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REQUEST FOR PROPOSALS # 09-15
Financial Institution for Brooks Student Center
University of Southern Maine
ADDENDUM #1

This addendum addresses questions from bidders and extends the submission deadline for the RFP.

The University of Maine

University of Maine
at Augusta

University of Maine
at Farmington

University of Maine
at Fort Kent

University of Maine
at Machias

University of Maine
at Presque Isle

University of
Southern Maine

The RFP is now due Monday, October 20, 2014. The submission must be date stamped by the Office of Student Life in order to be considered. Normal business hours are 8:00 a.m. to 5:00 p.m. No changes have been made to the submission requirements other than the due date as outlined in 1.15 of the RFP.

HVAC Concerns

Q1: There is presently no ventilation in the room. The RFP states that we will provide heat, does that include a vent?

A1: *Correct. There is no dedicated heat and ventilation within the current space. It could be provided with a dedicated heat pump installation at the cost of the vendor.*

Q2: Is there a heat exchanger?

A2: *Not presently, one can be added at cost to the vendor.*

Q3: Is it possible to put AC in the room

A3: *Yes, at the cost of the vendor. Additional electricity cost will be associated with air conditioning and heater installation.*

Electrical concerns

Q4: Can we add outlets?

A4: *Yes, at the cost of the vendor.*

Q5: Are we responsible for putting in any devices (referencing outlets) ourselves in the room?

A5: *The room comes "as is", we can provide hook ups for Cable TV and Internet (refer to 2.25 of the RFP), outside of that any additional devices must be provided at the cost of the vendor.*

Q6: How many additional circuits are available in the panel?

A6: *The panel is currently full. This would require the relocation of the existing panel to the mechanical room and the addition of a sub-panel to feed the space. This would be completed at vendor cost. A sub-panel will allow us to meter the electrical usage of the space only for charge-back purposes. Q7: Is it possible to move the electrical panel outside of the room.*

Q7: Is it possible to move the electrical panel outside of the room??

A7: *Yes, it's possible, but will require the shut-down of some critical equipment in the kitchen upstairs and air handling equipment. Estimated cost to relocate the existing and add a new sub-panel could be between \$8k and \$12k.*

Q8: Alternatively, is the vendor allowed to cover the panel with art?

A8: *No. The National Electric Code States that the panel must remain clear of any obstructions and a minimum of 3'0" in front of the panel and 18" from center to either side. This includes all objects, including, but not limited to, wall coverings and furniture. Facilities Management will also require unobstructed access to the panel at all times.*

Clarification around Contract Start Date

Q9: The Sourcing Time Table indicates that Jan 12, 2014 is the Contract Start Date. Is that intended to be Jan 12, 2015?

A9: *Yes, the intended start dates is Jan 12, 2015.*

Extent of Renovation

Q10: Where can we add a window in the room?

A10: *Windows can be added into any of the two walls facing into the large open area of Brooks Student Center. We would want to investigate these walls for structural significance before making a determination. Any renovation would need to be completed after the vendor consults an architect to investigate any code or structural issues.*

Q11: Can renovations be started before Jan 12, 2015 to allow for the Location to open for the start of the spring semester?

A11: *Yes. The intent of this proposal period is to allow for time for renovation before the start of the spring Semester (Jan 12, 2015).*

Location of Shared Branching Center

Q12: Is it possible to put the ATM kiosk in/outside the room, connecting it with the space?

A12: *There are wall treatments, power and data requirements needed that would have to be met at the vendor's expense and part of the project design.*

Intent of Internship Requirement

Q13: What is intent behind the internship requirement in the RFP?

A13: *We intend to utilize the internship as an opportunity to provide our students with a learning lab experience. The internship can be paid or unpaid, the primary outcome is that our students have opportunities to develop real world skills working with our campus partners who call Brooks Student center home.*

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October 14, 2014