Instructions

* Provide the project-specific information in the highlighted text below and other text revisions as required.
* Indicate the delivery address in the first paragraph for the entity meant to receive and manage the responses to this RFQ (this address is not necessarily the BGS address).
* Provide a very brief scope of services in this advertisement, or none if the project title and other resources suffice.
* Remove the highlighted color on the text when editing is complete.
* Copy and paste the ad text into another Word document.
* Arrange with BGS to post this ad, on the date first published in the newspaper, plus a detailed information sheet about the services solicited on your website, the BGS website, or both websites.
* Document receipt of RFQ responses by the stated deadline. Post the names of the responding firms, short-listed firms and ultimate selection on the website. The opening of RFQ responses is not a public access event.

Notice to Architects and Engineers

Request for Qualifications

The insert the name of the Owner- state agency, college or school administrative unit wishes to procure architectural/engineering services for the insert the title of the project at insert the name of the facility in insert the name of the municipality, Maine. Qualifications packages are due at 1:00 p.m. on insert the due date at insert the address and contact person.

Insert a brief scope of services or delete this section.

Responding firms must comply with the detailed *RFQ Information for Architects and Engineers* on the insert Owner’s name or Bureau of General Services website: insert Owner’s website or http://www.maine.gov/dafs/brem/business-opportunities