



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

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

The York County Community College wishes to procure architectural / engineering services for the **Sanford Instructional Center addition and renovation** (BGS 3617) in Sanford, Maine.

Project Description

The project will create a state of the art welding instruction lab and classroom, allowing for an increase in the number of trained welders. The project includes the purchase and installation of a HVAC system capable of managing the air exchange needs of a welding environment.

Project Scope

The scope of this project includes, but is not limited to, review of the proposed site, construction schedule and cost estimating, design, and bidding documents, and construction administration.

The scope of this project also includes:

- Review of existing campus building and property site for connection to existing building and systems. Recommendations and final site design.
- Coordinate an environmental review by a Responsible Entity under 24 CFR Part 58 or by HUD under 24 CFR Part 50.
- Review all local, state and federal regulatory requirements.
- Design of new construction that includes classrooms and open concept welding lab space. The new construction will connect to an existing building and systems and include an upgrade to the existing HVAC system.
- Review of existing and future parking lots.

Project Budget

The construction budget is approximately \$1,350,000 with an overall budget not to exceed \$1,500,000.



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Anticipated Schedule

RFQ responses due	3/1/2023
Short-listed firms notified.....	by 3/8/2023
A/E firm interviews.....	3/20/2023 to 3/24/2023
A/E firm selection.....	3/27/2023
Agreement approved.....	by 4/5/2023
Project duration.....	4/10/2023 to 6/30/2024

Submission Requirements

Interested firms should submit six paper copies and one electronic copy of a Letter of Interest with a Statement of Qualifications which includes the firm’s:

- A. Qualifications to undertake this project;
- B. Experience with budgets and project cost control, with some results of the firms activities;
- C. Administrative experience and methods used in managing projects;
- D. List of projects that demonstrate the firm’s capabilities;
- E. List of recent completed work of similar type size projects; with client contact information for each project;
- F. Profiles of key personnel who will be involved in the project;
- G. Statement of current workload and ability to absorb the project; and
- H. 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 Christopher Burbank, Director of Strategic Initiatives and Partnerships, York County Community College, 112 College Drive, Wells, Maine 04090 so as to be received not later than 1:00PM on 03/01/2023. The electronic copy of the Letter of Interest and Statement of Qualifications should be sent as an attachment to an email addressed to cburbank@yccc.edu and 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.