REQUEST FOR QUALIFICATIONS FOR DESIGN SERVICES
University of Maine at Augusta, Fire Alarm System Upgrade

January 10, 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 Fire Alarm System Upgrade projects at its Augusta and Bangor campuses. The scope of work consists of Assessment of the existing building fire alarm systems and Design Services for upgrade of those systems.

The scope of the assessment is expected to include a total of 18 buildings and approximately 300,000gsf on the two campuses. The buildings include wood framed construction built in the 1940’s to brick and steel frame built in the early 2000’s with their respective fire alarm systems ranging from original two-wire systems to renovated in the past decade with addressable systems.

The proposed renovation would consist of modifications in multiple buildings. The projects will require design for electrical/fire alarm trades as well as interface with ceiling, painting, mechanical and elevator contractors. There is no building addition or site improvements anticipated with these projects.

The project schedule allows for assessment and completion of construction documents for select projects by April 26, 2019, bidding and contracting to occur through May 31, 2019, and construction to take place over the summer of 2019. The selected projects must be substantially complete by Friday August 16, 2019. The selected Designer would be expected to develop a project schedule to meet these requirements.

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

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 building fire alarm systems in buildings with classrooms, labs, 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.

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. **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: Thursday, January 10, 2019
- Deadline for Questions due no later than 4:00 pm: Thursday, January 17, 2019
- Response to Questions due no later than 12:00 noon: Monday, January 22, 2019
- Qualifications submissions due no later than 2:00 pm: Friday, January 25, 2019
- Evaluation of qualifications begins: Monday, January 28, 2019
- Anticipated notification of firms to be interviewed: week of February 4, 2019
- Presentations/Interviews (interview time selected by lot): week of February 11, 2019
- Anticipated notification of selected firm and non-selected firms: week of February 18, 2019

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 January 25, 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, Fire Alarm System Upgrade.**

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 and Bangor campuses .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