



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

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

The Department of Defense, Veterans and Emergency Management wishes to procure architectural/engineering services for the **NGRC Building 255 Renovation project** at Bldg. 255 (Army Band Building) at the Bangor East Training Site, Bangor, Maine.

Project Description

Project will be executed in two parts. The first part, with construction commencing in calendar year 2024, is a new, approximate 9,000 square foot addition to the existing Bldg. 255 facility that will house the Army Band's multiple rehearsal rooms, practice rooms, music library, equipment storage, required infrastructure, etc... The addition will be within the confines of the existing Bangor East Training Site which is a controlled access facility adjacent to an active military and civilian flight line.

The second part of this project is the renovation of the existing Bldg. 255 Army Band Facility which was originally constructed in 1941 and is a 23,000 square foot facility. Primary facility is 63 years old with an addition added in 2003. The facility requires electrical system repair to meet NEC; plumbing repairs to meet State of Maine Plumbing Codes; has office spaces that do not meet unit requirements and are in varying states of disrepair; has HAZMAT that must be removed; has building envelope issues that must be investigated for repair/replacement as required; does not have an existing fire suppression/mass notification system; requires an upgrade to existing HVAC and building automated controls system; and is not in compliance with ADA codes. Comprehensive interior design services as well as significant interior renovations are required to bring the facility into compliance with Industry Standards as well as all local, State, and Federal building codes. This part of the project is scheduled to begin construction in calendar year 2025.

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. All work must be in compliance with all applicable Unified Facilities Criteria (UFC).



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Project Budget

The construction budget is approximately \$9.1 million, with an overall project budget not to exceed \$11.4 million.

Anticipated Schedule (Part I)

RFQ responses due	8/24/2023
Short-listed firms notified	by 9/1/2023
A/E firm interviews.....	9/12/2023 to 9/15/2023
A/E firm selection	9/22/2023
Agreement approved.....	by 10/13/2023
Design completed.....	by 4/20/2024
Bids received.....	by 5/16/2024
Construction completed	by 5/16/2025
Project duration.....	10/13/2023 – 7/31/2025

Anticipated Schedule (Part 2)

Design completed.....	by 11/22/2024
Bids received.....	by 1/16/2025
Construction completed	by 2/27/2026
Project duration.....	11/22/2024 – 4/30/2026



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Submission Requirements

Interested firms should submit *five paper copies* 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 Paul R. Lapointe, Facilities Project Manager, Bldg. 7, Camp Keyes, 194 Winthrop Street, Augusta, Maine so as to be received not later than **1:00 PM on 24 August 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 and paul.r.lapointe.nfg@army.mil 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,



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

		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.



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

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.