



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 three-classroom interior renovation project at YCCC Sanford Instructional Site in Sanford, Maine.

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

1. Doors, walls and ceilings for two classrooms and an electrical closet next to the existing classroom on the northeast side of the building. Lighting, fire alarm, sprinkler, electrical power, data, telecommunications, and an exterior HVAC unit located next to an existing shed.
2. Removal of walls that form the existing classroom in the northeast portion of the building with new walls, doors, lighting, fire alarm, sprinkler, electrical power, data, and telecommunications providing a larger classroom, electrical closet, and housekeeping storage.
3. Exterior windows into two of the classrooms. Replacing the high bay lighting with LED lighting along the corridor from the lobby to the other end of the corridor, and in the wax storage/3D storage area.
4. Evaluation of existing parking and plan for future parking expansion.
5. Time and cost estimates of the entire project.

Interested firms should submit six *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 October 5, 2018**. The *electronic copy* of the Letter of



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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.