



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

**Request for Qualifications
Information for Architects and Engineers**

The Maine Department of Marine Resources wishes to procure architectural/engineering services for the **Burnt Island Pier Improvements** (BGS 3550) at Burnt Island off Boothbay Harbor, Maine.

Project Description

The scope of services for this project includes, but is not limited to, typical professional services such as schedule and cost estimating, preliminary design, permitting, design development, contract documents, and construction administration. The firm may be required to coordinate this work or additional work with other consultants contracted by the Owner.

The pier infrastructure serving the five-acre island- including floats, pier, and ramp- shall be substantially upgraded to enhance safety, utility, and accessibility for all visitors to the historic Burnt Island Lighthouse, educational programming and those managing the island. Improvements to the pier will include increased structural load capacity, a hoist, and other features which may not presently be in place. The project may include planning and design for floats on the northern side of the island to facilitate recreational boat traffic, subject to budget limitations.

Project Budget

The construction budget is approximately \$375,000, with an overall project budget not to exceed \$500,000.

Anticipated Schedule

RFQ responses due	10/31/2022
Short-listed firms notified	by 11/14/2022
A/E firm interviews.....	11/28/2022 to 12/2/2022
A/E firm selection	12/9/2022
Agreement approved	by 12/30/2022
Project duration.....	1/1/2023 – 12/31/2023



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Submission Requirements

Interested firms should submit *paper* and *electronic copies* 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.

Three *paper copies* and an *electronic copy* of the Letter of Interest and Statement of Qualifications should be sent to Carl Wilson, Director, Bureau of Marine Sciences, 194 McKown Point Road, West Boothbay Harbor 04575, Carl.Wilson@Maine.gov so as to be received not later than **1:00 PM on 31 October 2022**. An *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 so as to meet the deadline noted above.

Firms responding will be screened and interviewed on the basis of qualifications only. 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.