REQUEST FOR QUALIFICATIONS FOR DESIGN SERVICES  
University of Maine at Augusta, Campus Welcome Center  

January 24, 2019

SECTION I: SUMMARY

The University of Maine at Augusta, located in Augusta, Maine, desires to procure architectural and engineering design services from individual firms or teams for a new Campus Welcome Center project at its Augusta campus.

The proposed renovation would consist of a renovation and an addition to the Randall Student Center to meet the program objectives. The design services for this project are anticipated to include architectural, structural, mechanical, electrical, site/civil, fire protection and associated services. The new UMA Campus Welcome Center will centralize student enrollment service departments (Admissions, Student Financial Services, Advising, Student Life and other related departments) in one location to provide prospective and returning students with a fully integrated One-Stop experience.

The project schedule allows completion of construction documents by January 2020, bidding and contracting to occur through February 2020, and construction to begin in March 2020. The project must be substantially complete and occupied by July 31, 2020. The selected Designer would be expected to develop a project schedule to meet these requirements.

The selected Designer will be expected to perform, design, bid and construction support services for the project.

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 assessment and 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 renovations of buildings with offices and common areas with preference to projects for public higher education clients.

2. Include examples of renovations of buildings of similar age, use, and construction. The Randal Student Center originally constructed in 2002 is a steel framed structure with concrete slabs and a brick veneer, consisting of classrooms, offices, bookstore and cafeteria.

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, including consultants, 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 in Maine within the last three (3) years and who can be contacted by the University of Maine.
System 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.

E. **Sustainable/Green Building Design.** Demonstrate experience incorporating sustainable and green building design concepts.

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.

SECTION III: SUBMISSION PROCESS

A. **Submission and Selection Schedule.**

The process schedule is **anticipated** to be as follows:

- University advertises for qualifications
- Deadline for Questions due no later than 4:00 pm
- Response to Questions due no later than 12:00 noon
- Qualifications submissions due no later than 2:00 pm
- Evaluation of qualifications begins
- Anticipated notification of firms to be interviewed
- Presentations/Interviews (interview time selected by lot)
- Anticipated notification of selected firm and non-selected firms

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
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<tbody>
<tr>
<td>University advertises for qualifications</td>
<td>Thursday, January 24, 2019</td>
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<tr>
<td>Deadline for Questions</td>
<td>Tuesday, February 5, 2019</td>
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<tr>
<td>Response to Questions</td>
<td>Thursday, February 7, 2019</td>
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<td>Qualifications submissions</td>
<td>Friday, February 15, 2019</td>
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<tr>
<td>Evaluation of qualifications begins</td>
<td>Monday, February 19, 2019</td>
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<tr>
<td>Anticipated notification of firms to be interviewed</td>
<td>week of February 25, 2019</td>
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<tr>
<td>Presentations/Interviews (interview time selected by lot)</td>
<td>week of March 4, 2019</td>
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<tr>
<td>Anticipated notification of selected firm and non-selected firms</td>
<td>Friday, March 15, 2019</td>
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B. **Contact Person.** Questions regarding this RFQ, see deadline for question submission above, shall be submitted in email to:

Walter Shannon  
Assistant Director of Capital Planning and Project Management  
University of Maine System

Questions should be addressed to:  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 University of Maine at Augusta web site as appropriate.

2. Do not contact any other University of Maine System 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 **Friday February 15, 2019.** All submissions shall be addressed and submitted to:

    Sheri R. Stevens  
    Executive Director Administrative Services  
    University of Maine at Augusta  
    46 University Drive  
    Augusta, ME 04330  

Submittals received by the University of Maine at Augusta 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. The University of Maine System 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 at Augusta, Campus Welcome Center.

3. Number of Copies. One (1) printed original, four (4) hard copies and one (1) .pdf copy.

D. Other Information.

1. The following information is provided as part of the RFQ for informational purposes only:

   a. Map of the University of Maine at Augusta, Augusta campus .pdf format.

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 Augusta and University of Maine System

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 University of Maine System 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 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 of Maine System’s standard contractual terms and conditions of service.

D. Scholarships, donations or gifts to the University of Maine System will not be considered in the evaluation of submissions.

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).

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