



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

Request for Qualifications
Information for Owner's Representatives

The Department of Administrative and Financial Services, Bureau of General Services (BGS) wishes to procure Owner's Representative (OR) services for the **Office of Chief Medical Examiner Facility** at 40 Hospital St. in Augusta, Maine.

Project Description

This project consists of demolition of a 1,900 square foot former city fire station; relocation of underground utilities in coordination with the Greater Augusta Utilities District; and new construction of an Office of Chief Medical Examiner facility (approximately 19,000 square feet). Owner's Representative services will be a negotiated combination of part-time and full-time work. The estimated budget for construction is approximately \$17,500,000. The construction phase is expected to be approximately 20-months duration.

The scope of services for this project includes, but may not be limited to,

- Advise the Owner on design and construction issues
- Facilitate open communications among all parties; help avoid adversarial interactions and promote a sense of trust and teamwork
- Ensure that the project is completed at the lowest possible cost and highest degree of quality and workmanship that is consistent with the plans and specifications for the project
- Assist the Owner in maintaining the project budget
- Attend all site, design, and construction phase meetings
- Submit periodic construction phase reports as directed
- Advise Owner of any observed safety, security, procedural, or compliance concerns as soon as possible
- Facilitate timely answers among the project team members and the Owner
- Participate in the review of architectural and engineering documents related to construction
- Review project documents for feasibility of bidding and implementation
- Participate in general project planning
- Monitor the project to help ensure that procedures, materials, and equipment comply with approved project plans, specifications and samples, Owner's standards, and quality
- Monitor contractor workmanship
- Oversee Owner testing requirements



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- Document and track field modifications and deviations
- Maintain a current field set of drawings and specifications
- Maintain daily construction logs including activities-on-site, weather, deliveries, issues, and resolutions, provide periodic reports to the Owner
- Manage contract change orders including monitoring and endorsing any time and material work
- Monitor and report construction progress against schedule and budget
- Assist with the review of monthly Contractor applications for payment
- Participate in inspections
- Facilitate project closeout and warranty service procedures and responses
- Coordinate this work or additional work with other consultants contracted by the Owner as directed.

Project Budget

The construction budget is approximately \$17.5 million, with an overall project budget not to exceed \$25 million.

Anticipated Schedule

RFQ responses due	8/25/2023
Short-listed firms notified	by 9/1/2023
OR firm interviews	9/11/2023 to 9/15/2023
OR firm selection	9/20/2023
Agreement approved	by 9/29/2023
Construction completed	by 5/31/2025
Project duration	10/1/2023 – 5/31/2025



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Submission Requirements

Interested firms should submit *one paper copy* 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 copy* of the Letter of Interest and Statement of Qualifications should be sent to Robert Gurney, 77 State House Station, Augusta, ME 04333 so as to be received not later than **1:00 PM on August 25, 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. 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.
E.	Project team	Organization of project team, with profiles of key personnel who would be involved in the project. Provide education,



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		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.

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 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.

Owner's Representative Procurement Process

The standard procurement process for Owner's Representative services for public improvements is a Qualification Based Selection (QBS) process per statute (§1743 subsection 8, and Title 5, §1742 subsection 6), described briefly here:

1. The advertisement of this Request for Qualifications is the initial step in the process.
2. Interested companies 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 companies to interview for the project.
4. The Selection Committee interviews the companies. Second interviews may be scheduled. References are checked.
5. The Selection Committee ranks all of the interviewed companies. BGS negotiates an agreement with the highest ranked company based on the scope of professional services identified in the RFQ and interview.
6. An Owner's Representative Agreement is drafted and approved by BGS.