

**NOTICE TO
ARCHITECTS/ENGINEERS
REQUEST FOR QUALIFICATIONS**

Northern Maine Community College wishes to procure architectural/engineering services for the renovation of the Christie Building gymnasium and locker rooms at the college campus in Presque Isle, Maine.

The scope of services will include, but not be limited to, field verification and documentation of existing conditions, design development, contract documents, bidding, and construction administration. The firm may be required to coordinate this work and/or additional work with other consultants contracted by Northern Maine Community College.

Interested firms should submit 4 copies of a letter of interest, each with a "Statement of Qualifications." This "Statement of Qualifications" should include: 1) the firm's qualifications to undertake this project; 2) the firm's experience with budget and cost control including the results of the firm's activities; 3) a listing of projects that demonstrate the firm's capabilities; 4) a listing of recently completed work on similar type and size projects including contact information of the client or project contact for each project; 5) profiles of key personnel who will be involved in the design work; 6) a statement of current workload; 7) a listing of business references other than those listed above, including contact information. If a firm intends to undertake the project jointly with another firm or by the use of consultants, please include information on the other known firms to be used. Letters of interest with attached qualifications statements should be sent to the following address and must be received no later than 2:00 p.m. on June 1, 2018.

Northern Maine Community College
c/o Barry Ingraham, Dean of Technology & Facilities
33 Edgemont Drive
Presque Isle, ME 04769

Responding firms will be screened and interviewed on the basis of the qualifications only. Specific design concepts or solutions for this project **will not** be discussed at the interview.

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

Point Values for Evaluation

Criteria	Description	Point value
Qualifications of firm	General professional experience and relevant disciplines contained in the firm, especially as it relates to the qualifications needed to undertake the subject project. Understanding of the subject project. Size of firm. Experience with cost estimating and project cost control.	20
Qualifications of personnel	Education, experience and responsibilities of key personnel, especially as it relates to qualifications needed to undertake the subject project. Experience working together as a unit. Clear definition of responsibilities within team.	20
Project experience	Firm's history of performance on current and completed projects. List of projects that demonstrate the firm's capabilities, being similar in a variety of ways, not merely building type. Projects noted showing personnel on proposed team.	20
Present workload and project capacity	Statement of current workload and ability to absorb the project from both a company and a team member perspective, particularly those personnel assigned to subject project. Understanding of the proposed time commitment to this project.	10
Financial stability	Demonstrated ability to proceed from project to project without organizational disruption.	10
Cost control	Demonstrated ability design to budgets, create accurate construction cost estimates, and track project costs.	10
Client recommendations	Ability to meet deadlines, budget control, sense of responsibility and quality of service. Review of business references, including contact information, and referring to projects and personnel.	5
Location of firm's office	Ability to be responsive to project by virtue of the firm's proximity.	5

**NOTICE TO VENDORS AND BIDDERS:
STANDARD TERMS AND CONDITIONS APPLICABLE TO ALL MCCS CONTRACTS**

The following standard contracting terms and conditions are incorporated and shall become a part of any final contract that will be awarded by any college or other operating unit of the Maine Community College System (collectively "MCCS"). These terms and conditions derive from the public nature and limited resources of the MCCS. MCCS DOES NOT AGREE TO:

1. Provide any defense, hold harmless or indemnity;
2. Waive any statutory or constitutional immunity;
3. Apply the law of a state other than Maine;
4. Procure types or amounts of insurance beyond those MCCS already maintains or waive any rights of subrogation;
5. Add any entity as an additional insured to MCCS policies of insurance;
6. Pay attorneys' fees, costs, expenses or liquidated damages;
7. Promise confidentiality in a manner contrary to Maine's Freedom of Access Act;
8. Permit an entity to change unilaterally any term or condition once the contract is signed; and
9. Automatic renewals for term(s) greater than month-to-month.

By submitting a response to a Request for Proposal, bid or other offer to do business with MCCS, YOUR ENTITY UNDERSTANDS AND AGREES THAT:

1. The above standard terms and conditions are thereby incorporated into any agreement entered into between MCCS and your entity; that such terms and condition shall control in the event of any conflict with such agreement; and that your entity will not propose or demand any contrary terms;
2. The above standard terms and conditions will govern the interpretation of such agreement notwithstanding the expression of any other term and/or condition to the contrary;
3. Your entity will not propose to any college or other operating unit of the MCCS any contractual documents of any kind that are not in at least 11-point font and completely contained in one Word or PDF document, and that any references to terms and conditions, privacy policies or any other conditions referenced outside of the contract will not apply; and
4. Your entity will identify at the time of submission which, if any, portion or your submitted materials are entitled to "trade secret" exemption from disclosure under Maine's Freedom of Access Act; that failure to so identify will authorize MCCS to conclude that no portions are so exempt; and that your entity will defend, indemnify and hold harmless MCCS in any and all legal actions that seek to compel MCCS to disclose under Maine's Freedom of Access Act some or all of your submitted materials and/or contract, if any, executed between MCCS and your entity.