



**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, Bureau of Marine Patrol, wishes to procure architectural/engineering services for Marine Patrol Watercraft Facility Heating Upgrades (BGS #3593) located at 15 Vieno’s Run in Rockland, Maine.

Project Description

The scope of this project includes, but is not limited to, the upgrade to the facility heating system, re-pavement, and fence replacement. The services, such as, schedule and cost estimating, preliminary design, design development, contract documents, and construction administration shall all be included in the architectural and engineering services. The firm may be required to coordinate this work or additional work with other consultants contracted by the Owner.

The general project guidelines involve the replacement of two overhead mounted oil-fired furnaces supplied by a 2500-gallon underground oil tank. The intent is to replace these units with heat pumps and immediate recovery units capable of maintaining temperature in both the garage and office space (approximately 9000 square feet). The garage space is comprised of five uninsulated garage doors that are periodically opened and closed throughout the entire year. The building also contains an unheated addition for storage. Due to inadequate ventilation a unit capable of exchanging the air frequently enough to ensure safe levels of contaminates is required. Engines are occasionally run in the garage space with a ducted exhaust removal system. The paving would consist of the preparation and re-paving of the current paved area. The fencing would consist of the repair of the current fence and add any sections needed to completely encircle the curtilage. The goal of the department is to have a system installed by the end of June 2024.

Project Budget

The construction budget is approximately \$110,000, with an overall project budget not to exceed \$150,000.

Anticipated Schedule

RFQ responses due 7/30/2023



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Short-listed firms notified.....	by 8/11/2023
A/E firm interviews.....	8/14/2023 to 8/21/2023
A/E firm selection.....	8/28/2023
Agreement approved.....	by 9/4/2023
Project duration.....	9/5/2023 – 6/30/2024

Submission Requirements

Interested firms should submit *one paper copy* 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 copy* of the Letter of Interest and Statement of Qualifications should be sent to Maine Marine Patrol Captain Colin MacDonald, 32 Blossom Lane Augusta, ME 04333 so as to be received not later than **1:00 PM on 7/30/2023**. 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 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.