

## **Request for Qualifications Architectural and Engineering Services**

The County of York, Maine invites qualified applicants to submit qualifications to provide design, specification services and cost estimates for a public safety training facility, a substance abuse recovery center and a 40-unit supportive housing complex. This notice is being posted in accordance with federal procurement standards as codified in 2 C.F.R. § 200.317 through § 200.326 and Local, and State procurement policies or legal instruments.

In order to be considered, interested parties must submit the proposal outlining their qualifications and complete information as requested in the Proposal Requirements. Submissions must be received no later than 2:00 p.m., May 2, 2022. Proposals may be submitted via email to Greg Zinser at [gtzins@yorkcountymaine.gov](mailto:gtzins@yorkcountymaine.gov) with the subject heading "Request for Qualifications for Architectural/Engineering Services. Proposals submitted hardcopy shall be submitted in a sealed envelope and shall be clearly identified on the outside as "Request for Qualifications for Architectural/Engineering Services" to the following address:

Greg Zinser, County Manager  
County of York  
149 Jordan Springs Road  
Alfred, Maine 04002

### **Background**

The County of York is proposing to use portions of the funding received under the American Rescue Plan to design and construct a regional public safety training facility, a substance abuse recovery center and a 40-unit supportive housing complex.

### **Anticipated Scope of Services**

Phase I – Programming – some work already completed

Phase II – Site Analysis

Phase III – Schematic Design including all civil and mechanical engineering

Phase IV – Bidding and selection process for Construction Management Firm and ongoing oversight through completion of construction

### **Proposal Requirements**

All proposals at a minimum must include:

Title Page - Title Page to show the request for proposals subject; the firm's name; the name, mailing address, e-mail address and telephone number of the contact person; and the date of the proposal.

Transmittal Letter – A signed letter of transmittal stating the proposer's understanding of the work to be done, the commitment to perform the work within a reasonable time and a statement why the firm believes itself to be the best qualified to perform the work. This letter should include any additional information you deem relevant for the selecting authority.

Approach to the Project – Describe in detail the firm's approach to the project including a listing and description of proposed work tasks. Please note that the final scope of services will be determined during the selection and contract negotiation process.

Composition and Qualifications of Project Staff – List the personnel who will be assigned to this project and state their relevant qualifications including past projects, education and certifications. Include similar data for any anticipated sub-consultants.

Similar Projects – Describe the most significant design services that are similar to the services described in this request for qualifications. Indicate the scope of the work, date completed, and the name and telephone number of the principal client contact.

Insurance – Proof of professional liability coverage is required. Applicants shall indicate their ability to provide proof of coverage for the following minimum insurance requirements:

- a. General Liability coverage of \$1 million per occurrence and \$2 million in the aggregate
- b. Motor vehicle liability coverage of \$1 million combined single limit
- c. Proof of workers' compensation coverage
- d. Professional errors and omissions coverage of \$1 million

Timeline – Each proposal shall include a timeline for the project which shall include an estimated completion date for all phases.

## **Evaluation of Proposals**

Evaluation Criteria – Proposals will be evaluated order, using the following criteria:

- a. Education and relevant experience of principals and key employees
- b. Firm's history of performance on previous projects with attention being given to projects of a similar nature.
- c. Adequacy of personnel and equipment to perform the work
- d. Completeness of the proposal
- e. Firm's approach to planning, organizing, and management of the project including approach to problem solving, data gathering, communication and committee participation
- f. Firms understanding of public safety training needs
- g. Firms understanding of treatment theory of individuals dealing with substance abuse disorder
- h. Firms understanding of supportive housing theory as it pertains to those in treatment and recovery programs
- i. Present workload with consideration of present and future commitments
- j. Firm's ability to secure professional liability insurance
- k. Familiarity working with public sector governments in Maine.
- l. Other factors as deemed pertinent by selection authority

## **Other Provisions**

The County of York reserves the right to retain all proposals submitted and to use any ideas in a proposal regardless of whether that proposal is selected. The County of York reserves the right to award a contract to the firm which is perceived to offer the greatest contribution to the success of this project and best fulfills the County of York's needs.

The County of York reserves the right to reject any or all proposals, to waive any technicalities in proposals received, to negotiate, and to accept the proposal, which shall be in the County's best interest. The County will negotiate with the successful bidder a single contract or series of contracts to best meet the needs of funding requirements including any subcontractors

Submission of a proposal indicates acceptance of these conditions contained in the request for proposals.