

REQUEST FOR QUALIFICATIONS FOR CONSTRUCTION MANAGEMENT AT RISK SERVICES
UNIVERSITY OF MAINE
ATHLETICS MULTIPURPOSE ARENA,
NEW SOCCER COMPLEX & NEW TRACK AND FIELD COMPLEX

October 28, 2023

SECTION I: SUMMARY

The University of Maine, located in Orono, Maine desires to procure Construction Management at Risk services from individual firms or teams for the **ATHLETICS MULTIPURPOSE ARENA, NEW SOCCER COMPLEX & NEW TRACK AND FIELD COMPLEX**. The University intends to select one CM-at-Risk to accomplish all of the projects.

1. General

As part of Maine's land-grant university, the University of Maine will build a state-of-the-art **Athletics Multipurpose Arena, a New Soccer Complex and a New Track and Field Complex**. The University and design team are in the planning stages of a multi-year, multi-phase project to construct a New Soccer Complex, a New Track and Field Complex followed by the construction of an Athletics Multipurpose Arena. The completion of the Multipurpose Arena is anticipated to be December 2026.

A. Project Description

The A/E team is working with the University to develop the design documents and a Construction Manager at Risk is desired to join the team and assist with design constructability, project estimating, project scheduling and coordination of construction activities.

The projects are multi-phase and multi-year as identified below:

- The New Track and Field Complex will be located north of the newly complexed Field Hockey Complex. The new facility will replace the existing track located around the football field at Alford Stadium. The Track and Field Complex will be used by women's and men's teams as well as clubs' sports. The Track and Field Complex will include a 400-meter 8 lane oval track, steeplechase, pole vault, high jump, long/triple jump, interior multipurpose turf field, exterior shot put, hammer/discuss, and javelin areas. Additional programming includes spectator seating with approximate capacity for 350 seats, press box, scoreboard, track timing system, and small parking lot primarily for bus drop off and ADA parking. It is anticipated that the Track and Field Complex will be completed by May 2025 which will allow for removal of the existing track from around the football field at Alford Stadium as part of the Athletics Multipurpose Arena project.
- The New Soccer Complex will be constructed north of the Mahaney Baseball Diamond to be used by the University of Maine Women's Soccer team. The complex will include a new turf soccer field, elevated grandstand with seating capacity of approximately 500, elevated press box, covered team areas, new fencing with branded windscreen, protective ball netting at the end lines, scoreboard with sound system, LED sports lighting and broadcast capabilities. It is anticipated that the Soccer Complex will be completed by August 2025.
- The Athletics Multipurpose Arena is expected to be between 73,000 and 82,000 square feet with seating for 2,500 to 3,000 people. The facility will house an NCAA compliant basketball court for women's and men's basketball home games with ADA compliant seating, space for the press, retractable seating at the sidelines for practice floor, club lounge with views to basketball and football, concessions, retail, media/press/broadcast capabilities, team locker rooms for players and coaches, sports medicine suite, equipment and laundry, and back-of house areas.

Additionally, the facility will house football operations that includes offices, locker rooms for the home team, film room(s), fitness/weight room shared by multiple teams, and the project will include the replacement of the visitor side bleachers located on the eastside of the football field. The proposed location of the new multi-purpose building is at the south end of the Alford Stadium. This proposed building will displace the track located around the football field and the loss of approximately 150 parking spaces. The completion of the Multipurpose Arena is anticipated to be December 2026.

- A new parking area to replace parking lost as part of the Athletics Multipurpose Arena will be developed at the north end of Alford Stadium and west of the proposed Soccer Complex. Anticipated completion in September of 2025.

Anticipated project conditions and other challenges:

- These projects are high public profile projects heightening the need for a high level of planning, estimating, and scheduling that will limit unknowns or uncertainties.
- The projects will require a high degree of coordination of project management and trades.
- The work is anticipated to include LEAN-style project management that encourages efficiencies and avoids conflicts of space and duplication of effort.
- The work requires specific schedule-based project planning methods (aka “pull-planning”) to collaboratively develop work plans.
- The work requires experience working with owner in-house project management and maintenance support staffs to coordinate interface with existing campus conditions, infrastructure and operations.

B. Project Anticipated Schedule:

Phase	Construction Management Services	Proposed Schedule
Soccer & Track and Field Schematic Design	Pre-Construction Services – SD review, estimating and estimate reconciliation, constructability review, scheduling	Dec. '23
Soccer & Track and Field Design Development	Pre-Construction Services – DD review, estimating and estimate reconciliation, constructability review, scheduling	Nov. '23 to Feb. '24
Soccer & Track and Field Construction Documents	Pre-Construction Services including review, planning, and estimating of Construction Documents	Mar. '24 to May. '24
Soccer & Track and Field Bidding	Bidding and preparation of a Guaranteed Maximum Price (GMP)	May '24 to June '24
Soccer & Track and Field Construction	Construction Management	June '24 - Summer 2025
Soccer & Track and Field Substantial Completion	Turn over to the Owner for occupancy	Soccer- Aug '25, Track and Field- May '25
Soccer & Track and Field Close Out	Record Documents, O & M Manuals	Fall 2025
Multipurpose Arena Schematic Design	Pre-Construction Services – Conceptual & SD review, estimating and estimate reconciliation, constructability review, scheduling	Dec. 23 – July 24

Multipurpose Arena Design Development	Pre-Construction Services – DD review, estimating and estimate reconciliation, constructability review, scheduling	July '24 – Dec. '24
Multipurpose Arena Construction Documents	Pre-Construction Services including review, planning, and estimating of Construction Documents	Dec. '24 – Early Release- May '25 Complete- Sept. '25
Multipurpose Arena Bidding	Bidding and preparation of a Guaranteed Maximum Price (GMP)	Early Release May- '25 Final GMP- Sept '25
Multipurpose Construction	Construction Management, Commissioning assist	May '25 – Dec. '26
Multipurpose Arena Substantial Completion	Turn over to the Owner for occupancy	Dec. 2026
Multipurpose Arena Closeout	Record Documents, O & M Manuals	Spring 2027

These projects are anticipated to be constructed in phases with the Soccer Complex & Track and Field Complex design being completed during the SD design phase of the Athletics Multipurpose Arena. With Construction of the Soccer & Track and Field Complexes being during the balance of the design phase for the Athletics Multipurpose Arena. Completion of the Soccer Complex & Track and Field Complex is anticipated to occur as the Athletics Multipurpose Arena construction begins. The selected firm will provide CM services on a project team in support of design and construction as managed by the University of Maine System, Capital Planning and Project Management Group. This RFQ seeks qualified firms to submit Statements of Qualifications with the intention of providing CM-at-Risk services for the duration of the projects, December 2023 to the anticipated substantial completion of all projects as identified in the table above. Construction management services for the projects will begin immediately following execution of the AIA A133 Standard form of Agreement Between Owner and Construction Manager as Constructor, for Pre-Construction Services with the selected firm or lead firm. Separate contracts are expected for each project. Individual firms or teams desiring to be considered must submit a Statement of Qualifications indicating interest, relevant experience, and the ability to start work immediately.

SECTION II: RESPONSIBILITIES

1. General

The CM firm must perform services consistent with the industry-accepted role of CM-at-Risk firm during pre-construction and/or construction execution. In general, these services must include, but not be limited to the following:

Pre-Construction Phase Services

- A. Coordinating with CPPM, OFM, Designer, and other UM/UMS project team members as necessary, throughout the remaining design and construction project phases.

- B. Assisting with project planning, scoping, and estimating including estimate reconciliation exercises with the Design Team's/Owner's estimators.
- C. Providing recommendations regarding constructability, materials and equipment selection, and cost and schedule savings.
- D. Assuming charge and responsibility for construction scheduling and cost estimating. For the projects, the schedule and budget updates must be prepared at the end of Schematic Design, Design Development and Construction Documents, with the latter intended for a Guaranteed Maximum Price. It is the Construction Manager's responsibility to develop an understanding of the project, adequate for the proper preparation of such estimates. The accuracy and timeliness of construction estimating is of utmost importance.

Construction Phase Services

- E. Qualifying sub-contractors
- F. Letting sub-contracts for bid
- G. Managing bidding and providing a Guaranteed Maximum Price (GMP)
- H. Providing a performance bond, a payment bond and insurance certificate(s), and maintaining such insurance through the one-year corrections period following Substantial Completion.
- I. Holding sub-contracts for construction
- J. Managing the construction including, but not limited to, coordination, inspection, supervision, safety, and quality control services
- K. Maintaining construction phase records and accounting, including preparing of as-built documentation, LEED certification documentation, and project closeout documentation.

SECTION III: STATEMENT OF QUALIFICATIONS, REQUIRED SUBMISSION INFORMATION

1. General

Prospective CM firms must prepare and submit a Statement of Qualifications for UMS consideration. The firm's Statement of Qualifications must respond to each specific criteria listed below, with responses organized in discrete sections and in the **same order as presented below**. Each firm's submittal must include an index, with tabs corresponding to each section. Each section must be included in the submission.

A. Letter of Interest

Provide a brief letter summarizing the firm's interest, qualifications, experience, and ability to start work immediately. Include total dollar volume of CM work completed during each of the past (3) years. Identify work by office located closest to Orono, Maine.

B. Construction Management Experience

Provide a detailed description of the firm's background and experience with construction management for similar projects within the last ten (10) years, with a focus on providing services for higher-education clients. This must include:

1. Description of the firm's philosophy of construction management
2. A minimum of five (5) completed project case histories must be presented with sufficient information to identify the projects including type of facility, square footage of the facility and construction cost for the facility while demonstrating budget, schedule, and change order performance. Within the context of the case studies provide information related to the following:
 - a. Demonstration of previous successful experience managing projects using Construction Management at Risk methods for Athletics Multipurpose Arenas, Soccer Complexes and Track and Field Complexes.
 - b. Demonstration of previous successful experience managing projects using the Construction Management at Risk method with attention to budget, schedule, and scope. Include description of management methods and staff structures used to plan, schedule and control complex work conditions. Include examples of change order history and experience with GMP delivery methods.
 - c. Specific experience with Pre-Construction Services for athletic facilities including a description of the working relationship with the owner, designer, and project team, including building committees and end-users.
 - d. Demonstration of successful management systems for planning, organizing, and monitoring of similar construction projects, including specifically, estimating, budgeting, scheduling, timely delivery, and cost controls. Preferred qualifications would include experience with logistically challenged sites, mitigation methods for work adjacent to occupied spaces, and project phasing through use of early work packages.
 - e. Demonstration of experience with qualifying subcontractors
 - f. Demonstration of knowledge and experience in the careful evaluation of building systems, construction techniques and recommendation of materials to create optimum dollar value without compromising design criteria.
 - g. Specific experience with developing sustainable programs such as LEED certification through the U.S. Green Building Council standards or Passive House Design.
3. Description of the firm's construction safety program.
4. Description of the firm's program for project follow-up and warranty.
5. Historic data on the cost of general conditions & overhead as a percentage of the total construction costs for similar projects. Including a list of typical expenses included in the general conditions and overhead expense.

C. Construction Manager

Identify the person serving as Construction Manager directly responsible for providing services to the University and provide a brief resume of education, qualifications and experience, and role in the firm's services. Submission of name(s) is considered a commitment on the part of the CM firm to retain stated personnel on the project throughout its duration.

D. Principal Support Staff

Identify the person(s) serving as principal support staff including, but not limited to, project managers, project engineers, superintendents, and estimators. Provide a brief resume including education, qualifications and experience and role in the firm's services. Submission of names is considered a commitment on the part of the CM firm to retain stated personnel on the project throughout its duration.

E. Availability

Indicate the firm's dedicated resources available to the University for this project in relation to other workloads and whether the firm has sufficient resources to provide services promptly to meet the project schedule. The project schedule is provided in Section I.

F. References

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 ten (10) years who can be contacted by the University with respect to the firm's reputation for work, responsibility, timeliness, cost, and efficiency. References from current University employees shall not be accepted. Letters of reference may be submitted with additional information as appropriate.

G. Other Information

As desired, provide any other information the firm considers relevant to the evaluation criteria set forth in the RFQ.

SECTION IV: SUBMISSION PROCESS

1. Submission Schedule

The process schedule is anticipated to be as follows:

The University advertises for qualifications-----Saturday, October 28, 2023
Deadline for Questions due no later than 4:00pm-----Tuesday, November 7, 2023
Email Questions to **cppmquestions@maine.edu**
Response to Questions due no later than 4:00pm-----Tuesday November 14, 2023
Statement of Qualifications submissions due no later than 2:00pm- Tuesday November 21, 2023
Anticipated notification of firms to be interviewed-----week of November 27, 2023
Presentations/Interviews (interview time selected by lot)-----week of December 4, 2023
Anticipated notification of selected firm and non-selected firm-----week of December 18, 2023

2. Contact Person

Questions about this RFQ must be addresses in writing via email to:

Walter Shannon
Assistant Director of Capital Planning and Project Management
University of Maine System
Office of Facilities Management
cppmquestions@maine.edu

3. Submissions

Statements of Qualifications must be submitted according to the following:

A. Time, Date and Place Due:

Submittals are due no later than **2:00pm on Tuesday November 21, 2023**. All submissions shall be addressed and submitted to:

Carolyn McDonough, PE
Director of Capital Planning and Project Management
University of Maine
5765 Service Building, Room 124
Orono, ME 04469-5765

Submittals received by CPPM after the deadline shall not be considered. Faxed, emailed, or digitally transmitted submissions shall not be accepted. Firms assume all risks of the method of delivery chosen. The University assumes no responsibility for delays caused by any package or mail delivery service.

B. Submission Identifier:

The outside of the container in which Statements of Qualifications are submitted must be clearly marked with the firm's return address and the notation: **Qualifications to Provide Construction Management Services, Athletics Multipurpose Arena, Soccer Complex and Track and Field Complex.**

C. Number of Copies

One (1) printed original, five (5) hard copies, and one (1) pdf copy on a USB flash drive.

4. Other Information:

A. Updates will be posted on the FM website as appropriate:

umaine.edu/ofm/contractors/advertisements/

B. Do not contact any other University employee, representative or student regarding this RFQ unless specifically directed to do so in writing by the contact designated in SECTION IV:2

C. No site tours shall be provided at this time.

D. No project documents shall be provided at this time beyond the front-end documents and AIA 133 Documents.

SECTION V: SELECTION PROCESS

1. General

All Statements of Qualifications submitted in response to this RFQ will be reviewed for completeness prior to referral to the Selection Committee.

2. Selection Committee

The Selection Committee shall consist of representatives from the University of Maine Athletics, the Offices of Capital Planning and Project Management, Facilities Management and General Services, and others as appropriate.

3. Submittal Evaluation Criteria

The Selection Committee shall determine the merit of submissions received in accordance with the responses provided to the qualification information requested in Section III and with the following weights.

Evaluation Criteria	Weight
CM Experience	50%
Process and Team Member Experience	35%
Overall Quality and Completeness of Submission	15%

4. Interviews

Firms with top-ranking submittals may be short-listed for an interview with members of the selection Committee.

5. Final Selection

Upon interview completion, firms may be required to present additional documentation such as the AIA Document A305, with financial statement (Section 5.1.1). Firms shall be evaluated and ranked based on all information and the interviews, and a final CM firm selected. References shall be checked at that time.

6. Award

At the time of award, the University shall negotiate with the selected firm for Pre-Construction Phase Services for each project including determination of the Construction Manager's Fee and the CM firm's fee structure including billing rates associated with pertinent personnel and prices for anticipated direct reimbursable costs. Should the parties fail to reach an agreement on the final terms of this contract, the University reserves the right to proceed with an alternate award.

SECTION VI: FORM OF AGREEMENT

1. Contract

The successful firm is required to enter into a standard University contract. The form of agreement between Owner and the chosen Construction Manager shall be a single document, AIA Document 133, Standard Form of Agreement Between Owner and Construction Manager as Constructor. The University will enter into separate contracts with the chosen CM-at Risk for each of the projects. The standard form of agreement for the construction shall be the AIA A133, Exhibit A, Guaranteed Maximum Price Agreement. Work under this project shall not begin until an agreement has been fully executed.

2. Duration

The length of the contracts will extend through pre-construction services; if a Guaranteed Maximum Price (GMP) is developed and accepted, the contracts are intended to continue through to final completion. The project schedule is provided in Section I.

3. Documents

The following documents are part of the Request document packet of information:

- a. University of Maine System (UMS), “front end” Contract Documents, as identified in Section 00 01 10, Sans Bidding Documents. These are requirements for construction contracts and shall apply to the GMP Agreement with “Contractor” changed to “Construction Manager”.

SECTION VII: ADDITIONAL PARAMETERS

1. Owner’s Rights

The Owner retains the right to waive any informalities, to reject any or all Statement of Qualifications, or to accept any Statement of Qualifications that may be determined to be in its best interest.

2. Owner’s Intent

It is the Owner’s intent that the work be publicly, competitively bid by qualified sub-bidders for each trade or bid package. The Designer and Owner shall work with the Construction Manager in evaluating sub-contractors. All sub-bidders shall be qualified and must have directly related experience. All sub-bids shall be delivered in sealed, labeled envelopes and opened in the presence of the Owner and Designer.

3. Precedence

The Construction Manager Request for Qualifications and Selection Process, as outlined herein, shall be considered subject to change as required by the University. Terms and Conditions of the Agreement between the Owner and Construction Manager shall take precedence over all prior understandings and/or agreements, if any, including this Request for Qualifications.

4. Termination

The Owner retains the right to terminate the services of the Construction Manager at any time prior to the execution of an AIA A133 Exhibit A, Guaranteed Maximum Price Agreement (GMP), and the Owner's obligation shall be limited to actual documented expenses of the Construction manager as of such date.

5. Protests of Award and Authority to Resolve Protests

- a. After the selection of the CM firm, any firm not selected may submit a protest in writing to the UMS Chief General Services Officer (CGSO) within five business days of the date of the Notice of Award, with a copy to the firm that was awarded the contract. The protest must contain a brief statement of the basis for the challenge. The CGSO may stay the award until protest has been resolved.
- b. The CGSO shall base his or her decision on a review of the facts. There shall be no hearing, no testimony, and no additional information unless the CGSO deems that additional information is necessary to resolve the protest. The CGSO shall communicate his or her decision to the protesting firm, the campus and the firm originally awarded the contract. If the protest is not resolved to the satisfaction of the protesting firm, the firm may file an appeal with the UMS Vice Chancellor for Finance and Administration within ten business days of a written decision of the CGSO, with a copy to the firm awarded the contract. The determination of the Vice Chancellor is final and shall be given in writing and submitted to the protesting firm, the campus and the firm originally awarded the contract.

6. Exclusion from Consideration

Scholarships, donations, or gifts to the University, shall not be considered in the evaluation of submissions.

END OF REQUEST FOR QUALIFICATION