



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

Request for Qualifications
Information for Architects and Engineers

The Department of Agriculture, Conservation and Forestry (DACF) wishes to procure architectural/engineering services for the **Cony Road Metrology Building Renovation** at 333 Cony Road in Augusta, Maine.

Project Description

The scope of services for this project includes, but is not limited to, schedule and cost estimating, preliminary design, design development, contract documents, and construction administration. The firm may be required to coordinate this work or additional work with other consultants contracted by the Owner.

333 Cony Road is a 18,500 SF Office, Warehouse, and Laboratory space with an additional 900 SF penthouse. Renovations will take place in the west wing of the building. The space currently houses the Maine Metrology Laboratory, The Emergency Food Assistance Program (TEFAP), and the PFAS laboratory. Maintenance on this building has been deferred for decades and considerable upgrades are needed to transform it into energy efficient, functional office space. DACF is requesting services within the above referenced scope to complete the following retrofits and upgrades. This list may not be exhaustive.

- I. Asbestos tile remediation
- II. Upgrade existing restroom for ADA compliance
- III. Energy efficiency
 1. Exterior wall
 2. Replace existing windows
 3. More efficient lighting
 4. Upgrade heating/occupancy controls
 5. Examine potential AC/Cooling system
- IV. Redesign existing office/lab/conference room/and storage space for functionality
 1. Space layouts
 2. Telecommunications design
 3. Utilities

Project Budget

The construction budget is approximately \$700,000, with an overall project budget not to exceed \$850,000.



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Anticipated Schedule

RFQ responses due	8/4/2023
Short-listed firms notified	by 8/18/2023
A/E firm interviews.....	8/21/2023 to 8/30/2023
A/E firm selection	8/31/2023
Agreement approved	by 9/22/2023
Design completed.....	by 1/31/2024
Bids received.....	by 2/16/2024
Construction completed	by 8/30/2024
Project duration.....	8/4/2023 to 11/30/2024



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Submission Requirements

Interested firms should submit *four 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.

The *paper copies* of the Letter of Interest and Statement of Qualifications should be sent to **Celeste J. Poulin, State House Station #28, 90 Blossom Lane, Augusta, Maine 04333** so as to be received not later than **1:00 PM on 8/4/2023**. 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.

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. 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.
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.



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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, 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.

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 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.



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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.
7. The agreement must be approved by BGS before work commences.