



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

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

The Department of Administrative and Financial Services, Bureau of General Services wishes to procure architectural/engineering services for the **Blaine House Mechanical, Fire Protection, Electrical, and Plumbing Upgrades** BGS 3658 at the Blaine House in Augusta, Maine.

Project Description

The scope of this project includes the upgrades and integration of HVAC, fire protection and suppression, second floor ADA access, plumbing, and electrical systems at the Blaine House. The Blaine House is listed on the National Register of Historic Places.

Scope of Services

The scope of services, typical for BGS projects, includes in part, schedule and cost estimating, development of construction documents, and construction contract administration. Historic and regulatory reviews will be required. The selected firm may be required to coordinate this work or additional work with other consultants contracted by the Owner.

Firms responding to this RFQ must demonstrate familiarity and expertise with the Secretary of the Interior’s Standards for the Treatment of Historic Properties.

Project Budget

The construction budget is approximately \$400,000, with an overall project budget not to exceed \$500,000.

Anticipated Schedule

RFQ responses due	6/19/2023
Short-listed firms notified	by 6/27/2023
A/E firm interviews.....	6/27/2023 to 7/11/2023
A/E firm selection	7/18/2023
Agreement approved	by 7/31/2023
Project duration.....	8/1/2023 – 8/1/2024



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Submission Requirements

Interested firms should submit *two 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 copy* of the Letter of Interest and Statement of Qualifications should be sent to Deane Rykerson, project manager, Bureau of General Services, Division of Planning, Design, & Construction, 77 State House Station, Augusta Maine 04333 so as to be received not later than **1:00 PM on 19 June 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.