



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

Request for Qualifications
Information for Architects and Engineers

The Department of Administrative and Financial Services, Bureau of General Services wishes to procure architectural/engineering services to develop a Plan to Reduce Greenhouse Gas Emissions and Reduce Energy Use Intensity at State Owned Buildings as described in Executive Order 5 FY 23/24.

Project Description

The plan will outline with specific recommendations to reduce greenhouse gas emissions by 50% from existing state-owned buildings, while achieving at least a 25% energy use intensity reduction across the state-owned building portfolio, based on a 2020 baseline, by January 2034. The State has approximately 317 locations of state-owned buildings using 567,000 million BTUs of energy from electricity, natural gas, heating oil, and propane resulting in approximately 44,000 tons of CO₂e emissions based upon 2022 data. Thirty locations account for the use of approximately 1.9 million therms of natural gas while approximately 150 locations collectively use nearly 1.1 million gallons of heating oil. Of the thirty locations which use natural gas, twenty five locations, accounting for 61% of the usage, are in Augusta while the remaining 31% of the usage is consumed at locations in Bangor, Portland, Waterville, and Windham. Of the 150 locations using heating oil, five locations account for 62% of the usage.

Scope of Services

The scope of services for this project includes, but may not be limited to, schedule and cost estimating, preliminary design, design development, contract documents, and administration of bidding and construction. Cost estimating should include applicability of state incentives from the Efficiency Maine Trust and federal cost incentives from the Inflation Reduction Act and others, as well as discussion of financing pathways including, at minimum, bonds and energy performance contracts. The Architect / Engineering Consultant may be required to coordinate this work or additional work with other consultants contracted by the Owner. Base year will be based upon calendar year 2020 energy usage data and building metrics compiled by the state of Maine and U.S. Department of Energy tools are resources that can be used for this study. The plan produced should contain building specific recommendations, costs to implement, estimates of potential greenhouse gas and EUI reductions, using standardized and transparent assumptions, and any phasing considerations. Analysis of the building portfolio should be completed in conjunction with the Bureau of General Services and its stakeholders to



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

best meet this goal. In addition, a desired outcome of the Plan would be to reduce and stabilize long-term energy costs for the state.

Anticipated Schedule Dates to be updated.

RFQ responses due 8/16/2024
A/E firm selection 8/23/2024
First draft of Plan completed by 11/1/2024
Final Report completed..... by 12/3/2024



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Submission Requirements

Interested firms should submit *three paper copies* and *one electronic copy* of a Letter of Interest with a Statement of Qualifications which includes their response to criteria A through G in the Selection Criteria table below.

The *paper copies* of the Letter of Interest and Statement of Qualifications should be sent to William Longfellow, 77 SHS, Augusta, Maine 04333 so as to be received not later than **1:00 PM** on August 16, 2024.

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 so as to meet the deadline noted above. Alternate methods of providing electronic copies, such as website links to file sharing sites, or flash drives, or encrypted e-mails are unacceptable and may invalidate the entire submission.

Selection Criteria

A.	Qualifications to undertake this project	Professional experience in general. Quality of services. Relevant disciplines. Size of firm or firms. Understanding of this project. Responsiveness to project by virtue of proximity. Discuss each of the above especially as it relates to the work of this project.
B.	Cost control experience	Ability to manage project budgets, and design to budgets, to create accurate construction cost estimates, and to utilize project cost controls in design and construction.
C.	Project experience	List of projects that demonstrate capabilities, with services provided for each project. Provide project details, date of completion, and client contact information for each. Note the involvement of the personnel who are proposed for this project.
D.	Similar project experience	List of recently completed projects similar in type, size, and other elements. Provide project details, date of completion, and client contact information for each. Note the involvement of the personnel who are proposed for this project.
E.	Project team	Organization of project team, with profiles of key personnel who would be involved in the project. Provide education, special training, experience, and responsibilities of personnel,



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

		especially as it relates to the work of this project. Experience working together as a unit.
F.	Workload projection	General illustration or statement of the ability of the project team to respond to this project schedule.
G.	Business references	List of business references other than those listed above, including contact information.

Firms responding shall employ personnel who have current licensure in the State of Maine who will serve as Architects, Engineers, and Landscape Architects of Record on this project. This project will utilize the standard BGS contract forms, available on the BGS website (<https://www.maine.gov/dafs/bgs/forms>).

Firms responding will be screened and interviewed on the basis of qualifications only. Project fees and specific design solutions for this project shall 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 required by statute (Title 5, §1742 subsection 6), and described briefly here.

1. This Request for Qualifications (RFQ) solicitation is the step in the process after the Owner entity allocates funding and receives approval from BGS to conduct the procurement.
2. Interested firms respond to the 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 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.



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

6. A BGS Architect/Engineer Agreement is drafted.
7. The agreement must be approved by BGS before work commences.