs.

B. Utilizing all available information provided and developed produce a comprehensive Campus Master Plan document. The document will:

1. Provide guidance in decisions regarding college facilities, design, and land use that help meet current needs and enhance the quality of academic and student life

a. Project short and long-range capital needs while providing a dynamic plan for continuous progress.

b. Point out deficiencies and outline opportunities

c. Offer comprehensive solutions and presenting an agenda for accomplishing the required improvements.

2. Provide and or make recommendations for:

a. Overall campus design

b. Space allocation and utilization

c. Campus facilities, including academic, administrative, ancillary, residential, and recreational

d. Locations for additions and future buildings

e. Lifecycle costing of facilities

f. Campus safety, security and accessibility/ADA

g. Pedestrian and vehicular circulation, roadways and parking

h. Landscaping and green space, including preservation of natural areas

i. Signage

j. Identification of current and anticipated facility/capital requirements and preparation of a plan for the development of the campus to address those needs

3. In addition to the written plan the selected firm will lead presentations and discussion of recommendations with college officials and other key stakeholders

The firm may be required to coordinate this work or additional work with other consultants contracted by the Owner.

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 copy* of the Letter of Interest and Statement of Qualifications should be sent to Jerry Hayman, Director of Finance, Eastern Maine Community College, 354 Hogan Road, Bangor, ME 04401 so as to be received not later than **1:00** PM on **Wednesday, September 21, 2018**. The *electronic copy* of the Letter of Interest and Statement of Qualifications should be sent as an attachment to an email addressed to [jhayman@emcc.edux](mailto:jhayman@emcc.edux) 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.