



**State of Maine  
Bureau of General Services  
Planning, Design & Construction Division**

**Request for Qualifications  
Information for Architects and Engineers**

The Maine Department of Defense, Veterans and Emergency Management (DVEM) wishes to procure architectural/engineering services for the Renovation to the Westbrook Armory, 120th Stroudwater Avenue at the Westbrook Armory in Westbrook, Maine.

The scope of this project includes, but is not limited to, complete renovation of the armory's building envelope, windows, doors, roof systems, office areas, bathrooms, showers, kitchen and classrooms. The utility systems shall be upgraded to include HVAC mechanical systems, Building Automation Control system, plumbing system and electrical system. Anti-Terrorism Force Protection shall be considered for doors, windows and building envelope. The firm may be required to coordinate this work or additional work with other consultants contracted by the Owner.

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:

- 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. 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** of the **Letter of Interest and Statement of Qualifications** should be sent to Attn: DFE – Robert W. Palmer III, Westbrook Armory Renovation, State of Maine Military Bureau, Camp Keyes, SHS#32, Augusta, Maine 04333-0032 so as to be received not later than **1:00 PM** on 3 December 2018. The *electronic copy* of the **Letter of Interest and Statement of Qualifications** should be sent as an attachment to an email addressed to **robert.w.palmer.nfg@mail.mil** 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.



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**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.
6. The Committee negotiates an agreement with the highest ranked firm based on the scope of professional services identified in the RFQ and interview.
7. A BGS Architect-Engineer Agreement is drafted.
8. The agreement must be approved by BGS before work commences.