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Request for Qualifications for Master Planning Maine College of Engineering, Computing and Information Science

UMS Facilities Management and General Services

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REQUEST FOR QUALIFICATIONS FOR MASTER PLANNING
MAINE COLLEGE of ENGINEERING, COMPUTING and INFORMATION SCIENCE

March 31, 2021

SECTION I: SUMMARY

The University of Maine (UMaine), located in Orono, Maine, desires to procure architectural and engineering services from individual firms or teams to develop a Rolling Master Plan for facilities on its campus for the proposed Maine College of Engineering, Computing, and Information Science (MCECIS), headquartered at the University of Maine, to meet the growing need for engineers and computer scientists in Maine and beyond. The plan is expected to address a fluid planning and implementation environment over the 10-year implementation period. Ongoing Plan and implementation adjustments will support coordination of this Rolling plan with that of the University System. The scope of services will include an analysis of the existing facilities supporting the college, development of the College's space program, development and analysis of alternatives for meeting the College's needs over time, and identification of the desired completed program of facility changes at the end of the plan period. The plan will also include specific recommendations on how to renovate or replace the facilities to enhance and expand the teaching, research, innovation, community building and public service capabilities of the college. This plan will build upon the capabilities provided by the Ferland Engineering Education and Design Center, which is under construction, and recently completed North Engineering Annex. The plan will also address the needs of the Army and Navy ROTC programs for integration into the facilities under review as part of this rolling master plan.

General

As part of Maine's land and sea grant university, the goal of the proposed Maine College of Engineering, Computing, and Information Science is to produce the graduates and new technologies needed to move Maine's economy forward. The MCECIS will play a vital role in Maine and beyond to prepare an educated workforce, conduct research that turns knowledge into innovative solutions, and provide outreach that includes science, technology, engineering, and math (STEM) initiatives. The **primary** facilities to be included in the project for possible renovation or replacement are Boardman Hall, Barrows Hall, Jenness Hall, and Crosby Laboratory. Functions of the School of Computing and Information Science (SCIS) that are located in other buildings will be included in the study. This project is essential to meeting the college's goal of doubling its student population, faculty, and research funding over the next twelve years.

Scope

The project scope is the development a Master Plan that will guide the future development of the MCECIS at the University of Maine. The master plan will include, but not be limited, to the following:

1. **Vision, Goals and Objectives:** Will be developed through a series of group interactions. The groups may consist of University administration, faculty, students, facilities management and extended community.
2. **Space Planning Analysis and Programming:** Define programmatic space needs for MCECIS including discipline specific classrooms, campus-scheduled classrooms, teaching laboratories, research laboratories, departmental/school offices, individual faculty/staff offices, graduate student seating, common gathering spaces, innovation/incubator space, and supporting spaces such as restrooms, stairways, and lobbies. **This program should:**
 - A. **Identify the existing space program by location, room/space, station size, and occupancy including space currently used by MCECIS which are outside of the four buildings under consideration for renovation/replacement.**
 - B. **Provide an inventory of spaces currently used by MCECIS, with analysis of their ability to support MCECIS activities. The inventory must be provided in UMS format suitable for addition to the current UMS space data.**
 - C. **Develop a space program (operable spreadsheet or database to be provided to the University at project completion) to identify space needs, incorporating current needs and anticipated program growth & change. Space requirements to include clear definition of station sizes and other metrics used in developing program options. These metrics may be refined during the plan process, and should reflect current best practice, as well as any UMS Draft Space Guidelines.**

In addition to the current program inventory, the plan will need to develop a transitional 5 year program, and a final 10 year program.

- D. Conduct interviews with members of the University as necessary to determine the space needs to support the college; including provisions for distance education.
3. **An assessment of the existing buildings and infrastructure supporting the MCECIS:** Including an evaluation of renovation versus full or partial replacement of Boardman Hall, Barrows Hall, Jenness Hall, and Crosby Laboratory. Space outside these four buildings currently used by the MCECIS shall be included in the overall renovation/replacement plan. Evaluations should include interior and exterior structural assessment, building envelope, mechanical, electrical, plumbing, IT, AV, code compliance, energy efficiency, and hazardous materials.
 4. **Renewal, Reprogramming, Expansion and Asset Maintenance Plan:** Evaluate and provide a Plan to include modern facilities and reprogramming, renovating, and sustaining existing facilities. Provide a plan for the facilities that support program growth. Identify the impact of the proposed plan for facilities on the University's Climate commitment.
 5. **Provide Development/ build out alternatives** to support a flexible multi-year implementation program, including likely swing space needs, and interim as well as final infrastructure.
 6. Recommendations need to address long-range operational maintenance and utility infrastructure goals, and include Space Program, Architectural & Engineering Design Guidelines to guide ongoing implementation by the University, and by multiple future design teams who may implement plan elements over the 10 year plan period.

The project is anticipated to have a one-year schedule.

Deliverables

Rolling Master Plan Document and Working Materials Including, not limited to:

Space Inventory Data in UMS format, GIS documentation as developed during the course of the progress.

Editable Space program spreadsheet including programming metrics & guidelines

Narrative, Graphics & Cost:

1. Provide narrative and conceptual design plans for the recommended renovation and/or replacement of existing facilities along with an estimated cost for the work.
2. If replacement is recommended identify the potential location of the new building(s) along with an estimated cost of the building(s) as well as the cost of the demolition of the building(s) to be replaced.
3. Conceptual plans to accomplish the programming need identified to include the disciplines of civil, landscaping, architectural, mechanical, plumbing and electrical
4. Provide proposed scope and cost for upgrading campus utilities, pedestrian walkways, landscaping, lighting in the MCECIS district.
5. Identify and provide estimated cost to increase energy efficiency of the buildings
6. Describe concepts for components in sufficient clarity and detail, to provide a clear direction for future decision making.
7. Development of alternative concepts may be necessary to achieve consensus with the University on an acceptable rolling plan. Major alternatives must be included in plan materials, along with documentation of pros & cons supporting the recommendation of alternatives.
8. In consultation with the owner make recommendations on which option(s) are most promising.
9. Multiple renderings of the conceptual plan to be utilized for University fund raising

Overview - Executive Summaries

Goals and Planning Criteria - Vision and Mission / Project Specific Goals / Priorities

Analysis of Existing - Department and Organizational Matrix / Square Footage by Department / Classroom, Laboratory, Office Space by Department / Department Usage by Building / Comparison of Peers

Planning - Methodology / Assumptions and Parameters / Department Needs: Classroom, Laboratory, and Office Space / Campus Needs: Classroom, Laboratory, Office Space, Gathering Spaces, and Supporting Spaces (restrooms, stairways, lobbies, etc.)

Maine Historic Preservation – Impact and Recommendations to move the Master Plan forward

Implementation – Short- and Long- Term Plan for implementation / Cost Estimates

Work on the Master Plan 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.

Section 1: Letter of Interest with Team Profile (Cover Letter) For teams please indicate which firm is the lead firm. Please include email address of letter signatory.

Section 2: Project Team Organizational Chart Identify team members and their role. The firm or individuals providing space planning must be called out individually, with the roles and qualifications identified.

Section 3: Project Team Members, Resumes and roles of each team member expected to perform the work and their anticipated time commitment to this project. Identify relevant experience with planning and implementation of engineering, science and research buildings, professional registration, and years of experience. Provide three professional references for each team member. Indicate the percentage of time expected to be allocated to key members.

Section 4: Proposed Project Approach Submit a narrative outlining the team’s approach including timeline to accomplish the project scope.

Section 5: Relevant Experience Provide examples of the team’s experience developing a minimum of three master plans for college or university clients of similar size to the MCECIS; do not include projects unless personnel from that previous work will be assigned and dedicated to this project. Include experience with space programming for engineering & science spaces, with multi-phase implementation planning, with project costs, schedule and Sustainable/Green Building Design.

Section 6: References Names, telephone numbers and email addresses of references specific to the relevant experience. 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.

Section 7: Other Related Information As desired, provide any other information the team considers relevant to the evaluation of the team’s qualifications.

SECTION III: SUBMISSION PROCESS

A. Submission and Selection Schedule.

The proposed schedule is anticipated to be as follows:

RFQ timeline (subject to change as necessary)

March 31, 2021, University Advertises and Posts RFQ

April 21, 2021, 4:00 PM (EST), Deadline for Clarification Questions

April 28, 2021, Response to Clarification Questions

May 12, 2021, 2:00 PM (EST), Qualification Submissions Due

June 2, 2021, Anticipated notification of Firms to be Interviewed

Week of June 21, 2021, Presentations / Interviews (time selected by lot)

Week of July 5, 2021, Anticipated notification of selected and non-selected firms

May 20, 2022, Finalize Master Plan

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. 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.
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 contacts.

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 **Wednesday, May 12, 2021 (EST)**. All submissions shall be addressed and submitted to:

Carolyn McDonough, P.E.
Director of Capital Planning and Project Management
University of Maine System
Office of Facilities Management
5765 Service Building, Room 117
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 Planning Services, Maine College of Engineering, Computing and Information Science Master Plan.**
3. **Number of Copies.** One (1) printed original, seven (7) hard copies and one (1) .pdf copy.

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 the Maine College of Engineering, Computing and Information Science, the University of Maine System Capital Planning and Project Management, University of Maine Facilities 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 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 limited to development of the Master Plan.
- 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 Master Plan drawings for this project on electronic media (CAD) in either .dwg (preferred) or .dxf format, as well as in .pdf format.
- 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 project period 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, as amended by the University. The sample contract document can be viewed at the University of Maine System Office of Facilities Management and General Services web site at: <https://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