



**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 **Shower House Replacement** at Aroostook State Park in Presque Isle, Maine (BGS# 3492).

Project Description

Maine's First State Park, Aroostook State Park was founded in 1938 after the Presque-Isle Merchant's Association donated 100 acres of land around Echo Lake and Quaggy Jo Mountain to the State. Crews from the Works Progress Administration quickly started work hoping to turn Aroostook State Park into a winter recreation destination. They built a 2,700-foot-long ski slope, a toboggan run, and started work on a 70-meter ski jump coming off North Peak.

Today Aroostook State Park is roughly 900 acres. Amenities include camping, hiking, boating, picnicking, and fishing on Echo Lake. Winter visitors can slide, snowshoe, or cross-country ski on 15 miles of trails groomed for skiing. Other local sites worth exploring include the Maine Solar System Model, the sight of the first transatlantic balloon flight, the first windmill project in the State on Mars Hill Mountain, the North Maine Woods, the Nordic Heritage Center, the endless miles of snowmobile and A.T.V. trails and Haystack Mountain.

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 that 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 a new or upgraded shower building; a new R/V trailer dump station, new shelter, new entrance booth and other utility and site upgrades at Aroostook State Park. The AE Consultant may be required to coordinate this work or additional work with other consultants contracted by the Owner.

The consultant will meet with the Owner on-site to discuss the project objectives, design goals, and areas of concern, including facility locations, material selection, and maintenance requirements.



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Consultant responsibilities will include:

- Site assessment, including topographical surveys, wetland delineation and classification, and other necessary surveys and testing
- Identification and evaluation of applicable federal, state, and local permit requirements
- Preparing permitting plan documents, including applications to authorities having jurisdiction over the project
- Attending all required permitting meetings
- Creating proposed site and material plans
- Construction cost estimates
- Bid-ready construction documents, including a final cost estimate
- Conduct public bidding per State of Maine BGS guidelines
- Conducting construction contract administration
- Attend all project meetings, as required

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

- ***New Park Entrance Booth***
 - Design a new entrance booth based on existing booth designs
 - Existing booth designs will be provided by BPL
 - Booth design will include site work, drainage, and paving
 - Booth will require electricity and internet data from Manager's Residence
- ***New Day-Use Shelter***
 - Location and site layout TBD with help of AE firm hired
 - Shelter to have 4-6 tables and an enclosed warming hut
 - Must meet ADA requirement
- ***Shower Building Improvements***
 - Assess the existing bathhouse and make recommendations on upgrades or replacement to meet the following goals:
 - Improved ADA access and facilities
 - Easy to maintain, repair, source, and replace fixtures
 - Removal of fossil fuels as primary heating source
 - Propose energy-efficient upgrades
 - Incorporate chlorination system
- ***New RV Dump Station***
 - Design a new trailer dump station and associated leach field
 - Help choose a location based on existing infrastructure, topography, relevant setbacks, and layout efficiencies
- ***Campground Improvements***
 - Add water and electric hook-ups to existing sites, where practical
 - Potential improvements to roads including



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- Additional gravel and grading
- Stormwater drainage
- Assess Park turning radii and offer solutions
- Upgrades to park electric, water, and wireless utilities
- Bring wireless internet to the campground, if possible

Project Budget

The construction budget for this project is approximately 2 million, with an overall project budget not to exceed \$2.75 million.

Anticipated Schedule

RFQ responses due	11/22/2023
Short-listed firms notified	by 11/30/2023
A/E firm interviews.....	12/4/2023 to 12/8/2023
A/E firm selection	12/22/2023
Agreement approved.....	by 1/19/2024
Design completed.....	by 6/28/2024
Bids received.....	by 9/13/2024
Construction completed	by 5/30/2025
Project duration.....	1/22/2024 – 12/26/2025



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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 no later than **1:00 PM on November 22nd, 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, 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.



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E.	Project team	Organization of project team, with profiles of key personnel who would be involved in the project. Provide education, 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 required by statute (Title 5, §1742 subsection 6), and described briefly here.

1. This Request for Qualifications (RFQ) solicitation is the step in the process after the Owner entity allocates funding, and receives approval from BGS to conduct the procurement.
2. Interested firms respond to the 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.