



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 Buildings and Utility Improvements** at Range Pond State Park (BGS 3488) in Poland Spring, Maine and Sebago Lake State Park (BGS 3637) in Naples, Maine.

Project Description

The proposed project is an enhancement of day-use and camping facilities and services to provide a better experience for visitors' modern camping equipment and vehicles. The goal is to create a park that is efficient, sustainable, and provides a great experience for visitors.

Range Pond State Park was established in the 1960s and contains over 500 acres. It is a year-round park, featuring swimming, hiking, biking, fishing, snowshoeing, and skiing.

Sebago Lake State Park, which was first opened to the public in 1938, is one of the five original state parks. The 1400-acre park features camping, swimming, hiking, boating, fishing, and skiing & snowshoeing during winter months.

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 new, replacement shower buildings and other utility upgrades at Range Pond and Sebago Lake State Parks. The Owner prefers to select one A/E firm for both 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 at approximately the same date.

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

1. Range Pond State Park:

- New central bath house with 16 single-user restrooms
 - Including an additional changing area
 - Removal of existing bathhouse
 - Provide options for photovoltaic panels and/or solar thermal
- Upgrades/repairs to group shelter
- New equipment storage building
- Utility upgrades including underground power
- Replace / Reconstruct beach walkway and retaining wall

2. Sebago Lake State Park:

- Four new central bath houses with 8 single-user restrooms
 - 5 Showers / 3 bathrooms only / mechanical room/storage



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- Removal of existing bathhouses
- Provide options for photovoltaic panels and solar thermal
- New 40 - 60 person visitor center
 - With accessible parking
- Add electrical and water hook-ups on some existing sites, where practical
- Add wireless connectivity throughout the park
- New storage building
- Improve visitor and trailer parking
- Resurface boat launch
- Upgrade/repair amphitheater
- New campground entrance booth

Project Budget

The Range Pond State Park construction budget is approximately \$1,700,000 with an overall project budget not to exceed \$2,500,000. The Sebago Lake State Park construction budget is approximately \$5,000,000 with an overall budget not to exceed \$7,000,000.

Anticipated Schedule

RFQ responses due	4/28/2023
Short-listed firms notified	by 5/5/2023
A/E firm interviews.....	5/15/2023 to 5/19/2023
A/E firm selection	5/22/2023
Agreement approved	by 5/29/2023
Commence Design	6/1/2023
Design Complete.....	by 12/29/2023
Issued for Bid.....	1/15/2024
Construction commences	by 3/15/2024
Project duration.....	6/1/2023 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;



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- 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 April 28, 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.