



STATE OF MAINE  
 DEPARTMENT OF CORRECTIONS  
 111 STATE HOUSE STATION  
 AUGUSTA MAINE  
 04333-0111

JANET T. MILLS  
 GOVERNOR

RANDALL A. LIBERTY  
 COMMISSIONER

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

The Department of Corrections wishes to procure architectural/engineering services for the **Kitchen Floor Repair** at Maine State Prison in Warren, Maine.

**Project Description**

The resinous flooring, integral and vinyl base, of the industrial kitchen at Maine State Prison must be removed and replaced. The industrial kitchen provides three meals daily for up to 1,100 incarcerated residents and staff. It is the facility’s only kitchen area. The project’s impact on facility operations will require an expedited construction timeline to mitigate financial and operational burdens.

The scope of services for this project includes, but may not be limited to, schedule and cost estimating, preliminary design, design development, contract documents, and administration of bidding and construction. The AE Consultant may be required to coordinate this work or additional work with other consultants contracted by the Owner.

**Project Budget**

The construction budget is approximately \$250,000, with an overall project budget not to exceed \$300,000.

**Anticipated Schedule**

RFQ responses due .....	10/5/2023
Short-listed firms notified .....	by 10/13/2023
A/E firm interviews.....	10/16/2023 to 10/20/2023
A/E firm selection .....	10/27/2023
Agreement approved.....	by 11/10/2023
Design completed.....	by 12/11/2023
Bids received.....	by 1/19/2024

Construction completed ..... by 4/15/2024  
 Project duration ..... 9/1/2023 – 5/31/2024

**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 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 Conner McFarland, Manager of Operations, Department of Corrections, 25 Tyson Drive, 111 State House Station, Augusta, Maine 04333-0111 so as to be received not later than **1:00 PM on October 5, 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](mailto:BGS.Architect@Maine.gov) so as to meet the deadline noted above. Alternate methods of providing electronic copies, such as website links to file sharing sites, or 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.
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.
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.