

## REQUEST FOR QUALIFICATIONS FOR CONSTRUCTION MANAGER AT RISK SERVICES

### BAILEY HALL ENVELOPE RENOVATIONS/UPGRADES 16 UNIVERSITY WAY, GORHAM, ME

May 2, 2025

#### SECTION I: SUMMARY

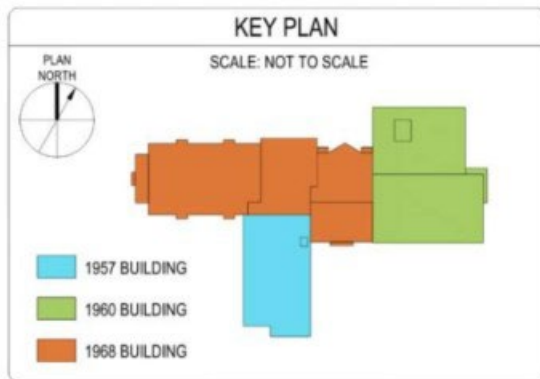
The University of Maine System (UMS), the System, desires to procure Construction Management at Risk (CM) services for the Bailey Hall Envelope Renovations Project. The Project consists of removal and replacement of existing glazing and window systems to meet deferred maintenance demands and increased thermal performance needs. The entire scope outlined herein is of an anticipated multi-phased project, as designed in the following pages. *This RFQ specifically relates only to Phase I.*

#### General

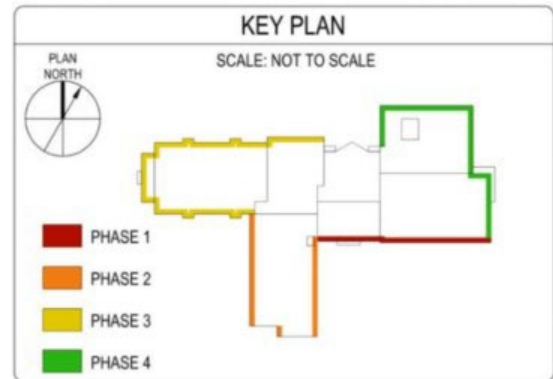
Bailey Hall is a multi-story building which includes offices, classrooms, laboratory, and library space. The science portion of the building was constructed circa 1957, with the library addition constructed circa 1960, and the classroom addition constructed circa 1968 which connects the 1957 and 1960 Buildings. The exterior walls are constructed of brick masonry with decorative aggregate wall accents at select areas of the 1968 addition. Fenestrations at the building consist of windows and curtain walls of varying configurations and installation dates.

#### Conceptual Project Description

In 2023, UMS engaged Gale Associates to provide a building envelope evaluation of Bailey Hall. Their findings have confirmed multiple areas throughout the façade and roof assemblies on the building that have since exceeded their functional life. Given the nature of the building occupancy, which is ongoing throughout the academic calendar, UMS and Gale have partitioned the full scope required into a multi-phased approach, described generally below.



Bailey Hall – Building Key Plan



Bailey Hall – Phasing Key Plan

#### Phase I Scope

- Remove and replace existing curtain wall and entrance systems at the south elevation of the 1960 Building.
- Remove and replace existing windows at the south elevation of the 1968 Building.
- Remove existing decorative CMU wall and associated roof at the south elevation of the 1968 Building. Construct new CMU masonry wall and clad with metal wall panels, and replace existing single-ply roofing system at Roof Area above.
- Remove existing aggregate walls and install new metal wall panels.

**Phase II Scope** (for reference only)

- Remove and replace existing curtain wall and entrance systems at the east and west elevations of the 1957 Building.

**Phase III Scope** (for reference only)

- Remove and replace existing curtain wall at the south, west, north, and east elevations of the 1968 Building.
- Remove and replace existing windows at the south and north elevations of the 1968 Building.
- Remove and replace existing roof system at Roof Area C with a new single-ply membrane including, but not limited to, roof membrane, coverboard, insulation, air/vapor retarder, and baseboard over the existing roof deck.

**Phase IV Scope** (for reference only)

- Remove and replace existing curtain wall at the north and east elevations of the 1960 Building.
- Remove and replace existing windows at the east elevation of the 1960 Building.
- Remove existing transite wall cladding at the west elevation of the 1960 Building.

**Anticipated Schedule – Phase I**

The anticipated schedule requires Phase 1 to be completed by August 28, 2026; all dates and final anticipated schedule to be determined once the selected CM is onboard.

Phase	Construction Management Services	Proposed Schedule
Schematic Design	N/A	Completed April 2025
CM joins project team	Pre-Construction Services – estimating and/or estimate reconciliation; schedule review: <ul style="list-style-type: none"> <li>• Estimate costs</li> <li>• Collaborate timeline</li> </ul>	TBD
Design Development/Construction Documents	Pre-Construction Services including review and planning during this phase.	TBD
Bidding	Bidding and preparation of Guaranteed Maximum Price	September 12, 2025
Construction	Construction management <i>*NTP/GMP anticipated by the end of 2025, allowing for long lead procurement and permitting submissions prior to May 2026 construction start</i>	Anticipated total duration: 4 months (May 11 – Aug 28)
Full Occupancy/Final Completion	Owner takes full occupancy	September 2026

The selected firm will provide CM services on a project team in support of design and construction as managed by the UMS office of Capital Planning and Project Management (CPPM). This Request for Qualifications (RFQ) seeks qualified firms to submit statements of qualifications with the intention of providing CM services for the duration of the project from June 2025 to September 2026 - or substantial completion date - and pending successful negotiation of multiple Guaranteed Maximum Price (GMP) for construction phase services. The date of substantial completion is August of 2026. Construction management services for the project will begin immediately following execution of the AIA A133 Standard

Form of Agreement Between Owner and Construction Manager as Constructor. Individual firms or teams desiring to be considered should submit a statement of qualifications indicating interest, relevant experience and the ability to start work immediately.

## SECTION II: RESPONSIBILITIES

The CM will be expected to perform services consistent with the industry-accepted role of a CM during pre-construction and/or construction execution. In general, they will include, but will not necessarily be limited to, the following:

### Pre-Construction Phase Services

- a. Coordinating with CPPM, the Design Team, and other UMS and project team members as necessary, throughout the remaining design and construction project phases.
- b. Limited assistance with project planning, scoping, and estimating including estimate reconciliation exercises with the Design Team's estimators.
- c. Providing recommendations regarding constructability, materials and equipment selections, and cost savings.
- d. Assuming charge of and responsibility for construction scheduling and cost estimating. For this project, the Construction Manager will be joining as design development is concluding or shortly after the commencement of the construction documents phase.
- e. Qualifying subcontractors.
- f. Managing bidding and providing a Guaranteed Maximum Price (GMP).

### Construction Phase Services

- g. Letting sub-contracts for bid.
- h. Providing a performance bond, a payment bond and insurance certificate(s), and maintaining such insurance and bonds through the one-year corrections period following Substantial Completion.
- i. Holding sub-contracts for construction.
- j. Managing the construction including, but not limited to, coordination, inspection, supervision, safety, and quality control services.
- k. Maintaining construction phase records and accounting, including preparing of as-built documentation and project close out documentation.

## SECTION III: STATEMENT OF QUALIFICATIONS, REQUIRED SUBMISSION INFORMATION

Prospective CM firms should prepare and submit a statement of qualifications for UMS consideration. The firm's Statement of Qualifications shall respond to each specific criteria listed below, with responses organized in discrete sections and in the **same order as presented below**. Each firm's submittal must include an index, with tabs corresponding to each section. Each section must be included in the submission.

### a. Letter of Interest

Provide a brief letter summarizing the firm's interest, qualifications, experience, and the ability to start work immediately. Include total dollar volume of CM work completed during each of the past three (3) years. Identify work by office located closest to Gorham, Maine.

**b. Construction Management Experience**

Provide a detailed description of the firm's background and experience with construction management for similar renovation projects within the last five (5) years, with a focus on providing services for higher-education clients. Please include:

- i. Description of the firm's philosophy of construction management.
- ii. A minimum of three (3) completed project case histories shall be presented demonstrating budget, schedule, and change order performance. Within the context of the case studies, provide information related to the following:
  1. Demonstration of previous successful experience managing projects using the Construction Management at Risk method for envelope renovations with a construction value of \$1 to \$5 million preferred.
  2. Demonstration of previous successful experience managing projects using the Construction Management at Risk method, with relation to budget, schedule, and scope.
    - a. Include descriptions of management methods and staff structures used to plan, schedule, and control complex work conditions. This should address working around an academic calendar as well as neighboring tenant schedules.
    - b. Include examples of change order history and experience with GMP delivery methods.
  3. Demonstration of experience with qualifying sub-contractors.
  4. Demonstration of knowledge and experience in the careful evaluation of building systems, construction techniques, and recommendation of materials to create optimum dollar value without compromising design criteria.
- iii. Description of the firm's construction safety program.
- iv. Description of the firm's program for project follow-up and warranty.
- v. Historic data on the cost of general conditions/overhead as a percentage of the total construction costs for similar projects. Include a detailed list of typical expenses included in the general conditions/overhead expense.

**c. Construction Manager Team**

Identify the person who will be the Management team including Company Principal, Account Executive, and Construction Manager directly responsible for providing services to UMS and provide a brief resume of education, qualifications and experience, and role in the firm's services. Submission of name(s) shall be considered a commitment on the part of the CM firm to retain stated personnel on the project throughout its duration.

**d. Principal Support Staff**

Identify the person(s) who will be the principal support staff including, but not limited to, project managers, project engineers, superintendents, and estimators. Provide a brief resume including education, qualifications and experience, and role in the firm's services. Submission of names shall be considered a commitment on the part of the CM firm to retain stated personnel on the project throughout its duration.

e. **Availability**

Indicate the firm's dedicated resources available to UMS for this project in relation to other workloads and whether the firm has sufficient resources to provide services promptly to meet the project schedule. The project schedule is provided in Section I.

f. **References**

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 ten (10) years and who can be contacted by UMS with respect to the firm's reputation for work, responsibility, timeliness, cost, and efficiency. References from current UMS or CPPM employees will not be accepted. Letters of reference may be submitted with additional information as appropriate.

g. **Other Information**

As desired, provide any other information the firm considers relevant to the evaluation criteria set forth in this RFQ.

**SECTION IV: SUBMISSION PROCESS**

1. **Submission Schedule**

The process schedule is anticipated to be as follows:

UMS advertises for qualifications	May 2, 2025
Non-mandatory Site Tour at 2:00pm	May 6, 2025
Deadline for Questions due no later than 12:00pm <b>Email questions to: <a href="mailto:cppmquestions@maine.edu">cppmquestions@maine.edu</a></b>	May 9, 2025
Response to Questions due no later than 4:00pm	May 13, 2025
Qualification submissions due no later than 2:00pm	May 16, 2025
Anticipated notification of firms to be interviewed	May 21, 2025
Presentations/Interviews (interview time selected by lot)	June 3, 2025
Anticipated notification of selected and non-selected firms	June 6, 2025

2. **Contact Person**

Questions about this RFQ shall be addressed in writing via email to:

Matt McCammon, Senior Project Manager  
Capital Planning & Project Management  
**[cppmquestions@maine.edu](mailto:cppmquestions@maine.edu)**

Do not contact any other UMS employee, representative, or student regarding this RFQ unless specifically directed to do so in writing by the designated contact.

3. **Site Tour**

A non-mandatory site tour will be given on May 6, 2025 beginning promptly at 2:00pm. All attendees should plan to arrive at Bailey Hall in Gorham, ME prior to 2:00pm. Copies of the plans, specifications, or this RFQ will not be available at this tour.

4. **Submissions**

Qualifications shall be submitted according to the following:

Submittals are due no later than **2:00pm EST on Friday, May 16, 2025**

All submissions shall be submitted via **email** in **PDF** format to:

Matt McCammon, Senior Project Manager

Capital Planning & Project Management

**cppmquestions@maine.edu**

**Subject:** Qualifications to Provide CM Services, Bailey Hall Envelope Renovations/Improvements – *Firm Name*

Submittals received by CPPM after the deadline will not be considered. Faxed submissions will not be accepted. Firms assume all risks of the method of delivery chosen. UMS assumes no responsibility for delays caused by any mail delivery service.

5. **Submission Identifier**

The Subject line of emailed submissions shall read: Qualifications to Provide CM Services, Bailey Hall Envelope Renovations/Improvements – (*insert your Firm Name here*)

6. **Other Information**

Firms should identify a project contact, with email address, for purposes of receiving any updates regarding the RFQ selection process no later than **12:00pm EST on Friday May 9, 2025**. Firms 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:

<https://usm.maine.edu/facilities-management/current-projects/>

**SECTION V: SELECTION PROCESS**

1. **General**

All qualifications submitted in response to this RFQ will be reviewed for completeness prior to referral to the Selection Committee.

2. **Selection Committee**

The Selection Committee will consist of representatives from the University of Maine System, including the Office of Capital Planning and Project Management, and may include representatives from other universities within UMS.

3. **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 III and with the following weights.

<b>Evaluation Criteria</b>	<b>Weight</b>
CM Experience	50%
Process and Team member Experience	30%
Overall Quality and Completeness of Submission	20%

4. **Interviews**

Firms with top-ranking submittals may be short-listed for an interview with members of the Selection Committee the week of June 2, 2025, subject to availability of all parties.

**5. Final Selection**

Upon interview completion, firms may be required to present additional documentation such as the AIA Document A305, with financial statement (Section 5.1.1). Firms will be evaluated and ranked based on this information, the interviews and, upon successful reference checks, a final CM will be selected. The following criteria will be used in determining the selection.

<b>Evaluation Criteria</b>	<b>Weight</b>
Process and Team member Experience	50%
Presentation/Response to Questions/Interactions with Committee	50%

6. At the time of award, UMS will negotiate with the selected firm for Preconstruction Phase Services including determination of the Construction Managers Fee and the CM firm’s fee structure including billing rates associated with pertinent personnel and prices for anticipated direct reimbursable costs. Should the parties fail to reach an agreement on the final terms of this contract, UMS reserves the right to proceed with an alternative award.

**SECTION VI: FORM OF AGREEMENT**

1. The successful firm will be required to enter into a standard University of Maine System contract. The form of agreement between Owner and the chosen Construction Manager will be an AIA Document A133, Standard Form of Agreement Between Owner and Construction Manager as Constructor as modified by the University. The standard form of agreement for the construction shall be the AIA A133, Exhibit A Guaranteed Maximum Price Amendment as modified by the university. Work under this project shall not begin until an Agreement has been fully executed.
2. The length of the contract is intended to be for the duration of the project to final completion commencing with Preconstruction Services and, upon successful completion of the initial phase, amendment of the Construction Managers agreement for the remaining project phase. The anticipated project schedule is provided in Section I.
3. The following documents are part of the Request document packet of information:
  - a. University of Maine System, “Front End” Contract Documents, Sections 00 01 01 through 01 77 00, sans Bidding Documents. These are requirements for construction contracts and shall apply to the GMP Agreement with “Contractor” changed to “Construction Manager.

**SECTION VII: ADDITIONAL PARAMETERS**

1. The Owner retains the right to waive any informalities, to reject any or all Statements of Qualifications, or to accept any Statement of Qualifications that may be determined to be in its best interest.
2. It is the Owner’s intent that the work be publicly, competitively bid by qualified sub-bidders for each trade or bid package. The Designer and Owner will work with the Construction Manager in evaluating subcontractors. All sub-bidders shall be qualified and must have directly-related experience.
3. The Construction Manager Request for Qualifications and Selection Process, as outlined herein, shall be considered subject to change as required by UMS. Terms and conditions of the Agreement between Owner and Construction Manager shall take precedence over all prior understandings and/or agreements, if any, including this Request for Qualifications.

4. The Owner retains the right to terminate the services of the Construction Manager at any time prior to the execution of an AIA A133 Exhibit A, Guaranteed Maximum Price Amendment (GMP), and the Owner's obligation shall be limited to actual documented expenses of the Construction Manager as of such date.
5. Based on performance during Phase 1 by the selected firm, the Owner retains the right to negotiate and amend the AIA A133 agreement to include the subsequent phases of the project. In this event, it is anticipated that the design/procurement/construction schedule for these subsequent phases will follow a similar track, with both Design Team and CM team input.
6. Protests of Award and Authority to Resolve Protests.
  - a. After the selection of the CM firm, any firm not selected may submit a protest in writing to the UMS Chief Facilities General Services Officer (CFGSO) within five business days of the date of the Notice of Award for firms not selected, with a copy to the firm that was awarded the contract. The protest must contain a brief statement of the basis for the challenge. The CFGSO may stay the award until the protest has been resolved.
  - b. The CFGSO will base his or her decision on a review of the facts. There will be no hearing, no testimony and no additional information unless the CFGSO deems that additional information is necessary to resolve the protest. The CFGSO will communicate his or her decision to the protesting firm, the campus and the firm originally awarded the contract. If a protest is not resolved to the satisfaction of the protesting firm, the firm may file an appeal with the UMS Vice Chancellor for Finance and Administration within ten business days of a written decision of the CFGSO, with a copy to the firm awarded the contract. The determination of the Vice Chancellor is final and will be given in writing and submitted to the protesting firm, the campus and the firm originally awarded the contract.
7. Scholarships, donations or gifts to UMS will not be considered in the evaluation of submissions.

END OF REQUEST FOR QUALIFICATIONS