Instructions

1. Provide the project-specific information in the highlighted text below and other text revisions as required.
2. Indicate the delivery address in the first paragraph for the entity meant to receive and manage the responses to this RFQ (this address is not necessarily the BGS address).
3. Provide a very brief scope of services, or project description in this advertisement, or nothing if the project title and other resources suffice.
4. Remove the highlighted color on the text when editing is complete.
5. Copy and paste the edited ad text into another Word document, so as to exclude the header and *Instructions* text.
6. Arrange with BGS to post this ad, on the date first published in the newspaper, plus a detailed information sheet about the services solicited, on your website, the BGS website, or both websites.
7. Document receipt of RFQ responses by the stated deadline. Post the names of the responding firms, short-listed firms and ultimate selection on the website. The opening of RFQ responses is not a public access event.

Notice to Architects and Engineers

Request for Qualifications

The insert the name of the Owner- state agency, college or school administrative unit wishes to procure architectural/engineering services for the insert the title of the project at insert the name of the facility in insert the name of the municipality, Maine. Qualifications packages are due at 1:00 p.m. on insert the due date, as stated in the RFQ.

Insert a brief scope of services, or general project description, or delete this section.

Responding firms must comply with the detailed *RFQ Information for Architects and Engineers* on the insert Owner’s name or Bureau of General Services website: insert Owner’s website or https://www.maine.gov/dafs/bgs/business-opportunities