



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

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

The Department of the Secretary of State, Bureau of Motor Vehicles wishes to procure architectural/engineering services for the **computer server room fire suppression system** at BMV headquarters in Augusta, Maine.

The scope of this project includes, but is not limited to, schedule and cost estimating, preliminary design, design development, contract documents, and construction administration. The project site is an existing, functional server room and adjacent spaces approximately 2,000 square feet in area. Associated improvements such as tying into the building control system and modifying the room penetrations for the chemical suppression system. The firm may be required to coordinate this work or additional work with other consultants contracted by the Owner.

Interested firms should submit an electronic copy of the RFQ Response Sheet which is the Statement of Qualifications showing the firm's:

- A. qualifications to undertake this project;
- B. experience with budgets and project cost control, with some results of the firm's activities;
- C. list of projects that demonstrate the firm's capabilities;
- D. list of recently completed work of similar type and size projects, with client contact information for each project;
- E. profiles of key personnel who will be involved in the project;
- F. statement of current workload and ability to absorb the project; and
- G. list of business references other than those listed above, including contact information.

The electronic copy of the RFQ Response Sheet should be sent as an attachment to an email addressed to Marc Theberge, Business Services Manager, at [Marc.Theberge@Maine.gov](mailto:Marc.Theberge@Maine.gov) so as to be received not later than **1:00 PM on 09 August 2016**.

Firms responding will be screened and interviewed on the basis of 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.



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### **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 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 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 BGS Architect-Engineer Agreement is drafted.
7. The agreement must be approved by BGS before work commences.