

REQUEST FOR QUALIFICATIONS FOR DESIGN SERVICES
UNIVERSITY OF MAINE
ATHLETIC FACILITY RENOVATIONS AND CONSTRUCTION

June 5, 2021

SECTION I: SUMMARY

The University of Maine (UMaine), located in Orono, Maine, desires to procure architectural and engineering design services from individual firms or teams for **ATHLETIC FACILITY RENOVATIONS AND CONSTRUCTION** projects. The projects will consist of major renovations to existing facilities and new construction to improve the facilities utilized by the University's Division 1 Athletes.

General

As part of Maine's land-grant university, the mission of the University of Maine's Intercollegiate Athletics program is to provide equitable intercollegiate athletic opportunities, and academic support, for hundreds of University students. Through the efforts of coaches and staff, student athletes achieve excellence in academics, athletics and civil engagement.

Conceptual Project Description

The Renovations and construction will transform Maine's only Division 1 athletic program, advance gender equity, and provide a preferred destination for high school sports championships, large academic fairs, competitions, and community events. The University has previously developed a Master Plan for the campus and these projects will implement the Master Plan.

An overview of the Athletic Facilities Master Plan includes:

- Construction of the UMaine Multipurpose Center, the new home of UMaine men's and women's basketball on the Orono campus; to be located south of the Alford Stadium. This facility will benefit men's and women's basketball and football. This facility will feature new locker rooms, new team offices, lounges, film rooms, new administrative offices, a new location for the Bear Necessities Fan Shop, and a new sports medicine center.
- Construction of two (2) new synthetic turf soccer fields with spectator seating and utilities. One Field will house primarily UMaine's Women Soccer while the second field will provide alternative practice location for UMaine Athletics and support regional K-12 athletic / recreation programs.
- A new turf surface and spectator upgrades to UMaine field hockey turf field
- A new turf surface and spectator upgrades to UMaine softball field
- Renovations to Memorial Gymnasium, including, but not limited to, potential removal of the Wallace Pool facility and the renovation of space for a new strength & conditioning facility, upgrades to staff offices, extensive additions to the internal branding of the building, and addressing several deferred maintenance projects within the facility.
- Significant improvements to Alford Stadium, including, but not limited to, a new turf surface on Morse Field, and creating a more intimate experience with enclosing one end zone and tightening the bleachers closer to the playing field.
- Substantial upgrades to Alford Arena, including, but not limited to, a new enlarged entryway and concourse area, the installation of high definition video and ribbon boards, a new sound system, and upgraded Wi-Fi and television production services

- Expansion of the Shawn Walsh Hockey Center, with new locker rooms for both men’s and women’s ice hockey, a new strength and conditioning center, along with a new hockey development center, new film rooms, new offices, and new team lounges.
- Construction of a new UMaine aquatic center with competition pool and diving well that includes, but not limited to, spectator seating and pool locker rooms. Additional locker rooms with exterior access for Women’s Soccer, Softball and Field Hockey separate from the pool locker rooms.
- Construction of a new UMaine multi-purpose steel framed and fabric sports center/dome with multi-purpose turf interior large enough for two (2) softball fields to enable play concurrently.
- Construction of a new outdoor track & indoor multi-purpose turf field located on the Southside of campus next to Lengyel Hall for both track and field teams and recreation programs.
- Renovation of Lengyel Hall including, but not limited to, locker rooms, basketball court, and teaching space.
- Construction of a new South Campus fitness center attached to Lengyel Hall.
- Construction / addition of walkways, University roads, and parking for new and current athletic facilities.

The selected Design Firm will work with the University to accomplish the scope of work initially outlined in the UMaine Athletic Facilities Master Plan and further refined by the University in a timeframe acceptable to the University.

The projects are anticipated to take place over a five to ten-year period starting in 2022. It is anticipated that the renovations and construction associated with the fields will be the initial priority. 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 or lead 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 team’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 Team 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 designs for athletic facilities based on a previously developed and/or modified master plans. Include examples of renovated spaces / buildings and new construction.
 2. Include examples of the design for soccer, softball, field hockey, track, baseball, swimming/diving, basketball, football, and hockey venues. The examples shall include projects in similar climates to that of the University of Maine.
 3. Include examples of the design of projects for indoor multipurpose venues; facilities that include space for strength and conditioning, locker rooms and sports medicine.

4. Include information regarding firm's ability to manage schedule and budget in each project description.
 5. 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 three (3) 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. Demonstrated experience incorporating sustainable and green building design concepts.
- G. Other Related Information. As desired, provide any other information the firm or team considers relevant to the evaluation of the firm's or team'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, June 5, 2021
Deadline for Questions due no later than 4:00pm	Tuesday, June 22, 2021
Response to Questions due no later than 4:00pm	Tuesday, June 29, 2021
Qualification submissions due no later than 2:00pm	Thursday, July 15, 2021
Anticipated notification of firms to be interviewed	week of August 2, 2021
Presentations/Interviews (interview time selected by lot)	week of August 23, 2021
Anticipated notification of selected firm and non-selected firms	week of August 30, 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 or teams should identify a project contact, with email address, for purposes of receiving any updates regarding the RFQ selection process. Firms or teams 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 **Thursday, July 15, 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 Athletic Renovations and Construction.**
3. **Number of Copies.** One (1) printed original, three (3) 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 Athletics, 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 or teams with top-ranking submittals will be short-listed for an interview with members of the Selection Committee. Upon interview completion, the short-listed firms or teams may be further evaluated through UMaine contact with listed references.

SECTION V: CONTRACTING REQUIREMENTS

- A. To be considered, design firms or teams 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 a 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 an initial contract limited to Schematic Design. Following Schematic Design, confirmation of budget, and funding availability, additional design phases will be negotiated.
- 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