



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

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

The Department of Administrative and Financial Services, Bureau of General Services, wishes to procure A/E services with a focus on marine engineering services for the causeway and stone pier at Mackworth Island, Falmouth, Maine.

The causeway and bridge to Mackworth island were built in 1954. Heavy stone “mattresses” (gabions) were placed on the north side. In the 1970’s guardrails were added. Heavy stone rip rap was added to the south side. The causeway is paved with a 24-foot-wide roadway, approximately 2,000 feet in length. A timber-deck bridge maintained by Maine DOT is located in the center of the causeway. Major repairs were made in 2011 to damage caused by the April 2007 “Patriot’s Day” storms. The causeway again was damaged in January 2024 due to severe storms that led to a federal disaster declaration that included Cumberland County.

The scope of services includes, but may not be limited to, a comprehensive evaluation of the stone pier and the causeway including embankments, the paved surface and areas of subsidence, recommended measures to repair damage, and recommended measures to mitigate damage in the future due to anticipated sea level rise and increasingly severe storm and wave action. Work includes schedule and cost estimating, preliminary design, design development, contract documents, and administration of bidding and construction. The consultant may be required to coordinate this work or additional work with representatives from FEMA or other consultants contracted by the Owner.

### **Anticipated Project Schedule**

- |                              |                        |
|------------------------------|------------------------|
| 1. RFQ Response Due          | 8/8/2024               |
| 2. Notify Short Listed Firms | 8/13/2024              |
| 3. A/E Firm Interviews       | 8/14/2024 to 8/16/2024 |
| 4. A/E Firm Selection        | 8/22/2024              |

Construction schedule to be determined.

### **Submission Requirements**

Interested firms should submit *an electronic copy* of a Letter of Interest with a Statement of Qualifications which includes the firm's response to criteria A through G in the Selection Criteria table below.



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The Letter of Interest and Statement of Qualifications should be sent to Deane Rykerson, Bureau of General Services at: [BGS.Architect@maine.gov](mailto:BGS.Architect@maine.gov) not later than **2:00 PM on August 8, 2024**. 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 particular 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 particular 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, 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.



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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 and conform to BGS guidelines and policies such as the Architectural and Engineering fee policy, 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.
6. A BGS Architect/Engineer Agreement is drafted.
7. The agreement must be approved by BGS before work commences.



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## **Architect-Engineer Procurement Process**

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8. 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.
9. 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.
10. The Selection Committee screens all submissions and invites the most qualified firms to interview for the project, typically three to five firms.
11. The Selection Committee interviews the firms. Second interviews may be scheduled. References are checked.
12. 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.
13. A BGS Architect/Engineer Agreement is drafted.
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