



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

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**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 Nature Center** at Holbrook Island Sanctuary State Park in Harborside, Maine (BGS 3497) and **Barn Interior Renovations and Park Utility Improvements** at Lamoine State Park in Lamoine, Maine (BGS 3519).

**Project Description**

The proposed project is an enhancement of camping facilities at Lamoine State Park and a new nature center at Holbrook Island Sanctuary State Park, which will also serve as storage and office space.

Lamoine State Park was established in the 1960s and contains over 60 campsites. The park's location makes it a central location for visiting Acadia National Park, Bar Harbor, Schoodic Point, and various lighthouses. It features activities such as fishing, boating, hunting, and cross-country skiing during the winter season.

Holbrook Island Sanctuary State Park was established in 1971 when Anita Harris donated 1,230 acres to the State of Maine, in order "to preserve for the future a piece of the unspoiled Maine that I used to know." The park features primitive camping, hiking, birding, kayaking, fishing, skiing, and snowshoeing during winter months.

This project includes a new nature center and storage facility at Holbrook Island Sanctuary State Park and utility upgrades, barn repairs, and a replacement booth at Lamoine State Park. 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 multiple separate bid packages for the locations. The Owner intends to issue the bid packages on multiple dates. The barn is the highest priority item and will be put out to bid separately.

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

**1. Lamoine State Park:**

- Repairs and Mold remediation of Barn / Marine Patrol Offices including:
  - Reroof barn
  - Assessment and remediation of mold and water infiltration
  - Interior and exterior repairs as needed
    - 1. Structural, electrical, mechanical, plumbing, and architectural disciplines are likely to be required for this repair.
  - Marine Patrol Offices interior redesign including new HVAC system
- New Park Entrance booth
  - Reconfigure the entrance booth, parking, and road layout
- Add electrical and water hook-ups to existing sites, where practical
- Add wireless connectivity throughout the park



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**2. Holbrook Island Sanctuary State Park:**

- New Nature/Visitor Center Including:
  - Removal of existing, failing barn
  - New 60’x40’ Visitor center built into sloped hill
  - Basement: Walkout style, with 2-3 garage doors for storage
  - First floor: Meeting room with vault ceilings, kitchen, office, and public bathroom
  - Second Floor: Three rooms, and 1 full staff bathroom

**Project Budget**

The Lamoine State Park construction budget is approximately \$1,200,000 with an overall project budget not to exceed \$1,800,000. The Holbrook Island Sanctuary State Park construction budget is approximately \$750,000 with an overall budget not to exceed \$1,125,000.

**Anticipated Schedule**

RFQ responses due .....	6/2/2023
Short-listed firms notified.....	by 6/9/2023
A/E firm interviews.....	6/19/2023 to 6/23/2023
A/E firm selection .....	6/30/2023
Agreement approved.....	by 7/7/2023
Commence Design .....	7/14/2023
Issued for Bid (Lamoine Barn) .....	10/2/2023
Issued for Bid (First of Other Projects).....	1/15/2024
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;
- 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,



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Bangor, ME 04401 so as to be received not later than **1:00 PM on June 2, 2023**. The *electronic copy* of the Letter of Interest and Statement of Qualifications should be sent as an attachment to and [BGS.Architect@Maine.gov](mailto: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.