REQUEST FOR QUALIFICATIONS FOR DESIGN SERVICES
UNIVERSITY OF MAINE, NEVILLE HALL RENOVATIONS

November 9, 2019

SECTION I: SUMMARY

The University of Maine, located in Orono, Maine, desires to procure architectural and engineering design services from individual firms or teams for renovations in Neville Hall.

The proposed project would consist of renovations of approximately 5,400 square feet of classrooms on multiple floors. The University will utilize the expertise of the design team to determine the scope of work for a multi-summer renovation of classroom spaces. It is anticipated the scope will be to improve architectural, mechanical, electrical, and IT/AV in the spaces.

The project schedule allows for multiple summer projects. Phase one completion of construction documents by February 2020, bidding and contracting from February through April 2020, and construction from May through August of 2020. The second phase construction is anticipated in the summer of 2021. The selected Designer would be expected to develop a project schedule to meet these requirements.

The selected Designer will be expected to perform, design, bid and construction support services for the 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 assessment and 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 of renovations for classrooms with preference to projects for higher education clients.

2. Include examples of renovations of buildings of similar age, use and construction. Neville Hall is a four story, brick/masonry/steel/concrete structure built in 1974, presently used for classrooms and offices. The expected renovation is to include spaces on all four floors.

3. Include information regarding the firm’s ability to manage schedule and budget in each project description. Include the square footage of the referenced project and construction cost.

4. 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, including consultants, 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 the University of Maine System with respect to the firm’s reputation for work, responsibility, timeliness, cost, and efficiency.
References from current University of Maine System employees will not be accepted. Letters of reference may be submitted with additional information as appropriate.

E. Sustainable/Green Building Design. Demonstrated experience incorporating sustainable and green building design concepts.

F. 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.

SECTION III: SUBMISSION PROCESS

A. Submission and Selection Schedule.

The process schedule is anticipated to be as follows:

- University advertises for qualifications
- Deadline for Questions due no later than 4:00 pm
- Response to Questions due no later than 12:00 noon
- Qualifications submissions due no later than 2:00 pm
- Evaluation of qualifications begins
- Anticipated notification of firms to be interviewed
- Presentations/Interviews (interview time selected by lot)
- Anticipated notification of selected firm and non-selected firms by

  University advertises for qualifications
  Saturday, November 9, 2019
  Deadline for Questions due no later than 4:00 pm
  Friday, November 15, 2019
  Response to Questions due no later than 12:00 noon
  Tuesday, November 19, 2019
  Qualifications submissions due no later than 2:00 pm
  Friday, November 22, 2019
  Evaluation of qualifications begins
  Monday, November 25, 2019
  Anticipated notification of firms to be interviewed
  Monday, December 2, 2019
  Presentations/Interviews (interview time selected by lot)
  week of December 9, 2019
  Anticipated notification of selected firm and non-selected firms by
  Friday, December 13, 2019

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

  Walter Shannon
  Assistant Director of Capital Planning and Project Management
  University of Maine System
  Questions should be addressed to: 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 University of Maine website as appropriate.

  2. Do not contact any other University of Maine System 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 Friday November 22, 2019. All submittals shall be addressed and submitted to:

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

     Submittals received by the University of Maine after the deadline will not be considered. Faxed or emailed submittals will not be accepted. Firms assume all risks of the method of delivery chosen. The University of Maine System 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, Neville Hall Renovations.
3. **Number of Copies.** One (1) printed original, four (4) hard copies and one (1) .pdf copy.

D. **Other Information.**

1. The following information is provided as part of the RFQ for informational purposes only:
   a. Map of the University of Maine .pdf format.

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 and University of Maine System.

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 University of Maine System 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 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.

C. By submitting a qualifications packet the design firm or team accepts the University of Maine System’s standard contractual terms and conditions of service.

D. Scholarships, donations or gifts to the University of Maine System will not be considered in the evaluation of submissions.

**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:

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