



REQUEST FOR QUALIFICATIONS FOR DESIGN SERVICES MAINE CENTER 7 CUSTOM HOUSE STREET & 300 FORE STREET

May 15, 2024

SECTION I: SUMMARY

The University of Maine System (UMS), the System, seeks to procure architectural and engineering design services from individual firms or teams presenting a multi-year phased design deliverables resulting in the phased construction administration sequenced to renovate 7 Custom House Street in a series of phases that include corridor subsequent system integration between 7 Custom House Street and 300 Fore Street as part of the final phase.

General

The System is presently the Lessee under two triple net leases for 7 Custom House Street and 300 Fore Street adjoining properties with the option to purchase. The System's strategic vision is to create a "Maine Center," a place of collaboration across academic, innovation and industry communities within Maine's largest metropolitan area. The renovations of 7 Custom House Street are intended to establish the Maine Center as a vibrant, entrepreneurial and innovation hub. The strategic vision and program implementation straddles multiple years- less than five- for the acquisition of said properties. To accompany this strategy is the programming need of a cost-effective, phased design approach that encapsulates the program needs for occupancy via the sequencing of renovations in support of the Maine Center program.

The 7 Custom House Street property has five floors totaling approximately 67,000 GSF for the building. It was originally built in 1860; then later renovated and added a new addition built in 2001. It now adjoins 300 Fore Street which is a five-story building including ground floor at approximately 62,000 GSF constructed in 2007. Interior renovations were completed in 2022 and the building is primarily occupied by the University of Maine School of Law. Since the construction of the 7 Custom House Street addition (i.e. the Shell), several building permits have been pulled by floor for fit-up of spaces within that have been further renovated at various times through the present.

Conceptual Project Description

Qualification to demonstrate professional design services for Phased renovation work in an occupied building with multiple deliverables.

Phase I: [A] Rooftop HVAC unit replacement at 300 Fore Street is needed for up to 4 of the 5 units. A plan needs to be designed- including a timeline- for this work.

[B] In this phase the program seeks a comprehensive zoning, building, and life safety code review and subsequent report for 7 Custom House Street floors 2 through 5 that may or may not include an existing partial sublet on floor 4. It would include MEP/FP system evaluation to best inform the existing conditions of 7 Custom House Street.

Phase II: Running concurrently with Phase I, Phase II would provide design and construction administrative services for Bid (or CM@Risk) construction with the Design Bid (or CM) Build process renovations done while the System is the Lessee of 7 Custom House Street. The level of effort includes the Program's interior renovations and associated mechanical, electrical, plumbing, and fire protection (MEP/FP) reconfigurations and other code required upgrades to floors 2 through 5. The design needs to include results of 3rd party envelope study reports and findings. Similar enhancements may also be made to 300 Fore Street.

Phase III: UMS intends to become the property owner of 7 Custom House Street and 300 Fore Street and is seeking design and construction administrative services to integrate the two separate buildings into the "Maine Center." It includes adjoining corridors to the extent possible on select floors.

The project budget is anticipated to be \$8-10M with a possibility of increasing based on future phase needs.

The project is anticipated to have the following phases for design services and associated construction:

Phase I	Design & Consulting Services	Approximate Length of Time
RTU Replacement	Bid document development	TBD
Code Review	Evaluation of Existing Conditions Code, Building Envelope, MEP/FP systems	Due by August 30, 2024
Program Support	Feasibility/Program Development for Phases II and III	TBD

Phase II	Design Services	Approximate Length of Time
Program Support	Expanded Program Development	TBD
Schematic Design	Existing space analysis and preliminary floor plans	TBD
Design Development	Detailed space renovations and floor plans	TBD
Construction Documents	Bidding Plans and Specifications	TBD
Construction Administration	Administrative and field support	TBD
Close Out	FFE, commissioning and other support	TBD

Phase III	Design Services	Approximate Length of Time
Schematic Design	Continuation of Phase I & II	TBD
Design Development	Detailed space renovations and floor plans	TBD
Construction Documents	Bidding Plans and Specifications	TBD
Construction Administration	Administrative and field support	TBD
Close Out	FFE, commissioning and other support	TBD

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 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 phased renovations and fit out of existing spaces in construction value from \$5M to \$10M dollars.
 2. Do not include projects unless personnel from the previous work will be assigned and dedicated to this project.
 3. Include examples of projects with similar use buildings for higher education clients with campus-scale facilities.
 4. Include examples of projects with similar use building, including but not limited to industry, government, or nonprofit institutions that foster collaboration across their respective geographic communities with a focus on entrepreneurship, innovation and/or research and development.
 5. Include information regarding firm's ability to manage schedule and budget in each project description.

- 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 USM with respect to the firm's reputation for work, responsibility, timeliness, cost, and efficiency. References from current USM employees will not be accepted. Letters of reference may be submitted with additional information as appropriate.
- F. Sustainable/Green Building Design. Demonstrated experience incorporating sustainable and green building design concepts.
- 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 Wednesday, May 15, 2024
Deadline for Questions due no later than 4:00pm	Wednesday, May 22, 2024
Email Questions to: cppmquestions@maine.edu	
Subject to be: Maine Center questions	
Response to Questions due no later than 4:00pm	Friday, May 24, 2024
Qualifications submissions due no later than 2:00pm	Tuesday, June 4, 2024
Evaluation of qualifications begins	Wednesday, June 5, 2024
Anticipated notification of firms to be interviewed	week of June 10, 2024
Presentations/Interviews (interview time selected by lot)	week of June 17, 2024
Anticipated notification of selected firm and non-selected firms	week of June 24, 2024

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

Jason Brodak
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 FM web site, as appropriate, at the following location:
<https://usm.maine.edu/facilities-management/current-projects/>
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 person.

C. Submissions. Qualifications shall be submitted according to the following:

1. **Time, Date and Place Due:** Submissions are due no later than **2:00pm** on **Tuesday, June 4, 2024.**

All submissions shall be addressed and submitted to:

Jason Brodak
Project Manager, Capital Planning and Project Management
University of Maine System
Office of Facilities Management
66 Falmouth Street
Portland, ME 04101

Submittals received by FM or 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. USM 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 Maine Center

2. **Number of Copies.** One (1) printed original, five (5) hard copies, and one (1) electronic (.pdf) copy.

D. Other Information.

1. 7 Custom House Street floor plans for levels 2 through 5 are attached in PDF form for informational purposes only and will need to be field verified.
2. Floor plans for 300 Fore Street will be provided to the Selected Firm.

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 System including 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. Scholarships, donations or gifts to the University will not be considered in the evaluation of responses.
- D. Interviews. Firms or teams with top-ranking submittals may 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 USM 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 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'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 (formerly B141, Part 1) under Article 1.5, as amended by the Supplementary Requirements to AIA Document B102 – 2017 Standard Form of Agreement Between Owner and Architect (formerly B141 – 1997 Part 1) under Article 1.5. The Supplementary Conditions document 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/>

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