



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

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

The Maine Department of Marine Resources (DMR) Bureau of Marine Patrol wishes to procure architectural/engineering services for the Marine Patrol Pier Improvements (BGS 3775) at the Department of Marine Resources West Boothbay Harbor Laboratory in West Boothbay, Maine.

**Project Description**

The goal of the project is to expand the capacity of the Marine Patrol Pier at the DMR West Boothbay Harbor Laboratory for the Bureaus of Marine Patrol and Marine Science. DMR operates daily patrol and research vessels from this location and is seeking to maximize available space. The primary requirement of this project is that it must be under construction contract by October 30, 2024 due to federal funding deadlines. Due to the impact of recent storms on piers and wharfs throughout the coast and resulting availability of marine contractors, construction of this project may occur after 2024 if funds are under contract.

The bureaus of Marine Patrol and Marine Science have jointly developed a conceptual design and functional requirements which include: updating existing float systems to new float system, including adding a face floats and finger floats; adding additional pilons to reinforce new dock floats; replace existing guide rails on pier to float side attachment point; update existing electrical service including shore power service to all floats and hoist; upgrade existing lighting. The design should also include site specific measures to increase the climate resilience of the pier to withstand increasing intensity, severity and frequency of storms and sea level rise. These measures should be consistent with best practices adapted to fit the budget and needs at this location.

**Scope of Services**

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 \$325,000 with an overall project budget not to exceed \$360,000.



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**Anticipated Schedule**

RFQ responses due .....	5/3/2024
Short-listed firms notified.....	by 5/10/2024
A/E firm interviews.....	5/15/2024 to 5/16/2024
A/E firm selection .....	5/17/2024
Agreement approved.....	by 6/21/2024
Design completed.....	by 8/9/2024
Bids received.....	by 9/13/2024
Construction completed .....	by 4/9/2026
Project duration.....	6/28/2024 – 12/31/2026



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## Submission Requirements

Interested firms should submit *paper* and *electronic copies* 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 copy* of the Letter of Interest and Statement of Qualifications should be sent to Captain Colin MacDonald, Bureau of Marine Patrol, 21 State House Station, Augusta, ME 04333 so as to be received not later than **1:00 PM on May 3, 2024**.

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) and [colin.macdonald@maine.gov](mailto:colin.macdonald@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,



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		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, and conform to BGS guidelines and policies such as the Architectural and Engineering fee policy, 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.



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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.