



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

---

**Instructions**

- Provide the project-specific information in the highlighted text below and other text revisions as required.
  - Indicate the delivery address for the entity meant to receive and manage the responses to this RFQ (this address is not necessarily the BGS address).
  - Provide a tentative set of significant milestone dates as outlined below.
  - Do not edit the Selection Criteria, or anything following that table, including the Architect-Engineer Procurement Process. These items are invariable.
  - Leave the header of this document as it is.
  - Remove the highlighted color on the text when editing is complete.
  - Delete this list of *Instructions* from the final draft of this RFQ document.
  - Arrange with DOE to post this RFQ document, on the date the legal ad is first published in the newspaper, on your website, the BGS website, or both websites.
  - Document receipt of RFQ responses by the stated deadline. Post on the BGS website the names of the responding AE project teams, those short-listed, and the ultimate selection. The opening of RFQ responses is not a public access event.
- 

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

The insert the name of the Owner- state agency, college or school administrative unit wishes to procure services to assist with project documentation for the State of Maine School Revolving Renovations Fund process.

**Project Description**

The scope of this project includes, but is not limited to, initially providing a project budget and technical supporting documentation for applications. If the SAU is awarded SRRF funding, the SAU may continue to work with the selected individual or firm to provide design documents, estimating and budgeting, construction procurement / bidding, and construction administration services. The firm may be required to coordinate this work or additional work with other consultants contracted by the Owner.



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

---

### Anticipated Schedule

RFQ responses due ..... 6/4/2024  
Short-listed firms notified ..... by 6/11/2024  
A/E firm interviews ..... 6/18/2024 to 6/25/2024  
A/E firm selection ..... 7/2/2024  
Agreement approved ..... by 7/31/2024  
SRRF documentation completed ..... by 1/31/2025

### Submission Requirements

Interested firms should submit *three paper copies* and *one electronic copy* of a Letter of Interest with a Statement of Qualifications which includes their response to criteria A through G in the Selection Criteria table below.

[Indicate the number of paper copies above. Firms usually are expected to provide a paper copy for each of the Selection Committee members. Delete this paragraph.]

The *paper copies* of the Letter of Interest and Statement of Qualifications should be sent to *insert name and title of contact person, insert mailing address, city and zip code of the entity administering the procurement* so as to be received not later than **1:00 PM** on **insert due date**.

The *electronic copy* of the Letter of Interest and Statement of Qualifications should be sent as an attachment to an email addressed to *insert e-mail address of contact person* so as to meet the deadline noted above. Alternate methods of providing electronic copies, such as website links to file sharing sites, or flash drives, or encrypted e-mails are unacceptable and may invalidate the entire submission.

### Selection Criteria

|    |  |  |
|----|--|--|
| A. | Qualifications to undertake this project | Professional experience in general. Quality of services. Relevant disciplines. Size of firm or firms. Understanding of this project. Responsiveness to project by virtue of proximity. Discuss each of the above especially as it relates to the work of this project. |
|----|--|--|



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

|    |                            |   |
|----|----------------------------|---|
| B. | Cost control experience    | Ability to manage project budgets, and design to budgets, to create accurate construction cost estimates, and to utilize project cost controls in design and construction.  |
| C. | Project experience         | List of projects that demonstrate capabilities, with services provided for each project. Provide project details, date of completion, and client contact information for each. Note the involvement of the particular personnel who are proposed for this project.                  |
| D. | Similar project experience | List of recently completed projects similar in type, size, and other elements. Provide project details, date of completion, and client contact information for each. Note the involvement of the particular personnel who are proposed for this project.                            |
| E. | Project team               | Organization of project team, with profiles of key personnel who would be involved in the project. Provide education, special training, experience, and responsibilities of personnel, especially as it relates to the work of this project. Experience working together as a unit. |
| F. | Workload projection        | General illustration or statement of the ability of the project team to respond to this project schedule.   |
| G. | Business references        | List of business references other than those listed above, including contact information.   |

Firms responding shall employ personnel who have current licensure in the State of Maine who will serve as Architects, Engineers, and Landscape Architects of Record on this project. This project will utilize the standard BGS contract forms, and conform to BGS guidelines and policies such as the Architectural and Engineering fee policy, available on the BGS website (<https://www.maine.gov/dafs/bgs/forms>).

Firms responding will be screened and interviewed on the basis of qualifications only. Project fees and specific design solutions for this project shall 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.



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

---

### **Architect-Engineer Procurement Process**

The standard procurement process of Architect and Engineer design services for public improvements is a Qualification Based Selection (QBS) process required by statute (Title 5, §1742 subsection 6), and described briefly here.

1. This Request for Qualifications (RFQ) solicitation is the step in the process after the Owner entity allocates funding, and receives approval from BGS to conduct the procurement.
2. Interested firms respond to the 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 BGS Architect/Engineer Agreement is drafted.