



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

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

The Maine Judicial Branch wishes to procure architectural/engineering services for the **York County Judicial Center**, a new District and Superior court facility in York County, Maine.

The scope of services requested for this project includes, but is not limited to, program verification, schedule and cost estimating, schematic design, design development, construction documents, multi-phase bid evaluation, construction administration and interior design. The project delivery method will be Construction Manager at Risk. The firm will be required to coordinate its work with the CM and with other consultants contracted by the Owner. The Owner is currently in the process of procuring Construction Manager at Risk services.

The project is a new state-of-the-art courthouse facility consolidating the District and Superior Courts into one facility in York County, Maine. The facility will be approximately 130,000 square feet in size, four to six stories in height, and will accommodate jury, non-jury, and family matter courtrooms. It will also provide consolidated Court Clerk spaces, and secure parking for judges and staff, with separate public parking.

An initial programming document has been developed and will be made available to the selected firm. The appointed Site Selection Commission has been considering various sites and will finalize its process by fall 2016.

This project is contingent on the successful acquisition of a site in York County, and completion of the funding process. The target date for Substantial Completion of the facility is December 2020. A modified fast-track schedule is anticipated to meet the proposed schedule. The anticipated fixed total project allocation is \$65,000,000. The construction cost estimate is \$46,500,000.

The response to this Request for Qualifications should reflect an understanding of the project and the proposed professional services required. It should also show relevant examples of work clearly explaining each team member's responsibility, personnel profiles and the proposed role of each individual in this project, evidence of the capability to perform this project within the allotted time and budget, and a plan for the coordination of design team members, and references.

Parties responding, and those selected for interviews, will be evaluated on the basis of the criteria listed below, especially as it relates to other criteria mentioned in this document. Demonstrated design experience in similar size court facilities is of prime importance. Site planning, contextual design, parking and traffic study evaluation, courtroom technology such as



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AV integration, entry access and security systems, LEED-compliant design, and projects using Construction Manager at Risk delivery method are also important factors. The communication skills of the design team as a whole and of individual members of the design team will also be evaluated.

Interested firms should submit ten paper copies and one electronic copy of a Letter of Interest with a Statement of Qualifications which includes 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 *paper copies* of the Letter of Interest and Statement of Qualifications should be sent to Jeff Henthorn, Director of Court Facilities, Administrative Office of the Courts, PO Box 4820, Portland Maine, 04112 so as to be received not later than **1:00 PM on November 28, 2016**. 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 **jeff.henthorn@courts.maine.gov** so as to meet the deadline noted above.

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.

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 Letter of Interest and Statement of Qualifications to the Selection Committee.



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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.