

REQUEST FOR QUALIFICATIONS FOR CONSTRUCTION MANAGEMENT AT RISK SERVICES  
UNIVERSITY OF MAINE  
UM HANCOCK AND YORK HALLS SINGLE USER BATHROOM PROJECTS

January 13, 2024

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 **UM HANCOCK AND YORK HALLS SINGLE USER BATHROOM PROJECTS**.

1. General

As part of Maine’s land-grant university, the University of Maine will renovate space in Hancock and York Halls to include approximately twenty-one (21) single user bathrooms. The CM-at-risk will work with the University and design team while the design is completed, keeping the project within budget and accomplishing the renovation by August of 2024.

A. Project Description

The A/E team working with the University and the chosen CM-at-Risk will develop the design documents that will fit within the project budget while accomplishing the goal of renovating space in Hancock and York Halls to add approximately twenty-one single user bathrooms (nineteen in Hancock Hall and two in York Hall). A Construction Manager at Risk will join the team and assist with design constructability, project estimating, project scheduling and coordination of construction activities.

Anticipated project conditions and other challenges:

- The project is a high public profile project heightening the need for a high level of planning, estimating, and scheduling that will limit unknowns or uncertainties.
- The project 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:

The University is in the early stages of schematic design and the selected CM-at-Risk will assist with the design to keep the project within budget, provide the Guaranteed Maximum Price (GMP) and execute the renovation.

<b>Phase</b>	<b>Construction Management Services</b>	<b>Proposed Schedule</b>
Schematic Design		Jan. '24 to Feb. '24
Design Development	Pre-Construction Services – design assistance, estimating and estimate reconciliation, constructability review, scheduling	Mar. '24
Construction Documents	Pre-Construction Services – design assistance, estimating and estimate reconciliation, constructability review, scheduling	Apr. '24
Bidding	Bidding and preparation of a Guaranteed Maximum Price (GMP)	May '24
Construction	Construction Management	June '24 to Aug. '24
Occupancy/Substantial Completion	(Owner takes occupancy)	Aug. '24
Final Completion	Record Documents, O & M Manuals	Aug. '24 to Sept '24

The project is anticipated to have a 9-month schedule and include the phases listed above for CM. 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 project. March 2024 to the anticipated final completion no later than September 2024. Construction management services for the project 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. 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 a 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 savings.

- D. Assuming charge and responsibility for construction scheduling and cost estimating. For this project, the schedule and budget updates must be prepared at the end of 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 if required 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 three (3) completed project case histories must be presented with sufficient information to identify the project 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 method for projects involving bathroom renovations.
  - 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 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, January 13, 2024  
Deadline for Questions due no later than 4:00pm-----Tuesday, January 23, 2024  
Email Questions to **cppmquestions@maine.edu**  
Response to Questions due no later than 4:00pm-----Thursday January 25, 2024  
Statement of Qualifications submissions due no later than 2:00pm-----Friday February 2, 2024  
Anticipated notification of firms to be interviewed-----week of February 5, 2024  
Presentations/Interviews (interview time selected by lot)-----week of February 12, 2024  
Anticipated notification of selected firm and non-selected firm-----week of February 19, 2024

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

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 Friday February 2, 2024**. 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, UM Hancock and York Halls Single User Bathroom Projects.**

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:

<https://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 Auxiliary Services, 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.

<b>Evaluation Criteria</b>	<b>Weight</b>
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 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 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 contract will extend through pre-construction services; if a Guaranteed Maximum Price (GMP) is developed and accepted, the contract is 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