

REQUEST FOR QUALIFICATIONS FOR
UNIVERSITY OF MAINE
FOOD INNOVATION LAB
July 27, 2024

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 **Food Innovation Lab**.

General

As part of Maine’s land-grant university, the University of Maine is expected to renovate a portion of the office wing of the Keyo Building and add a 3600-sf addition to the east side of the Keyo Building to accommodate processing kitchens.

The design firm SMRT has produced a study report which will be shared with the selected firm. The University is looking to utilize the study report but make modifications to the report to suite the programmatic changes since the report was produced.

Conceptual Project Description

The facility will provide:

- A new 3600 sf addition on the east side of the Keyo Building to accommodate three (3) new processing kitchens. The area will include space for a new walk-in cooler/freezer, hoods, hygienic cleanable surfaces, grease trap and floor drains. The addition will include a loading dock for large box truck deliveries.
- A new classroom space will be provided to accommodate approximately forty (40) students.
- The renovation of the Keyo Building existing office area will include providing ADA accessibility and ADA restrooms for the office area.
- The project scope will include but not be limited to the following:
 1. Demolition
 2. Structural
 3. Building Envelope
 4. Openings
 5. Finishes
 6. Specialties
 7. Equipment
 8. Fire Suppression
 9. Plumbing/HVAC
 10. Electrical, Life Safety & IT
 11. Sitework

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
Schematic Design	Needs analysis, preliminary floor plans	2 months
Design Development	Detailed building plans	2 months
Construction Documents	Bidding Plans and Specifications	2 to 3 months
Construction Administration	Administrative and field support	Construction duration, up to 9 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 research and development is part of the institutions 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.
 - 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 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, especially with year round HVAC needs in Maine climates.
- 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, July 27, 2024
Deadline for Questions due no later than 4:00pm	Tuesday, August 6, 2024
Email Questions to cppmquestions@maine.edu	
Response to Questions due no later than 4:00pm	Thursday August 8, 2024
Qualifications submissions due no later than 2:00pm	Thursday, August 15, 2024
Anticipated notification of firms to be interviewed	week of August 19, 2024
Presentations/Interviews (interview time selected by lot)	week of September 2, 2024
Anticipated notification of selected firm and non-selected firms	week of September 9, 2024

- 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/contractors/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, August 15, 2024**. 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; Food Innovation Lab**
3. **Number of Copies.** One (1) printed original, five (5) 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 University of Maine Cooperative Extension, 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 Schematic Design. Following Schematic Design, 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 rationale 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	8.5 to 10.0%	9.5 to 11.0%	10.5 to 12.0%
\$250,000 to	\$499,999	8.0 to 8.5%	9.0 to 9.5%	10.0 to 10.5%
\$500,000 to	\$999,999	7.5 to 7.9%	8.5 to 8.9%	9.5 to 9.9%
\$1,000,000 to	\$3,999,999	6.8 to 7.3%	7.8 to 8.3%	8.8 to 9.3%
\$4,000,000 to	\$14,999,999	6.0 to 6.7%	7.0 to 7.7%	8.0 to 8.7%
\$15,000,000 to	\$49,999,999	5.0 to 5.9%	6.0 to 6.9%	7.0 to 7.9%
\$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-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