



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

Request for Qualifications
Information for Architects and Engineers

The Bureau of Veterans Services wishes to procure architectural/engineering services for the **Cemetery Expansion Project PT #3742** at Northern Maine Veterans' Cemetery in Caribou Maine.

Project Description

This Request for Qualifications is for the purpose of selecting an Architect for Construction Design Services for the Columbarium Walls located at 37 Lombard Rd. Caribou, ME. This scope of work includes Design & Construction Admin services to complete additional matching columbarium niches complete with site work and drainage. Plans will need to be 100% complete before October 1, 2024. Estimated total cost of the project is \$698,250.00. The AE Consultant may be required to coordinate this work or additional work with other consultants contracted by the Owner.

The Maine Veterans Cemetery has received a grant from the US Department of Veterans Affairs / National Cemetery Administration (NCA). The awarded AE consultant will receive Documentation of Special Conditions required on this project will be provided by the NCA. Due to the nature of this project there will be the need for permitting but not limited to the Maine Department of Environmental Protection.

Project Goals:

- This project provides a unique opportunity to expand the columbarium niches for our Veterans.
- Develop an environment that encourages a welcoming, tranquil, and peaceful space for visitors to pay their respects for loved ones passed. Focus on the cemeteries' beautification with improvements to the irrigation system, soil contour grading, and landscaping to enhance the overall appearance of the cemetery grounds.
- Provide safe travel to and from the interment areas for visitors and staff.

Project Budget

The overall budget is approximately \$698,250.00.



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

Anticipated Schedule

RFQ responses due	1/24/2024
Short-listed firms notified.....	by 2/6/2024
A/E firm interviews.....	2/20/2024
A/E firm selection.....	2/21/2024
Agreement approved.....	by 2/22/2024
Design completed.....	by 10/1/2024
Bids received.....	by 1/6/2025
Construction completed	by 6/30/2025
Project duration.....	2/22/2024 – 6/30/2025

Submission Requirements

Interested firms should submit one electronic letter 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 electronic copy of the Letter of Interest and Statement of Qualifications should be sent as an attachment to an email addressed to Harold Chip Jones Harold.e.jones@maine.gov no later than 1:00PM on 1/24/2024

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



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

		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.



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

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.