REQUEST FOR QUALIFICATIONS FOR CONSTRUCTION MANAGEMENT AT RISK SERVICES
UNIVERSITY OF MAINE
**Forest Biomaterial Innovation Center (FBIC)**

August 29, 2025

## SECTION I: SUMMARY

The University of Maine (UM), located in Orono, Maine, is soliciting Construction Management at Risk (CM) services for the **Forest Biomaterial Innovation Center (FBIC)** project. The selected CM-at-Risk company (herein referred to as "CM Firm") will be contracted to assist with estimating, scheduling, value engineering, and constructability during the design to ensure the project maintains its budget and schedule. After the design has progressed to Construction Documents (95% completion), the CM Firm shall develop their Guaranteed Maximum Price (GMP) for review, approval, and contract execution by the University of Maine (herein referred to as the "University" or the "Owner"). If the GMP exceeds the project budget, then the selected CM Firm shall continue to assist with value engineering efforts until the project costs reconcile against the project budget.

1. Project Description
   As part of Maine's land-grant university, the University of Maine's Process Development Center (PDC) has received a grant funded by National Institute of Standards and Technology (NIST) to construct a new standalone facility that will support the Center's continuing research and development (R&D) and empower entrepreneurs to take their ideas from bench to pilot scale and beyond. The new Forest Biomaterials Innovation Center will house equipment and resources to process wood residuals, chips, and fibers into in-demand sustainable products including packaging, fiberboard production, biomedical applications, and composites.

   The new facility is expected to be approximately 7,200 SF and will include: an open industrial floor space for process equipment, a wet lab that will also serve as a learning space for K-12 students, temperature and humidity-controlled lab, administrative spaces for staff and clients. The new facility will be constructed over an existing green space north of the existing Process Development Center located at 41 Flagstaff Rd.

   Key facility features include:
   - Approximate building size to be 60'-0" x 120'-0" x 30'-0". A pre-engineered metal building is expected for the superstructure. Building is to be sized and designed to handle a variety of process equipment.
   - Open and flexible floor space that will allow a variety of process equipment and materials to be moved into and out of the building with forklifts.
     - An elevated platform is required for two liquid storage tanks.
     - The design is expected to include methods for utilities to be easily accessible in a flexible space where equipment may often be moved to meet future R&D needs
   - An aesthetic entrance and lobby that is visually appealing and relevant to the Forest Biomaterials Innovation Center's mission, which will attract potential students and clients to the center.
   - A TAPPI room, which is a temperature and humidity-controlled space to maintain a controlled environment that is specifically designed to meet the quality needs of the paper industry.
   - A wet lab with four sinks, steel movable casework, and can facilitate K-12 school groups of 20-30 students
   - Four offices for faculty and clients
   - Conference room that can facilitate 10-12 people
   - Concrete floors sloped toward a continuous trench drains to facilitate adequate drainage
   - Pipe chase to be located between the existing PDC facility and new FBIC facility where processed pulp can be pumped between the facilities.
   - Utilities to include electrical, fire alarm, telecommunications, plumbing, mechanical, fire protection, compressed air, RO water, and steam.
     - Steam is required for process needs
     - Wired ethernet will need to connect to the Jenness service room for future DCS needs.

- In addition to the electrical requirements for administrative and lab spaces, the building electrical service is to be sized appropriately for the FBIC equipment.
- Utilities are expected to be connected to the existing PDC facility

- As the project is funded by NIST, the design and construction is to meet all Buy America Build America (BABA) requirements

2. Anticipated Project Schedule

The project is anticipated to have a schedule as identified below with the following phases for design and construction:

| Milestone | CM Services | Date |
|---|---|---|
| Schematic Design (35% Design): | Pre-Construction Services – design assistance, estimating, estimate reconciliation, value engineering, constructability review, scheduling | 30 September 2025 |
| Design Development (65% Design): | Pre-Construction Services – design assistance, estimating, estimate reconciliation, value engineering, constructability review, scheduling | 31 December 2025 |
| Construction Documents (95% Design): | Pre-Construction Services – design assistance, estimating, estimate reconciliation, value engineering, constructability review, scheduling | 06 March 2026 |
| GMP Finalized: | Guaranteed Maximum Price (GMP) finalized and submitted for approval | 03 April 2026 |
| IFC: | | 03 April 2026 |
| Construction Start: | Construction Management | 04 May 2026 |
| Substantial Completion: | Owner takes Occupancy | 25 June 2027 |
| Final Completion: | Record Documents, O&M Manuals submitted, and final invoicing submitted. | 05 August 2027 |

The project is anticipated to have a 15-month construction schedule and include the phases listed above for CM Firm. The selected CM Firm will provide CM services on a project team in support of design and construction as managed by the University of Maine System (UMS), Capital Planning and Project Management (CPPM) group. This RFQ seeks qualified firms to submit Statements of Qualifications with the intention of providing CM services for the duration of the project. CM services for the project will begin immediately following execution of the AIA A133 Standard form of Agreement Between Owner and Construction Manager as Constructor, for Pre-Construction Services with the selected firm or lead firm. Individual firms or teams desiring to be considered must submit a Statement of Qualifications indicating interest, relevant experience, and the ability to start work immediately.

**SECTION II: REQUIRED SUBMISSION INFORMATION**

The CM Firm must perform services consistent with the industry-accepted role of a CM-at-Risk firm during pre-construction and/or construction execution. In general, these services must include, but not be limited to the following:

1. Pre-Construction Phase Services
   a. Coordinating with CPPM, Office of Facilities Management (OFM), Design Team, and other UM/UMS project team members as necessary, throughout the remaining design and construction project phases.
   b. Assisting with project planning, scoping, and estimating including estimate reconciliation and value engineering exercises with the Design Team's/Owner's estimators.
   c. Providing recommendations regarding constructability, materials and equipment selection, and cost savings.

d. Assuming charge and responsibility for construction scheduling and cost estimating. For this project, the schedule and budget updates must be prepared at the end of Schematic Design, Design Development and Construction Documents, with the latter intended for a Guaranteed Maximum Price. It is the CM Firm's responsibility to develop an understanding of the project, adequate for the proper preparation of such estimates. The accuracy and timeliness of construction estimating is of utmost importance.

2. Construction Phase Services
    a. Qualifying sub-contractors
    b. Soliciting sub-contractors for bid
    c. Managing, bidding, and providing a Guaranteed Maximum Price (GMP)
    d. Providing a payment and performance bond, insurance certificate(s), and maintaining such insurance through the one-year warranty period following Substantial Completion.
    e. Holding sub-contracts throughout construction
    f. Managing the construction including, but not limited to: coordination, inspection, supervision, safety, and quality control services.
    g. Maintaining construction phase records and accounting, including preparing of as-built documentation, O&M manuals, closeout reports, and LEED certification if required and project closeout documentation.

**SECTION III: REQUIRED SUBMISSION INFORMATION**

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

1. Letter of Interest. Provide a brief letter summarizing the CM Firm's interest, qualifications, experience, and ability to start work immediately. Include total dollar volume of CM work completed during each of the past (3) years. Identify work by office located closest to Orono, Maine. Include the email address and physical address of letter signatory.

2. Construction Management Experience. Provide a detailed description of the CM Firm's background and experience with construction management for similar projects within the last ten (10) years, with a focus on providing services for higher-education clients. This must include:

    a. A minimum of three (3) completed project profiles must be presented. Project profiles should be 1-2 pages and must include a project photo, summary table, and a brief narrative with sufficient information to identify the project's key metrics and characteristics.

    b. The Project Profile summary table should include, at a minimum, the following data metrics:

        i. Project Location

        ii. Client/Owner

        iii. Architect

        iv. Size (square feet) / Type

        v. Total Construction Cost (if not confidential)

        vi. Change Order Performance (presented as a % of total Construction Cost)

        vii. Duration

viii. Delivery method

c. The Project Profile narrative, should include a section featuring the following information:

i. Summary of the project to include: purpose/function of the facility; site civil; building structure type; mechanical, electrical, and plumbing (MEP) systems; façade; and any key architectural features.

ii. Pre-Construction Services provided as part of the project, including a summary of the contracted deliverables. Describe a key constructability or value-add component from the preconstruction phase that the CM Firm's project team identified and explain how that component was resolved prior to construction.

iii. Explain if the project was completed within budget and on schedule. If the project was not completed within budget and/or on schedule, then explain what circumstances led to the budget and schedule challenges and identify what measures the CM Firm took to mitigate cost overruns and/or delays.

iv. Identify the client satisfaction survey results at the end of the project.

3. Construction Management Operations. It is important for the University to understand how the CM Firm intends to execute their work safely and efficiently while delivering a quality product in a public setting. Provide a narrative of the CM Firm's ability to safely manage construction projects within budget and on schedule while maintaining quality on an active campus. This must include:

a. Description of the CM Firm's safety record to include its Experience Modification Rate (EMR).

b. The University requires that the CM Firm utilize a cloud-based project management software that is used to track submittals, RFI's, testing/inspections, photos, schedule, daily reports, and other pertinent project files. Identify the project management software that will be used by the CM Firm.

c. Description of the CM Firm's quality control methods and practices used to plan, schedule, and control complex work conditions. Include methods for tracking submittals, RFI's, material deliveries, periodic field inspections, deficiencies, long-lead items, unforeseen conditions, and schedule. Include experience with logistically challenged sites, mitigation methods for work adjacent to occupied spaces, and project phasing through use of early work packages.

d. Description of how the CM Firm tracks and manages cost controls as part of their GMP.

e. Description of the metrics and methods used to qualify subcontractors for the work. Include an explanation of the CM Firm's process in identifying, qualifying, and soliciting pricing from subcontractors. Further explain how the firm compares subcontractor pricing to ensure best value.

f. Description of the CM Firm's typical warranty plan

g. Historic data on the cost of the CM Firm's general conditions & overhead as a percentage of the total construction costs for similar projects. Include a list of typical expenses that the firm considers part of the general conditions and overhead expense.

4. Team Profile. Identify the person(s) serving as principal support staff including, but not limited to, project manager(s), project engineers, superintendents, and estimators. Provide a brief resume including education, qualifications and experience and role in the CM Firm's services. Submission of names is considered a commitment on the part of the CM Firm to retain stated personnel on the project throughout its duration.

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

6. 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, and who can be contacted by the University with respect to the CM Firm's reputation for work, responsibility, timeliness, cost, and efficiency. References from current University employees will not be accepted. Letters of reference may be submitted with additional information as appropriate.

7. Other Related Information. As desired, provide any other information the CM Firm or team considers relevant to the evaluation of the CM Firm's or team's qualifications. Prospective designs or solutions for the projects will not be evaluated for selection purposes.

**SECTION IV: SUBMISSION PROCESS**

1. Submission and Selection Schedule.

   The RFQ and selection process schedule is anticipated to be as follows:

| | |
|---|---|
| University advertises for qualifications | start Saturday, August 30, 2025 |
| Deadline for Questions due no later than 4:00pm | Tuesday, September 9, 2025 |
| Response to Questions due no later than 4:00pm | Thursday, September 11, 2025 |
| Qualifications submissions due no later than 2:00pm | Thursday, September 18, 2025 |
| Anticipated notification of firms to be interviewed | week of September 22, 2025 |
| Presentations/Interviews (interview time selected by lot) | week of October 6, 2025 |
| Anticipated notification of selected firm and non-selected firms | week of October 6, 2025 |

2. Contact Person. Questions regarding this RFQ (see deadline for question submission above) shall be submitted by email to:

   Sarah Cline
   Project Manager
   University of Maine System
   cppmquestions@maine.edu

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

   a. Submittals are due no later than **2:00pm** on **Thursday, September 18, 2025**. All submissions shall be addressed and submitted to:

      Jacob Olsen
      Senior Director of Capital Planning and Project Management
      University of Maine System
      Office of Facilities Management
      5765 Service Building, Room 107
      Orono ME 04469-5765

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

b. **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 Preconstruction Services, University of Maine; Forest Biomaterials Innovation Center (FBIC)**

c. **Number of Copies**. One (1) printed original, five (5) hard copies and one (1) .pdf copy on USB flash drive.

4. Other Information.
   a. Updates will be posted on the University of Maine website as appropriate:

   https://www.maine.edu/general-services/capital-planning-project-management/

   b. Do not contact any other University employee, representative or student regarding this FRQ unless specifically direct to do so in writing by the contact designated in Section IV:2.

   c. No site tours will be provided at this time.

   d. No project documents shall be provided at this time beyond the front-end documents and AIA 133 Documents.

**SECTION V: SELECTION PROCESS**

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

1. Selection Committee. The Selection Committee will consist of representatives from the University of Maine, including members of the Maine College of Engineering and Computing, Process Development Center, University of Maine Facilities Management and University of Maine System Capital Planning and Project Management.

2. 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.

| Evaluation Criteria | Weight |
|---|---|
| Letter of Interest | 10% |
| Construction Manager Experience | 30% |
| Construction Manager Operations | 30% |
| Team Profile | 20% |
| Overall Quality and Completeness of Submission | 10% |

3. Interviews. CM Firms or teams with top-ranking submittals will be short-listed for an interview with members of the Selection Committee.

4. Final Selection. Upon interview completion, CM Firms may be required to present additional documentation such as the AIA Document A305, with financial statement (Section 5.1.1). CM Firms shall be evaluated and ranked based on all information and the interviews, and a final CM Firm selected. References shall be checked at that time.

5. Award. At the time of award, the University shall negotiate with the selected CM Firm for Pre-Construction Phase Services including determination of the Construction Manager's 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, the University reserves the right to proceed with an alternate award.

**SECTION VI: FORM OF AGREEMENT**

1. Contract. The successful CM Firm is required to enter into a standard University contract. The form of agreement between Owner and the chosen Construction Manager shall be a single document, AIA Document 133, Standard Form of Agreement Between Owner and Construction Manager as Constructor. The standard form of agreement for the construction shall be the AIA A133, Exhibit A, Guaranteed Maximum Price Agreement. Work under this project shall not begin until an agreement has been fully executed.

2. Duration. The length of the contract will extend through pre-construction services; if a Guaranteed Maximum Price (GMP) is developed and accepted, the contract is intended to continue through to final completion. The project schedule is provided in Section I.

3. Documents. The following documents are part of the request document packet of information:

    a. University of Maine System (UMS), "front end" Contract Documents, as identified in Section 00 01 10, 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. Owner's Rights. The Owner (University of Maine) retains the right to waive any informalities, to reject any or all Statement of Qualifications, or to accept any Statement of Qualifications that may be determined to be in its best interest.

2. Owner's Intent. It is the Owner's intent that the work be publicly, competitively bid by qualified sub-contractors for each trade or bid package. The Designer and Owner shall work with the Construction Manager in evaluating sub-contractors. All sub-contractors shall be qualified and must have directly related experience. All sub-bids shall be delivered in sealed, labeled envelopes and opened in the presence of the Owner and Designer.

3. Precedence. The Construction Manager Request for Qualifications and Selection Process, as outlined herein, shall be considered subject to change as required by the University. Terms and Conditions of the Agreement between the Owner and Construction Manager shall take precedence over all prior understandings and/or agreements, if any, including this Request for Qualifications.

4. Termination. 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 Agreement (GMP), and the Owner's obligation shall be limited to actual documented expenses of the Construction manager as of such date.

5. 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 General Services Officer (CGSO) within five business days of the date of the Notice of Award, 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 CGSO may stay the award until protest has been resolved.

    b. The CGSO shall base his or her decision on a review of the facts. There shall be no hearing, no testimony, and no additional information unless the CGSO deems that additional information is necessary to resolve the protest. The CGSO shall communicate his or her decision to the protesting firm, the campus and the firm originally awarded the contract. If the 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 CGSO, with a copy to

the firm awarded the contract. The determination of the Vice Chancellor is final and shall be given in writing and submitted to the protesting firm, the campus and the firm originally awarded the contract.

6. Exclusion from Consideration. Scholarships, donations, or gifts to the University, shall not be considered in the evaluation of submissions.

END OF REQUEST FOR QUALIFICATION