

REQUEST FOR QUALIFICATIONS FOR DESIGN SERVICES
UNIVERSITY OF MAINE
HAUCK AUDITORIUM THEATRICAL LIGHTING SYSTEM UPGRADES

October 9, 2021

SECTION I: SUMMARY

The University of Maine (UMaine), located in Orono, Maine, desires to procure engineering design services from individual firms or teams for the **HAUCK AUDITORIUM THEATRICAL LIGHTING SYSTEM UPGRADES** project. This project will upgrade the existing facility's lighting system to a fully LED setup.

General

Hauck Auditorium is a 520-seat proscenium theatre, built in 1964. The venue hosts lectures, concerts, theatrical & dance productions.

The current lighting system has 288 dimmers, 4 pre-circuited electrics, 4 pre-circuited front-of-house hang positions, and numerous pre-circuited boom and floor pocket positions.

Conceptual Project Description

The Lighting System Upgrades will expand Hauck Auditorium's ability to host events with greater lighting flexibility, providing more dependable, cost-efficient operations, with fixtures and components that have longer life expectancy, and use less energy.

An overview of the project Scope of Work includes:

- Work with the School of Performing Arts faculty and staff to specify a fully-LED inventory of theatrical fixtures which adequately replaces the current inventory of incandescent fixtures while maintaining or improving upon the flexibility and functionality possible with the current equipment. Final bid documents will include all cabling and accessories required for immediate use of equipment with the renovated lighting system.
- Provide full system renovation designs for power and control of new LED fixture inventory. This should include, but is not limited to, replacement of CD80 dimmers, renovation of all pre-circuited hang positions, all required electrical upgrades, renovation and upgrade of DMX network, and all additional equipment required for immediate use of new LED fixtures within the lighting system.
- Provide designs for an architectural control system which can control house lights, work lights, and is programmable for preset looks with the theatrical fixtures. Design should include controls panels backstage, in lighting booth, and at sound booth, at minimum.
- Provide designs for an LED house light system, replacing the current incandescent fixtures. House light system should be controllable by the architectural control system, as well as by the theatrical lighting control board.

- The design will integrate the currently LED work lights into the new system or specify replacement LED work light system. Work lights should be controllable from the architectural control system.
- Provide a detailed estimate of project costs.

The selected Design Firm will work with the University to accomplish the scope of work in a timeframe acceptable to the University.

The project is anticipated to take place between May 16, 2022, and August 15, 2022. It is expected that the selected Design Firm will develop a master schedule identifying all the work associated with this project.

Design for the project will begin immediately following execution of a design agreement with the selected firm. Individual firms or teams desiring to be considered should submit a letter indicating interest and the ability to start work immediately.

SECTION II: REQUIRED SUBMISSION INFORMATION

The firm's Statement of Qualifications shall respond to each specific selection criteria, with responses organized in discrete sections and in the same order as presented below. Each team's submittal must include an index, with tabs corresponding to each criterion.

- A. Letter of Interest with Firm Profile. For teams, please indicate which firm is the lead firm. Please include the email address of letter signatory.
- B. Design Experience. Experience in the design of projects of similar size and scope in the past five (5) years which demonstrates the firm's ability to manage the project through all project phases:
 1. Include examples of lighting systems designs for proscenium theatres
 2. Include examples of the design of auditorium lighting systems projects for multipurpose venues; facilities that host lectures, concerts, theatrical & dance productions.
 3. Include information regarding firm's ability to manage schedule and budget in each project description.
 4. Do not include projects unless personnel from the previous work will be assigned and dedicated to this project. In each example identify the proposed team members who were involved in the work.
- C. Principal Team Members. Resumes and roles of each team member expected to perform the work and their anticipated time commitment to this project.
- D. References. Names, telephone numbers and email addresses of references specific to the relevant projects as well as references for proposed project team members. Provide a minimum of three (3) references (name, address, telephone number, and email address) who are current or former clients for

whom similar work has been performed within the last five (5) years and who can be contacted by UMaine with respect to the firm's reputation for work, responsibility, timeliness, cost, and efficiency. References from current UMaine employees will not be accepted. Letters of reference may be submitted with additional information as appropriate.

- E. Consultants. A list of outside consultants expected to be used for this project, including the expected extent of involvement these consultants will contribute to the project from Schematic Design through construction.
- F. Sustainable/Green Building Design. Demonstrate experience incorporating sustainable and green design concepts, providing a more energy efficient and cost-efficient lighting system.
- G. Other Related Information. As desired, provide any other information the firm or team considers relevant to the evaluation of the firm's qualifications. Prospective designs or solutions for the projects will not be evaluated for selection purposes.

SECTION III: SUBMISSION PROCESS

A. Submission and Selection Schedule.

The process schedule is anticipated to be as follows:

University advertises for qualifications start Saturday, October 9, 2021
Deadline for Questions due no later than 4:00pm Thursday, October 21, 2021
Response to Questions due no later than 4:00pm Thursday, October 28, 2021
Qualification submissions due no later than 2:00pm Wednesday, November 10, 2021
Anticipated notification of firms to be interviewed week of November 22, 2021
Presentations/Interviews (interview time selected by lot) week of December 6, 2021
Anticipated notification of selected firm and non-selected firms week of December 13, 2021

- B. Contact Person. Questions regarding this RFQ, see deadline for question submission above, shall be submitted by email to:

Walter Shannon
Assistant Director of Capital Planning and Project Management
cppmquestions@maine.edu

1. Firms should identify a project contact, with email address, for purposes of receiving any updates regarding the RFQ selection process. Firms which do not provide contact information to the designated contact will not receive these updates. Updates will be posted on the FM web site as appropriate.
2. Do not contact any other University employee, representative or student regarding this RFQ unless specifically directed to do so in writing by the designated contacts.

C. Submissions. Qualifications shall be submitted according to the following:

1. **Time, Date and Place Due.** Submittals are due no later than 2:00pm on Wednesday, November 10, 2021. All submissions shall be addressed and submitted to:

Carolyn McDonough, P.E.
Director of Capital Planning and Project Management
University of Maine System
Office of Facilities Management
5765 Service Building, Room 117
Orono ME 04469-5765

Submittals received by FM after the deadline will not be considered. Faxed or emailed submissions will not be accepted. Firms assume all risks of the method of delivery chosen. UMaine assumes no responsibility for delays caused by any package or mail delivery service.

2. **Submission Identifier.** The outside of containers in which proposals are submitted must be clearly marked with the firm's return address and the notation: **Qualifications to Provide Design Services, University of Maine - HAUCK AUDITORIUM THEATRICAL LIGHTING SYSTEM UPGRADES**
3. **Number of Copies.** One (1) printed original, five (5) hard copies and one (1) .pdf copy on thumb drive.

D. Other Information.

1. No site tours will be provided at this time.

SECTION IV: SELECTION PROCESS

- A. General. All qualifications submitted in response to this RFQ will be reviewed for completeness prior to referral to the Selection Committee.
- B. Selection Committee. The Selection Committee will consist of representatives from the University of Maine, including University of Maine Theater & Dance, University of Maine Facilities Management and University of Maine System Capital Planning and Project Management.
- C. Submittal Evaluation Criteria. The Selection Committee will determine the merit of submissions received in accordance with the responses provided to the qualification information requested in Section II.
- D. Interviews. Firms with top-ranking submittals will be short-listed for an interview with members of the Selection Committee. Upon interview completion, the short-listed firms may be further evaluated through UMaine contact with listed references.

SECTION V: CONTRACTING REQUIREMENTS

- A. To be considered, design firms must be capable of starting work immediately following the conclusion of the selection process. The selected design team will have a lead firm or form an LLP with whom the University will sign a single design agreement for the work. The structure of the team shall be determined by the team members. However, multiple agreements will not be considered.
- B. The University intends to enter into a contract with the selected firm for design services from Schematic Design through Construction Administration.
- C. The firm with whom the University will sign a contract must have an architect or engineer licensed to work within the state of Maine who will be required to seal all design documents. The firm shall be required to provide all construction and record drawings for this project on electronic media (CAD) in either .dwg (preferred) or .dxf format, as well as in .pdf format and prepare contract documents in accordance with CSI MasterFormat 2004 or most recent version.
- D. By submitting a qualifications packet the design firm or team accepts the University's standard contractual terms and conditions of service.

The Firm or Team selected will be required to show evidence of, and maintain through the one-year project correction period following substantial completion of the project, Professional Liability (Errors and Omissions) Insurance through a Company licensed to do business in Maine, with a minimum coverage per occurrence of One Million Dollars (\$1,000,000).

Other required insurance types and limits are described in AIA Document B102 – 2017 Standard Form of Agreement between Owner and Architect under Article 1.5. The AIA B102 template can be viewed at the University of Maine System Office of Facilities Management and General Services web site at: <http://www.maine.edu/general-services/capital-planning-project-management/capital-construction-design-documents/>

Scholarships, donations or gifts to the University will not be considered in the evaluation of responses.

By Board of Trustee policy and Governor's Executive Order, the selected design firm or team will be required to design to green standards compliant with Executive Order 27 FY11/12 when applicable and cost effective.

END OF REQUEST FOR QUALIFICATIONS