



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 wishes to procure architectural/engineering services for the **Water and Sewer System and Restroom Upgrades** at Camden Hills State Park in Camden (BGS# 3464), Maine, the **Toilet House** at Swan Lake State Park in Swanville, Maine (BGS# 3556), and the **Utility Upgrades** at Lake Saint George State Park in Liberty, Maine (BGS# 3516)

Project Description

Camden Hills State Park was developed by the Civilian Conservation Corps in the 1930s under the direction of the National Parks Service. The CCC camp at Camden stayed open from 1935 until 1941, building trails, roads, buildings, and other facilities. The land was turned over to the State in 1947. In 1965 the Auto Road to the Mount Battie Tower was constructed to replace the old carriage trail that provided access to the Mount Battie summit. Camden Hills State Park offers camping, hiking, mountain biking, horseback riding, cross-country skiing, and snowshoeing. The Mount Battie Auto road is used by thousands of park visitors a year offering views of Camden, the Penobscot Bay, and access to the Mount Battie Tower.

Swan Lake State Park is a day-use-only facility located on 67 acres on Swan Lake. The park features swimming, canoeing/kayaking, fishing, and picnicking.

Lake Saint George State Park is located on the northwest shore of spring-fed Lake Saint George. The year-round facility features camping, boating, fishing, and hiking.

The proposed project is an enhancement of day-use and camping facilities to provide a better user experience for visitors and improve compatibility with modern camping equipment and vehicles. The functional goal of the proposed project is to create park facilities which are efficient, sustainable, easy to maintain and provide a great experience for visitors of all backgrounds. For the duration of this project the site will be owner-occupied and open to the public.

Scope of Services

The scope of this project includes, but is not limited to, preliminary design; design development; schedule and cost estimating; complete construction documents; contractor procurement; and construction administration for new and replacement shower and bathroom buildings; new trailer dump stations and other utility upgrades at Camden Hills, Swan Lake, and Lake Saint George State Parks. The Owner prefers to select one A/E firm for all park locations through this RFQ process. The selected firm will be responsible for creating separate bid packages for each location. The Owner intends to issue the bid packages on approximately the same date. Certain scopes of work may be bid separately within each park location. The AE



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Consultant may be required to coordinate this work or additional work with other consultants contracted by the Owner.

Notable design and engineering tasks in the project include the following:

1. Camden Hills State Park:

- New park water system
 - 3” HDPE butt welded
 - Evaluate and make recommendations on storage options
 - Year-round water to shop, booth, and residence
- New playground
 - Explore accessibility playground options
- New equipment storage building
 - Based on DACF in-house design
- Evaluate day-use shelter structure, roof, floor, ADA access, and electric
 - Offer remediation options
- Add wireless internet where practical
- Add heat pumps to Sagamore entrance booth and manager’s residence
- Evaluate options for EV car charging stations
- New cabins or lean-to shelters on some campsites
- New shower house with 4 single-user restrooms, with options for solar
 - Verify existing septic has capacity
- Add water and electrical hook-ups to existing sites, where practical
- Add 2-4 electric and water RV hook-up sites near park shop
- Electric, phone, and data upgrades in park

2. Swan Lake State Park:

- New park entrance booth
 - Based on DACF in-house design
 - Including heat pump
 - All grades to entrance booth from ADA parking must be accessible
- New bathhouse in new location including:
 - Connection to existing water system
 - New septic and leach field
 - Removal of existing bathhouse
 - Accessible paths from ADA parking spots
 - Removal of existing playground from site
- Evaluate park’s water system
 - Make recommendations for improvements
- New (40ft x 30ft?) office space & enclosed, heated, storage
- Wireless internet, where practical
- Electric, phone, and data upgrades in park



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- Upgrade or replace existing playground
 - Relocate near to-be-demolished bathhouse
 - Explore accessible playground options
- 3. Lake Saint George State Park:
 - Add water and electrical hook-ups to all 38 campsites, if practical
 - Assess residence water infiltration issues
 - Offer steps to remediate the issues found
 - Evaluate issues with the residence and barn including, structure, wiring, plumbing, and roof
 - Offer steps to remediate issues found
 - Evaluate septic and lift station
 - Offer steps to remediate issues found
 - Pave day-use parking lot and upper half of upper parking loop
 - Evaluate options for EV car charging

Project Budget

The construction budget for Camden Hills State Park is approximately \$3.25 million, with an overall project budget not to exceed \$4.5 million. The construction budget for Swan Lake State Park is approximately \$2.45 million, with an overall project budget not to exceed \$3.5 million. The construction budget for Lake Saint George State Park is approximately \$1.025 million, with an overall project budget not to exceed \$1.5 million.

Anticipated Schedule

RFQ responses due 8/1/2023
 Short-listed firms notified by 8/4/2023
 A/E firm interviews..... 8/14/2023 to 8/18/2023
 A/E firm selection 8/25/2023
 Agreement approved by 9/15/2023
 Project duration 9/18/2023 – 9/19/2025



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Submission Requirements

Interested firms should submit *five 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 Ryan Kerr, 106 Hogan Road, Suite 7, Bangor, ME 04401 so as to be received not later than **1:00 PM on August 1st, 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 and Ryan.Kerr@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.

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.