



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

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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 complete description of the scope of services in this RFQ document.
  - 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 BGS 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 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.
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**Request for Qualifications Information**

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.

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.

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 response to each of the following criteria.

- 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. organization of team and 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.



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The *paper copy* 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 **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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## **Procurement Process**

The standard procurement process of 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 is 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.