SECTION I: SUMMARY

The University of Maine at Farmington (UMF) desires to procure architectural and engineering design services from individual firms or teams for planning, design and construction administration services for the UMF PURINGTON & MALLETT RESIDENCE HALL RENOVATIONS project. The project will upgrade both dormitories on the UMF campus.

General

The University intends to renovate Purington and Mallett Hall by transforming the existing space to accommodate the needs of today’s student. The work will include plumbing and electrical infrastructure upgrades and the transformation of the existing multi-user restrooms into single user restrooms. UMF is looking for a Design Firm with the expertise to make modifications to the dormitories to align with how 21st century students live on campus.

Conceptual Project Description

The following elements are anticipated to be incorporated into the renovations

- Restroom renovations
- New flooring and wall covering
- New plumbing infrastructure
- New electrical infrastructure
- New bathroom fixtures to include toilets, sinks, showers, and countertops
- Main electrical panel upgrade

The project is anticipated to have an eighteen-month design and construction schedule and include the following phases for design services:

<table>
<thead>
<tr>
<th>Phase</th>
<th>Design Services</th>
<th>Approximate Length of Time</th>
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<tbody>
<tr>
<td>Schematic Design</td>
<td>Needs analysis, preliminary site plans and floor plans</td>
<td>2 months</td>
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<tr>
<td>Design Development</td>
<td>Detailed site and building plans</td>
<td>2 months</td>
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<tr>
<td>Construction Documents</td>
<td>Bidding Plans and Specifications</td>
<td>2 months</td>
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<tr>
<td>Construction Administration</td>
<td>Administrative and field support</td>
<td>11 months</td>
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<tr>
<td>Close Out</td>
<td>FFE, commissioning and other support</td>
<td>2 months</td>
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</table>
The selected Design Firm will work with the University to accomplish the scope of work in a timeframe acceptable to the University.

The project schedule has a preliminary target in-service date of the start of the fall semester in 2024.

Design for the project will begin immediately following execution of a design agreement with the selected 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 street 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 dormitories with restroom renovations in construction value from $500,000.00 to $2 million.
   2. Include examples of projects with similar use buildings for higher education clients with campus-scale facilities and similar climate.
   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. 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.

E. 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 New England within the last five (5) years and who can be contacted by UMF 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.

F. Sustainable/Green Building Design. Demonstrate experience incorporating sustainable and green design concepts, providing a more energy efficient and cost-efficient building.
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. 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 January 14, 2023
Deadline for Questions due no later than 4:00pm Thursday January 25, 2023
Response to Questions due no later than 4:00pm Tuesday January 31, 2023
Qualification submissions due no later than 2:00pm Thursday February 9, 2023
Anticipated notification of firms to be interviewed week of February 20, 2023
Presentation/Interviews (interview time selected by lot) week of March 6, 2023
Anticipated notification of selected firm and non-selected firms week of March 13, 2023

B. Contact Person. Questions regarding this RFQ shall be submitted by email to:

   Jacob Olson
   Project Manager
   Capital Planning and Project Management
   University of Maine System
   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 UMF web site www.umf.maine.edu/facilities/home/advertisements-facilities-management/ as appropriate.

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 February 9, 2023. All submissions shall be addressed and submitted to:

   Jacob Olson
   Project Manager
   Capital Planning and Project Management
   University of Maine System
   Office of Facilities Management
   5765 Service Building, Room 107
   Orono, ME 04469-5765

   Submittals received by CPPM 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. UMF 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  
   UMF Purington and Mallett Residence Hall Renovations

3. **Number of Copies.** One (1) printed original, five (5) hard copies and one (1) pdf copy on thumb drive.

**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 at Farmington and UMS 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 with top-ranking submittals will be short-listed for an interview with members of the Selection Committee. Upon interview completion, the short-listed firms may be further evaluated through UMF 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 University intends to enter into a contract with the selected firm for design services from Schematic Design through Construction Administration.

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