

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

Request for Qualifications
Information for Owner's Representatives

The Department of Administrative and Financial Services, Bureau of General Services wishes to procure Owner's Representative Services for the **Office of Chief Medical Examiner Facility** project at 40 Hospital Street, Augusta, Maine.

The scope of services for this project may include, but is not limited to the following:

- Advise the Owner on design and construction issues;
- Facilitate open communications among all parties; help avoid adversarial interactions and promote a sense of trust and teamwork;
- Ensure that the project is completed at the lowest possible cost and highest degree of quality and workmanship that is consistent with the plans and specifications for the project;
- Assist the Owner in maintaining the project budget;
- Attend all site, design, and construction phase meetings;
- Submit periodic construction phase reports as directed;
- Advise Owner of any observed safety, security, procedural, or compliance concerns as soon as possible;
- Facilitate timely answers among the project team members and the Owner;
- Participate in the review of architectural and engineering documents related to construction;
- Review project documents for feasibility of bidding and implementation;
- Participate in general project planning;
- Monitor the project to help ensure that procedures, materials, and equipment comply with approved project plans, specifications and samples, Owner's standards and quality;
- Monitor contractor workmanship;
- Oversee Owner testing requirements;
- Document and track field modifications and deviations;
- Maintain a current field set of drawings and specifications;
- Maintain daily construction logs including activities-on-site, weather, deliveries, issues and resolutions, provide periodic reports to the Owner;
- Manage contract change orders including monitoring and endorsing any time and material work;
- Monitor and report construction progress against schedule and budget;
- Assist with the review of monthly Contractor applications for payment;
- Participate in inspections;

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

- Facilitate project closeout and warranty service procedures and responses;
- Coordinate this work or additional work with other consultants contracted by the Owner as directed.

This project consists of demolition of a 1,900 square foot former city fire station; relocation of underground utilities in coordination with the Greater Augusta Utilities District; and new construction of an Office of Chief Medical Examiner facility (approximately 19,000 square feet). Owner's Representative services will be a negotiated combination of part-time and full-time work. The estimated budget for construction is approximately \$17,500,000. The construction phase is expected to be 20-months duration.

The response to this Request for Qualifications should reflect an understanding of the project and the proposed professional services required. Candidates must have a demonstrated robust experience as an Owner's Representative on facilities of similar type, and similar or greater size.

Interested parties should submit *a paper copy* and an *electronic copy* of a Letter of Interest with a Statement of Qualifications as indicated below. The Statement of Qualifications shall refer to the selection criteria, weighted for scoring as shown.

- A. Qualifications to undertake this project (30);
- B. Experience with budgets and project cost control (15);
- C. List of projects that demonstrate capabilities (15), with client contact information for each project;
- D. List of recently completed work of similar type and size projects, with client contact information for each project (10);
- E. Profiles of key personnel who will be involved in this project (20);
- F. Statement of current workload and ability to absorb the project (5);
- G. List of business references other than those listed above, including contact information (5).

The paper copy of the Letter of Interest and Statement of Qualifications should be sent to Robert Gurney, Bureau of General Services, 77 State House Station, Augusta ME 04333, so as to be received no later than **3:00 PM on 19 May 2023**. The *electronic copy* of the Letter of Interest and Statement of Qualifications should be sent as an attachment addressed to BGS.Architect@Maine.gov so as to meet the deadline noted above.

Those responding will be screened and interviewed on the basis of qualifications only. Fees for this project will not be discussed at the interview. Specific program information will not be available before the screening of qualifications packages. The selection committee will rank all parties and negotiate fees with the highest ranked. The Owner may contract with more than one qualified Owner's Representative for this RFQ.

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

Owner's Representative Procurement Process

The standard procurement process for Owner's Representative services for public improvements is a Qualification Based Selection (QBS) process per statute (§1743 subsection 8, and Title 5, §1742 subsection 6), described briefly here:

1. The advertisement of this Request for Qualifications is the initial step in the process.
2. Interested companies 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 companies to interview for the project.
4. The Selection Committee interviews the companies. Second interviews may be scheduled. References are checked.
5. The Selection Committee ranks all of the interviewed companies. BGS negotiates an agreement with the highest ranked company based on the scope of professional services identified in the RFQ and interview.
6. An Owner's Representative Agreement is drafted and approved by BGS.