

Request for Qualifications Information for Architects and Engineers

Eastern Maine Community College wishes to procure architectural/engineering services for the Katahdin Region Higher Education/Early Childhood Center expansion and roof repair project in East Millinocket. The purpose of this project is to repair the existing roof, expand the facility 2,000 sq/ft. on west end of the existing building, and create an outdoor learning space. The expanded facility will consist of a fully functional daycare center for children birth to three years.

The scope of services will include, but not be limited to, field verification and documentation of existing conditions, design development, contract documents, bidding, and construction administration. The firm may be required to coordinate this work and/or additional work with other consultants contracted by Eastern Maine Community College.

Interested firms should submit *one paper copy* and *one electronic copy* of a Letter of Interest with a Statement of Qualifications which includes the firm's:

- Qualifications to undertake this project;
- Documented experience with budgets, estimating, and project cost control;
- List of projects that demonstrate the firm's capabilities;
- List of recently completed work of similar type and size projects, with client contact information for each project;
- Profiles of key personnel who would be involved in the project;
- Statement of current workload and ability to absorb the project; and
- List of business references other than those listed above, including contact information.

The *paper copy* of the Letter of Interest and Statement of Qualifications should be sent to Cindy Kasprzak, Director of Finance, 354 Hogan Road, Bangor, Maine 04401 to be received not later than 2:00 PM on **August 17, 2022**. The *electronic copy* of the Letter of Interest and Statement of Qualifications should be sent as an attachment to an email addressed to ckasprzak@emcc.edu and BGS.Architect@Maine.gov so as to meet the deadline noted above.

Firms responding will be screened and interviewed based on qualifications only. Project fees and specific design solutions for this project will 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 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 BREM Architect/Engineer Agreement is drafted.
7. The agreement must be approved before work commences.