REQUEST FOR QUALIFICATIONS FOR DESIGN SERVICES
UNIVERSITY OF MAINE
MCEC Boardman Hall Modernization

March 1, 2025

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 the **MCEC Boardman Hall Modernization** project.

General
As part of Maine's land-grant university, the University of Maine will renovate Boardman Hall, a historically significant 66,000 square foot structure. The complete renovation project will involve all building systems, envelope, and the retrofit or new construction of classrooms, class labs, research labs, offices, study spaces, and common areas.

Marking the northeast corner of the University Mall, Boardman Hall is a non-contributing building within the University of Maine Historic District. Through conscious, fundamental improvements to its appearance, layout, infrastructure, and performance, this project will enhance the Maine College of Engineering and Computing's ability to offer a modern, interdisciplinary, and visionary facility which will support its mission and growth, and promote the integration of research and learning that turns knowledge into innovative solutions, produces new technologies, and plays a vital role in preparing an educated workforce needed to move Maine's economy forward.

A Modernization Study has been completed by the university and will be provided. It identifies potential strategies as follows:

- Integration of accessible ramps into the building's entrance layout and connecting the North and West entries via a plinth.
- Constructing a new multi-story open stairway and student area at the North entrance, providing vertical connectivity and encouraging interaction and collaboration among building users.
- Removal of South egress stairs to open the building vertically, creating an expansive, connected space that enhances collaboration and awareness through improved visual connectivity.
- Utilization of largest structural bays for larger classrooms.
- Shifting of circulation corridors, resulting in the "right-sizing" of offices and optimization of space.
- Façade restoration and energy saving retrofits.
- Whole building door and window replacement to improve upon thermal transmittance and air tightness.
- Whole roof replacement to improve upon heat retention/prevention and remain watertight.
- Building systems retrofits and replacements including Structural, HVAC, Fire System, and Electrical.

The selected Design Firm will work with the University to accomplish the scope of work initially outlined in the University of Maine Boardman Hall Modernization Study and further refined by the University in a timeframe acceptable to the University.

The project is anticipated to have a schedule as identified below with the following phases for design services:

Phase	**Design Services**	**Approximate Length of Time**
Programming	Programming	6 months
Schematic Design	Needs analysis, preliminary floor plans	3 months
Design Development	Detailed building plans	4 months
Construction Documents	Bidding Plans and Specifications	4 months
Construction Administration	Administrative and field support	Construction duration, up to 18 months
Close Out	FFE, commissioning and other support	6 months

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 and physical 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 post-secondary institutions where teaching research and development is part of the institution's operation.

   2. Include examples of the design for renovations of existing facilities into laboratory research space.

   3. 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.

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 in Maine 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, March 1, 2025
Deadline for Questions due no later than 4:00pm	Tuesday, March 11, 2025
Email Questions to cppmquestions@maine.edu	
Response to Questions due no later than 4:00pm	Thursday March 13, 2025
Qualifications submissions due no later than 2:00pm	Thursday, March 20, 2025
Anticipated notification of firms to be interviewed	week of March 31, 2025
Presentations/Interviews (interview time selected by lot)	week of April 7, 2025
Anticipated notification of selected firm and non-selected firms	week of April 14, 2025

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. Questions with responses and updates will be posted on the FM web site as appropriate.

https//umaine.edu/ofm/construction/advertisements

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 contact.

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, March 20, 2025**. All submissions shall be addressed and submitted to:

Walter Shannon
Assistant Director of Capital Planning and Project Management
University of Maine System
Office of Facilities Management
5765 Service Building, Room 111
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; MCEC Boardman Hall Modernization**

3. **Number of Copies**. One (1) printed original, four (4) 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 members of the Maine College of Engineering and Computing, 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 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 an initial contract limited to Programming. Following Programming, confirmation of budget, and funding availability, additional design phases will be negotiated. The Design Fee will be based on Table 1 below from the State of Maine, Bureau of Real Estate Management Policy. The University will require documentation of rational for the proposed fee.

Table 1
Recommended Fee Schedule for Architectural/Engineering Projects

Construction Cost	A rate	B rate	C rate
	Negotiate fee amount based on hourly rates or a percentage of construction cost.		
up to $249,999	10.0 to 8.5%	11.0 to 9.5%	12.0 to 10.5%

$250,000	to	$499,999	8.5 to 8.0%	9.5 to 9.0%	10.5 to 10.0%
$500,000	to	$999,999	7.9 to 7.5%	8.9 to 8.5%	9.9 to 9.5%
$1,000,000	to	$3,999,999	7.3 to 6.8%	8.3 to 7.8%	9.3 to 8.8%
$4,000,000	to	$14,999,999	6.7 to 6.0%	7.7 to 7.0%	8.7 to 8.0%
$15,000,000	to	$49,999,999	5.9 to 5.0%	6.9 to 6.0%	7.9 to 7.0%
$50,000,000	and above		5.0%	6.0%	7.0%
Add to the negotiated rate for new construction the rate shown at right for that portion of the project which is renovation.			2.0%	2.5%	3.0%

A rate. The reference A/E fee rate on projects of ordinary complexity, shown on Table 1 as a percentage of the budgeted or estimated construction contract value. Examples are garages; pole barns; aircraft hangers; parking structures; warehouses; enclosures or structures housing utilities; simple office buildings; et cetera.

B rate. The reference A/E fee rate on projects of moderate complexity, shown on Table 1 as a percentage of the budgeted or estimated construction contract value. Examples are office buildings with unusual program requirements; educational facilities including an ordinary mix of classrooms, auditoriums, cafeterias, and office space; dormitories; athletic facilities; public safety, correctional, judicial, or other facilities with a limited amount of segregated public and secure spaces; armories, readiness centers and similar military facilities; simple medical facilities; et cetera.

C rate. The reference A/E fee rate on projects of extraordinary complexity, shown on Table 1 as a percentage of the budgeted or estimated construction contract value. Examples are correctional or judicial facilities with multiple separate spaces for security, administrative, public, and operational functions; laboratories with various specialized power and HVAC requirements; medical facilities with several interrelated and segregated functions; data centers; et cetera.

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-serviceys/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.