



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

Request for Qualifications
Information for Architects and Engineers

The Maine Department of Marine Resources (DMR) wishes to procure architectural/engineering services for renovations of the West Boothbay Harbor Dormitory (BGS 3121) on the campus of DMR's Boothbay Harbor Marine Science laboratory and aquarium located at 194 McKown Point Road, West Boothbay Harbor.

Project Description

DMR seeks to renovate an unoccupied building to create temporary or transitional housing for interns, visiting scientists, and recently hired employees. The 3,500 square foot building is located immediately above the high tide mark, with a stone/concrete foundation, and a concrete slab on the lower floor. Existing systems include sprinkler, water, and an unserviceable boiler. Electrical systems were upgraded in the last 20 years, with the installation of a backup generator.

The targeted building, built in 1906, is believed to have been the original coal bunker building for the facility. More recently, the building was used as laboratory and office space. Pictures of the building and site are attached to this announcement.

Scope of Services

The scope of services for this project includes, but is not limited to, typical professional services such as schedule and cost estimating, preliminary design, permitting, design development, contract documents, and construction administration. The firm may be required to coordinate this work or additional work with other consultants contracted by DMR. Additional considerations include design services to:

- Evaluate for sea level rise due to the location and proximity to the water;
Upgrade all systems interior and exterior as needed;
Repurpose the space for temporary staff housing, individual rooms, common areas, common kitchen and full bathrooms are a necessity; and
Upgrade wraparound decking to provide functional outdoor space for occupants;
Phase construction potentially for multiple contractors;
Include the retention of historic character-defining features as much as practical.

Project Budget

The overall project budget is \$500,000. DMR is seeking architectural/engineering services for the entire scope of work. If the scope of work exceeds the project budget, services should include development of discrete, intermediate phases.

Anticipated Schedule

RFQ responses due 2/17/2023
Short-listed firms notified by 3/3/2023
A/E firm interviews..... 3/13/2023 to 3/24/2023



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A/E firm selection by 4/7/2023
Agreement approved by 4/21/2023
Project duration 4/24/2023 - 6/30/2024

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 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. 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.

Four paper copies of the Letter of Interest and Statement of Qualifications should be sent to Carl Wilson, Director, Bureau of Marine Sciences, 194 McKown Point Road, West Boothbay Harbor 04575, so as to be received not later than 1:00 PM on February 17, 2023. An electronic copy of the Letter of Interest and Statement of Qualifications should be sent as an attachment to an email addressed to Carl.Wilson@Maine.gov and 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

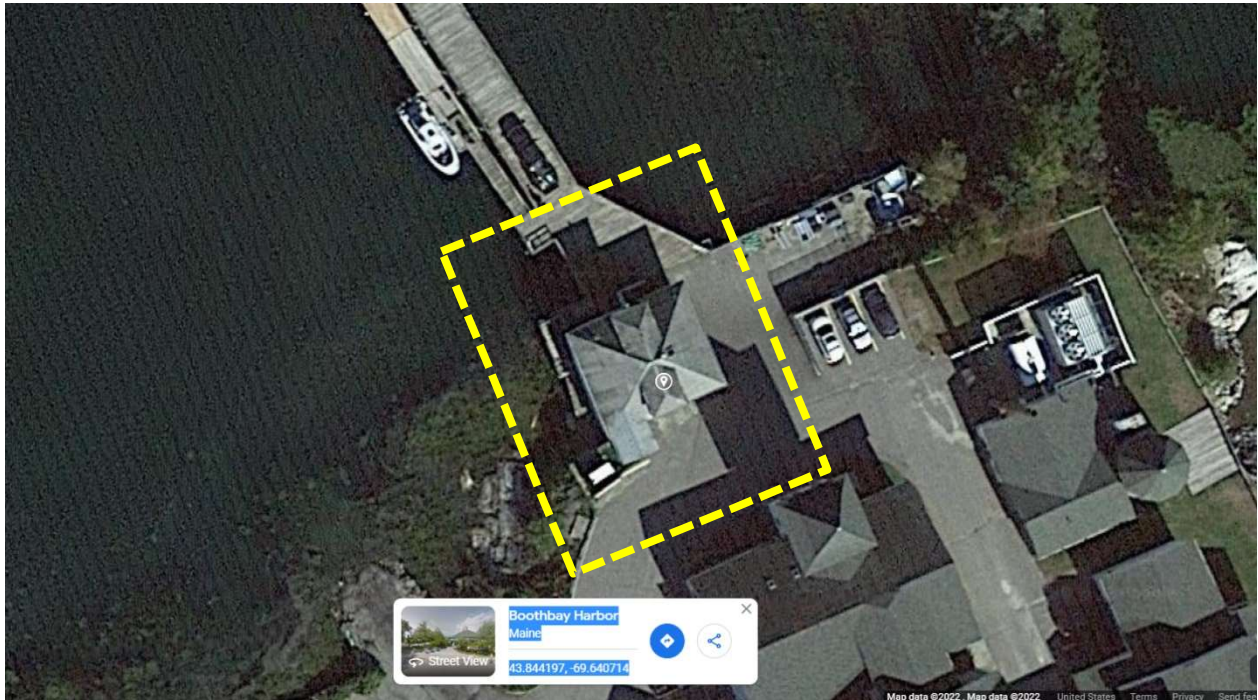
The standard procurement process of Architect and Engineer design services for public improvements is a Qualification Based Selection (QBS) process per statute (Title 5, §1742 subsection 6), described briefly here.

1. The advertisement of this Request for Qualifications is the initial step in the process after the Agency assures that the project itself 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.
6. A BGS Architect/Engineer Agreement is drafted.
7. The agreement must be approved by BGS before work commences.



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Attachments:





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