



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, Bureau of Parks and Lands wishes to procure architectural/engineering services for the **Park Shower Building & Utility Improvements** (BGS 3473) at Cobscook Bay State Park in Dennysville, Maine.

Project Description

The proposed project is an enhancement of camping facilities and services to better utilize the campsites and provide a better fit for modern camping equipment and vehicles. The goal is to create a park that is efficient, sustainable, and provides a great experience for visitors.

Cobscook Bay State Park was part of the Moosehorn National Wildlife Refuge, which was purchased using the Duck Stamp Program in 1937. In 1964 a portion of the refuge's management was transferred to the State of Maine, establishing Cobscook Bay State Park. The park ownership was transferred to the State of Maine in 2018.

Cobscook Bay State Park is 422 acres and is surrounded by water on 3 sides. It features a few miles of trails that offer views of the large tides, abundant bird life, and views of Whiting Bay, Broad Cove, and Burnt Cove. Cobscook Bay State Park offers a great hub for exploring Down-East Maine.

Project Scope

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 a new, replacement shower building and other utility upgrades at Cobscook Bay State Park

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

- New central bath house with 8 single-user restrooms, with options for solar
- Removal of existing shower buildings and associated septic systems
- Add electrical & water hook-ups on some existing sites
- Add wireless connectivity throughout the park
- New water system, including well
- New wastewater disposal systems
- New trailer/motorhome sanitary dump area
- Reconfigure distribution of existing well and water systems
- New equipment storage barns



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Project Budget

The construction budget is approximately \$2,200,000 with an overall project budget not to exceed \$3,500,000.

Anticipated Schedule

RFQ responses due	3/1/2023
Short-listed firms notified	by 3/7/2023
A/E firm interviews.....	3/20/2023 to 3/25/2023
A/E firm selection	3/31/2023
Agreement approved	by 4/14/2023
Project duration.....	5/1/2023 to 6/30/2025

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 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.

The *paper copies* of the Letter of Interest and Statement of Qualifications should be sent to Ryan Kerr, Senior Planner (Acting), Bureau of Parks and Lands, 106 Hogan Rd. Suite #7, Bangor, ME 04401 so as to be received not later than **1:00 PM on March 01, 2023**. The *electronic copy* of the Letter of Interest and Statement of Qualifications should be sent as an attachment to Ryan.Kerr@Maine.gov and BGS.Architect@Maine.gov so as to meet the deadline noted above.

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.