



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

Request for Qualifications
Information for Architects and Engineers

The York County Community College wishes to procure architectural/engineering services for the YCCC Update Master Plan at the Wells and Sanford campus in Wells and Sanford, Maine. BREM#: **PT 3000**

The scope of this project includes, but is not limited to:

Task 1 - Document Existing Conditions

Collect and evaluate site data from publicly available sources and information provided by YCCC staff and develop base plans for both the Wells and Sanford sites.

Task 2 - Space Utilization Analysis

Interview YCCC staff and inventory existing spaces to ascertain the surplus or deficit of instructional and support spaces. Summarize and format the information and meet with YCCC staff to review the findings.

Task 3 - Demographics and Enrollment Analysis

Analyze demographic and enrollment data provided by YCCC staff and summarize and format the information for inclusion in the Master Plan Report.

Task 4 - Projections of Future Needs

Evaluate the data collected in Tasks 1 through 3 along with the Capital Requests project list provided by YCCC staff and define projects within a 10-year planning period that will help the college fulfill its mission and goals. We will develop a program matrix for future buildings and establish a timeline and develop sequencing for projects at each site. Rough estimates of probable costs will also be developed. Meet with YCCC staff to review the projected needs before developing proposed Master Plan projects.

Task 5 - Proposed Master Plan Projects

Based on the findings from Task 4, develop schematic site plans for both the Wells and Sanford facilities to depict proposed development at each site. Meet with YCCC staff to review the proposed projects.

Task 6 - Master Plan Report

Develop a Draft Report of all of the findings established in Tasks 1 through 5 above for review by YCCC staff. Meet with staff to review comments and provide a Final Report that addresses all comments. Provide the Draft and Final Reports in both hard copy and electronic format.

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



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Interested firms should submit *one paper copy 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 *paper copy* of the **Letter of Interest and Statement of Qualifications** should be sent to Samuel Ellis, Dean of Finance and Administration, 112 College Drive, Wells, Maine 04090 so as to be received not later than **1:00 PM** on September 28, 2018. 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 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. 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.