

REQUEST FOR QUALIFICATIONS FOR DESIGN SERVICES
UNIVERSITY OF MAINE AT PRESQUE ISLE
RFQ #CPPM2026-019
Merriman Hall Renovations

March 30, 2026

SECTION I: SUMMARY

The University of Maine at Presque Isle, located in Presque Isle, Maine, desires to procure architectural and engineering design services from individual firms or teams for the **Merriman Hall Renovations** project.

General

As part of Maine’s land-grant university, the University of Maine at Presque Isle (UMPI) will renovate the existing residence hall, Merriman Hall, located on the UMPI campus. The project will provide the renovation of the existing space from residence hall spaces to office spaces in two phases. Phase I of the project will provide for the renovation of the Second and Third Floors and Phase II will provide for the renovation of the First Floor. The total construction cost for both phases is anticipated to be \$3,000,000 – \$3,500,000.

Conceptual Project Description

Phase I of the project will include:

- A Code Review of the spaces for the change of use for the space from residence hall living space to office space.
- The design of any upgrades that may need to be completed to accommodate the change of use in the space.
- The renovation of the existing residence hall restrooms and shower spaces into two distinct restrooms. One current restroom/shower space on the second floor and one on the third floor.
- New carpet tile and painting throughout both the second and third floors.

Phase II of the project will include:

- A complete re-design of the First-Floor space to accommodate the change from a residence hall to office space.
- Provide new office spaces as required to meet the needs of the University.
- Provide infrastructure as needed to accommodate the change of use in the space.
- The design of any upgrades that may need to be completed to accommodate the change of use in the space.

It is anticipated that the renovation will include architectural, structural, mechanical, electrical, and plumbing upgrades necessary to allow the renovated space to operate as intended.

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

Phase	Design Services	Approximate Length of Time
Schematic Design	Needs analysis, preliminary floor plans	2 months
Design Development	Detailed building plans	2 months
Construction Documents	Bidding Plans and Specifications	2-3 months
Construction Administration	Administrative and field support	Construction duration, 12-14 months
Close Out	FFE, commissioning and other support	1-2 months

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 and physical address of letter signatory.
- B. Design Experience. Experience in the 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 post-secondary institutions.
 - 2. Include examples of the design for renovations of existing facilities.
 - 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 are assigned and dedicated to this project.
- C. Principal Team Members. Resumes and roles of each team member 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 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.
- E. Consultants. A list of outside consultants expected to be used for this project, including the expected extent of involvement these consultants will contribute to the project from Schematic Design through construction.
- F. Sustainable/Green Building Design. Demonstrated experience incorporating sustainable and green building design concepts.
- G. 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. Prospective designs or solutions for the projects will not be evaluated for selection purposes.

SECTION III: SUBMISSION PROCESS

- A. Submission and Selection Schedule.

The process schedule is anticipated to be as follows:

University advertises for qualifications	start Thursday, April 2, 2026
Deadline for Questions due no later than 4:00pm	Thursday, April 9, 2026
Response to Questions due no later than 4:00pm	Tuesday, April 14, 2026
Qualifications submissions due no later than 2:00pm	Tuesday, April 21, 2026
Anticipated notification of firms to be interviewed	week of April 20, 2026
Presentations/Interviews (interview time selected by lot)	week of April 27, 2026
Anticipated notification of selected firm and non-selected firms	week of May 4, 2026

- B. Contact Person. Questions regarding this RFQ, see deadline for question submission above, shall be submitted by email to:

Jacob Olsen
Senior Director of Capital Planning and Project Management
cppmquestions@maine.edu

1. Questions with responses and updates will be posted on the CPPM 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 **Tuesday, April 21 2026**. 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. Firms assume all risks of the method of delivery chosen. UMS 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 Presque Isle; Merriman Hall Renovations**
3. **Number of Copies.** One (1) printed original, two (2) hard copies and one (1) .pdf copy on thumb drive.

- 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 System and the University of Maine at Presque Isle.
- 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 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 an 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 an AIA B102/B201 agreement. The Architect's basic and additional services shall be compensated in accordance with the current State of Maine Bureau of General Services Architect/Engineer Fee Schedule, as amended from time to time, which is hereby incorporated by reference. The University will require documentation of rationale for the proposed fee.
- C. The firm with whom the University signs 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 Master Format 2004 or most recent version.
- 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 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).

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. The AIA B102 template can be viewed at the University of Maine System Office of Facilities Management and General Services web site at: <http://www.maine.edu/general-services/capital-planning-project-management/capital-construction-design-documents/>

Scholarships, donations or gifts to the University will not be considered in the evaluation of responses.

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