



**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 Maine Community College System wishes to procure architectural/engineering services for the **Existing Conditions Analysis** at Kennebec Valley Community College's Fairfield and Harold Alfond Campuses in Fairfield, Maine.

The scope of this project includes, but is not limited to, condition assessments of existing building, envelope, systems and finishes, identifying potential areas of remediation, development of a cyclical maintenance plan, and viable options for immediate repairs, systems upgrades, or full building renovations. A prioritization list with associated cost estimates shall be provided.

The facilities to be assessed include Carter Hall, Frye/Whitney Building, Frye Annex, King Hall, Lunder Building, Averill Building, Nutter Fieldhouse, The KVCC Farm, Woodlee Hall, Recreation Center, campus grounds, and miscellaneous other building structures and grounds.

The scope of services includes a comprehensive assessment, review, and reporting of the following elements:

- Site including underground utilities
- Building envelope
- Building systems to include building automation
- Building finishes
- Indoor environment including air quality and light
- Building circulation and use related to function
- Space utilization
- Code compliance including but not limited to Americans with Disabilities Act
- Historic character defining elements of buildings
- Energy consumption
- Suitability Analysis to assess appropriateness for academic and other intended purposes
- Approaches for continuous occupancy or phasing during renovations
- Life Cycle Cost
- Use and alterations of site and structures regarding security and public access
- Environmental hazardous materials surveys
- Provide preventative maintenance recommendations, to include minimum standards of day-to-day upkeep and their associated costs based on industry standards, including, but not limited to: on-going building maintenance, equipment replacement, janitorial needs and staffing, basic cleaning/deep cleaning, painting, flooring, lighting, etc.



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Note that some buildings may be listed on the National Register of Historic Places on the campus. Recommendations should recognize the Secretary of Interior's Standards for Treatment of Historic Properties.

Additional design and construction administration services may be solicited at a later date at the discretion of the owner. One or multiple firms may be selected for one or more buildings as will best serve the project schedules and the interests of the State of Maine. The firm may be required to coordinate this work or additional work with other consultants contracted by the Owner.

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 response to each of the following criteria.

- A. qualifications to undertake this project;
- B. documented experience with budgets, estimating, and project cost control;
- 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. organization of team and profiles of key personnel who would 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 copy* of the Letter of Interest and Statement of Qualifications should be sent to Brienne Pushor, Director of Operations and Compliance, 92 Western Avenue, Fairfield, Maine 04937 so as to be received not later than **1:00 PM on September 9, 2022**. The *electronic copy* of the Letter of Interest and Statement of Qualifications should be sent as an attachment to an email addressed to [bpushor@kvcc.me.edu](mailto:bpushor@kvcc.me.edu) 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.



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