

RFQ #CPPM2026-009
REQUEST FOR QUALIFICATIONS FOR
CONSTRUCTION MANAGEMENT AT RISK SERVICES
UNIVERSITY OF SOUTHERN MAINE
ABROMSON COMMUNITY EDUCATION CENTER
HEAT PUMP REPLACEMENT PROJECT

January 30, 2026

SECTION I: SUMMARY

The University of Maine System (UMS), the System, desires to procure Construction Management at Risk (CM) services for the **Abromson Community Education Center Heat Pump Replacement Project**.

General

The University of Southern Maine will renovate the Abromson Community Education Center's heating, ventilation, and air conditioning (HVAC) System. The University and design team has completed a Schematic Design (SD) Phase and are in the Design Development (DD) Phase of the project. The completion of the Abromson Community Education Center Heat Pump Replacement Project is anticipated for the Summer of 2027.

The CM-at-risk will work with the University and design team through the design process, keeping the project within budget, and completing the construction replacement renovations by mid-October 2027.

Project Description

The A/E team is working with the University to develop the design documents and a construction manager at risk is desired to join the team and assist with design constructability, project estimating, project scheduling, and coordination of construction activities.

The project is anticipated to be completed in a way that maintains current programming of the Abromson Community Education Center. The project is identified as the following:

The project scope shall replace the existing modular geothermal heat pumps with an air source heat pump chiller to provide changeover heating/cooling for the facility. The new plant will also include a high efficiency gas fired condensing boiler to supplement the heat pump during the coldest season and a heat recovery chiller to provide low grade heat for zoned reheat during shoulder season cooling calls. Finally, the project scope will include an alternate to add a second heat pump chiller for increased redundancy in peak cooling seasons.

The following items are expected within the renovations:

Site/ Civil:

- Reinforced concrete equipment pads exterior to the facility
- Trench excavation and backfill, and site restoration of disturbed areas due to equipment pads and piping.
- New underground HW/CHW piping systems from new pad mounted equipment to the facility.

Mechanical, Electrical, Plumbing, and Fire Protection:

- HVAC systems and controls
- Underground HW/CHW piping
- HVAC and equipment power

General / Associated:

- Alterations/new MEP systems
- Interior demolition
- Framing, rough carpentry, and finish carpentry
- New finishes and fixtures

Anticipated project conditions and other challenges:

- The Abromson Community Education Center has a high public profile and is used by many throughout the University and surrounding communities. This project requires a high level of planning, estimating, and scheduling to ensure unknowns and uncertainties are minimized to extent feasible. In addition, the project requires a high level of LEAN-style Project Management and coordination of trades as well as schedule-based project planning methods (aka “pull-planning”) to collaboratively develop work plans.
- The project requires working with the University Systems, Capital Planning and Project Management (CPPM) and the University Facilities Management Teams to schedule and coordinate work scope associated with daily operations and infrastructure.

Project Anticipated Schedule:

The University is currently in the DD Phase of design, and the selected CM-at-Risk will assist with the design to keep the project within budget, provide the Guaranteed Maximum Price (GMP) and execute the replacement renovations.

Phase	Construction Management Services	Proposed Schedule
Schematic Design (SD)	N/A	Complete
Design Development (DD)	N/A	January 2026 to March 2026
Construction Documents (CD)	Design assistance, Estimating and Estimate Reconciliation, Constructability Review, and Scheduling	March 2026 to May 2026
Bidding	Sub-Bidding, Pre-Con, and Planning. Preparation of a Guaranteed Maximum Price (GMP)	August 2026 to July 2027
Construction	Construction Management	July 2027 to October 2027
Substantial Completion	O & M Manuals, Commissioning, Training, and Record Documents,	October 2027
Final Completion	Owner's Systems Returned to Occupancy Heating Season Begins	Mid-October 2027

The project schedule includes the phases listed above for CM. The selected firm will provide CM services on a project team in support of design and construction as managed by the University of Maine System, Capital Planning and Project Management Group. This RFQ seeks qualified firms to submit Statements of Qualifications with the intention of providing CM-at-Risk services for the duration of the project. 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, 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: RESPONSIBILITIES

1. General

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:

Pre-Construction Phase Services

- Coordinating with UMS CPPM, USM FM, Designer, and other UM/UMS project team members as necessary, throughout the remaining design and construction project phases.
- Assisting with project planning, scoping, and estimating including estimate reconciliation exercises with the Design Team's/Owner's estimators.
- 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 Design Development and Construction Documents, with the latter intended for a Guaranteed Maximum Price. It is the Construction Manager'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.

Construction Phase Services

- A. Qualifying sub-contractors
- B. Letting sub-contracts for bid
- C. Managing bidding and providing a Guaranteed Maximum Price (GMP)
- D. Providing a performance bond, a payment bond and insurance certificate(s), and maintaining such insurance through the one-year corrections period following Substantial Completion.
- E. Holding sub-contracts for 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, LEED certification if required and project closeout documentation.

SECTION III: STATEMENT OF QUALIFICATIONS, REQUIRED SUBMISSION INFORMATION

1. General

Prospective CM firms must prepare and submit a Statement of Qualifications for UMS CPPM consideration. The 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 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 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 Portland, Maine.

B. Construction Management Experience

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

This must include:

1. Description of the firm's philosophy of construction management
2. A minimum of three (3) completed project case histories must be presented with sufficient information to identify the project including type of facility, square footage of the facility and construction cost for the facility while demonstrating budget, schedule, and change order performance. Within the context of the case studies provide information related to the following:
 - a. Demonstration of previous successful experience managing projects using Construction Management at Risk method for projects involving MEP and FP Plant renovations.
 - b. Demonstration of previous successful experience managing projects using the Construction Management at Risk method with attention to budget, schedule, and scope. Include description of management methods and staff structures used to plan, schedule and control complex work conditions. Include examples of change order history and experience with GMP delivery methods.

- c. Specific experience with Pre-Construction Services including a description of the working relationship with the owner, designer, and project team, including building committees and end-users.
 - d. Demonstration of successful management systems for planning, organizing, and monitoring of similar construction projects, including specifically, estimating, budgeting, scheduling, timely delivery, and cost controls. Preferred qualifications would include experience with logistically challenged sites, mitigation methods for work adjacent to occupied spaces, and project phasing through use of early work packages.
 - e. Demonstration of experience with qualifying subcontractors
 - f. 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.
 - g. Specific experience with developing sustainable programs such as LEED certification through the U.S. Green Building Council standards or Passive House Design.
- 3. Description of the firm's construction safety program.
 - 4. Description of the firm's program for project follow-up and warranty.
 - 5. Historic data on the cost of general conditions & overhead as a percentage of the total construction costs for similar projects. Including a list of typical expenses included in the general conditions and overhead expense.
- C. Construction Manager
Identify the person serving as Construction Manager directly responsible for providing services to the University and provide a brief resume of education, qualifications and experience, and role in the firm's services. Submission of name(s) is 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) serving as 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 is 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 the University 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 five (5) years who can be contacted by the University with respect to the firm's reputation for work, responsibility, timeliness, cost, and efficiency. References from current University employees shall 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 the RFQ.

SECTION IV: SUBMISSION PROCESS

1. Submission Schedule

The process schedule is anticipated to be as follows:

University advertises for qualifications start Friday, January 30, 2026
Non-Mandatory Site Walk.at 10:00am Wednesday, February 4, 2026
Deadline for Questions..... due no later than 4:00pm Friday, February 6, 2026

Email Questions to: cppmquestions@maine.edu

Subject to be: Abromson Community Education Center - Heat Pump Replacement Questions

Response to Questions..... due no later than 4:00pm Wednesday, February 11, 2026
Qualifications submissions..... due no later than 2:00pm Tuesday, February 17, 2026
Evaluation of qualifications begins..... Wednesday, February 18, 2026
Anticipated notification of firms to be interviewed..... week of February 23, 2026
Presentations/Interviews (interview time selected by lot) week of March 2, 2026
Anticipated notification of selected firm and non-selected firms' week of March 9, 2026
Anticipated contract with selected firm..... week of March 16, 2026

2. Contact Person. Questions regarding this RFQ shall be submitted by email to:
Questions about this RFQ must be addressed in writing via email to:

Brenda Braun
Project Manager, Capital Planning and Project Management
University of Maine System
cppmquestions@maine.edu

- a. Firms or teams should identify a project contact, with an email address, for the purpose 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 CPPM 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 RFQ unless specifically directed to do so in writing by the designated contact person.

3. Submissions. Statements of Qualifications must be submitted according to the following:

- A. **Time, Date and Place Due**: Submissions are due no later than **2:00pm** on **Tuesday, February 17, 2026**

All submissions shall be addressed and Emailed:

Email to: cppmquestions@maine.edu

Subject to be: Abromson Community Education Center Heat Pump Replacement Project Questions

Brenda Braun
Project Manager, Capital Planning and Project Management
University of Maine System

RFQ Packages received after the deadline will not be considered. Faxed submissions will not be accepted. Firms assume all risks of the method of delivery chosen. USM assumes no responsibility for delays caused by any digital delivery service.

- B. **Number of Copies**. (1) electronic (pdf) copy.

4. Other Information:

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

B. **Updates will be posted on the CPPM Website as appropriate:**

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

SECTION V: SELECTION PROCESS

1. General

All Statements of 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 shall consist of representatives from the University of Maine, UMS Capital Planning and Project Management (UMS CPPM), USM Facilities Management (USM FM) and General Services, and others as appropriate.

3. Submittal Evaluation Criteria

The Selection Committee shall 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
CM Experience	50%
Process and Team Member Experience	35%
Overall Quality and Completeness of Submission	15%

4. Interviews

Firms with top-ranking submittals may be short-listed for an interview with members of the Selection Committee.

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 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.

6. Award

At the time of award, the University shall negotiate with the selected 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 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 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-bidders for each trade or bid package. The Designer and Owner shall work with the Construction Manager in evaluating sub-contractors. All sub-bidders shall be qualified and must have directly related experience.
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 Facilities and General Services Officer (CFGSO) 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 CFGSO may stay the award until protest has been resolved.
 - b. The CFGSO 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 CFGSO deems that additional information is necessary to resolve the protest. The CFGSO 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 CFGSO, 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