



Administered by University of Maine System
Office of Strategic Procurement
Request for Information (RFI)

Short Term Lease of Furnished Student Housing
Units,

University of Southern Maine, Portland Campus

RFI # 2017-19

Issued Date: August 2, 2016

Response Deadline Date/Time: August 12, 2016

Response Submission Information:

Submitted electronically to rachel.piper@maine.edu

Email Subject Line – Short Term Lease of Furnished Housing USM. RFI#2017-19

Response Contact Information:

Director of Strategic Sourcing (SSD): Rachel Piper

Email: rachel.piper@maine.edu Phone: (207) 780-5633

1.1.1 Purpose

The University of Maine System on behalf of the University of Southern Maine, is seeking parties with proven experience, understanding and knowledge in housing to enter into a short term master lease for furnished student housing with building owners to provide housing for our student body. **Parties desiring to be considered for this project are asked to submit a Letter of Interest responding to the specific questions listed in Attachment A and B of this document.**

The University seeks to secure a short term master lease for 200 beds of student housing in facilities with close proximity to the Portland campus, (within one mile) and/or located on the Portland public transit line.

The University intends to enter into a master lease with the selected qualified respondent by October 15, 2016. The University reserves the right to work directly with the selected qualified Respondent, if any, or with any other party, to negotiate and enter into the master lease pursuant to the University of Maine System Board of Trustees Policy 801 Acquisition of Real Property (<http://www.maine.edu/about-the-system/board-of-trustees/policy-manual/section801/>) and the University of Maine System Administrative Practice Letter II-G (<http://staticweb.maine.edu/wp-content/uploads/2013/11/II-G-Acqu-of-real-Property-through-purchase-etc.pdf?565a1d>) or to enter multiple agreements or to enter no agreements. **Please Note: The master lease is contingent upon the Board of Trustees approval prior to the signing of the master lease.**

1.1.2 Background

Overview

Established in 1968, the University of Maine System (UMS) unites seven distinctive public universities, comprising 10 campuses and numerous centers, in the common purposes of providing quality higher education while delivering on its traditional tripartite mission of teaching, research, and public service.

Maine's largest educational enterprise, the University extends its mission as a major resource for the state, linking economic growth, the education of its people, and the application of research and scholarship.

A comprehensive public institution of higher education, UMS serves nearly 40,000 students annually and is supported by the efforts of more than 2,000 full-time and part-time faculty, more than 3,000 regular full-time and part-time staff, and a complement of part-time temporary (adjunct) faculty.

Reaching more than 500,000 people annually through educational and cultural offerings, the University of Maine System also benefits from more than two-thirds of its alumni population residing within the state; more than 123,000 individuals.

The System consists of the following seven universities: University of Maine (UM); University of Maine at Machias (UMM); University of Maine at Augusta (UMA);

University of Maine at Presque Isle (UMPI); University of Maine at Farmington (UMF); University of Southern Maine (USM); and, University of Maine at Fort Kent (UMFK).

Operating within a shared services model, the offices of Information Technology, Strategic Procurement, Human Resources, Facilities, Risk and General Services, Finance and Budget, Shared Processing Center, General Counsel and Organizational Effectiveness partner to form the University Services organization.

Charged with delivering key administrative functions across the System, University Services is dedicated to leveraging its significant unit and collective resources to not only serve the immediate needs of its constituents, but deliver sustainable economies and efficiencies for the future benefit of the System as well.

University of Southern Maine

- The University of Southern Maine, northern New England's outstanding public, regional, comprehensive university, is dedicated to providing its diverse student body of approximately 6500 students from forty states and thirty foreign countries with a high-quality, accessible, affordable education. Through its undergraduate, graduate, and professional programs, USM faculty members educate future leaders in the liberal arts and sciences, engineering and technology, health and social services, education, business, law, and public service. Located on three campuses in Gorham, Portland, and Lewiston-Auburn, USM is known as Maine's Metropolitan University and serves communities that are among the largest population centers in the state. Our [Portland campus](#) is located in "one of America's most livable cities," according to *Forbes* magazine, which also ranks Portland among the top 10 for job prospects. A creative and diverse community on Maine's scenic coast, Portland is nationally known as a culinary hot spot!

Attachment A

Short-Term Lease for Furnished Student Housing for University of Southern Maine, Portland Campus

The University desires to enter into a short term master lease with one respondent for exclusive use of furnished units within a building or adjacent buildings of residential units (a "Facility") which will be used by the University to provide housing for our student population and other University purposes. The lease term will be an initial two (2) year term with option to renew annually upon mutual agreement. The lease details will be negotiated upon University selection.

Please provide a response to the following requests for information for University consideration:

Facility Characteristics:

1. Indicate how your dwelling unit complies in all respects with all local, state and federal governmental laws and regulations and University of Maine requirements including those governing building code, fire code, handicap access and health and safety.

Facility Location:

2. Please state the property address and its proximity to the USM Portland Campus.
3. Please indicate location(s) of Portland Public Transit system in relation to the property and routes to USM Portland Campus.
4. Describe why the property is suitable/safe/desirable location for student housing.

Existing Facility:

5. Indicate the number of beds, located within a sectioned/block area of the building proposed for USM's 200 student housing.
6. Describe the ability for the beds to be available no later than August 1, 2017 and/or any conditions necessary, to be met by the University, in order for August 1, 2017 occupancy.
7. Describe unique examples of service or added value the facility will provide the students.
8. Indicate total number of units in the building(s) proposed for USM student housing.
9. Describe the age and condition of the building.
10. Proposers shall include detailed Facility information about your proposed building/units including, but not limited to, the following:
11. List Unit types (number of bedrooms, bathrooms, etc.), Unit size for each unit type (square footage),

12. Describe any recent renovations, improvements made within the last 12 months.
13. Indicate the ability to lock interior bedrooms – type of lockset, security cameras etc. that will assist in the safety of our student residents.
14. State the facilities hours of operation.
15. Provide a copy of any building management and/or tenant handbook that describes policies and procedures during lease agreements.
16. Provide detailed information on the fire alarm system(s) (i.e., manual pull stations, fire alarm control panels, etc.).
17. Provide detailed information on any/all fire extinguishers on the premises.
18. Describe Community room(s) (e.g., dimensions, capacity, furniture, and amenities that contribute to the unique requirements of student housing).
19. Is there Parking onsite or within a reasonable distance to the facility? If so, please provide location and any additional fees if applicable.
20. Describe the facility's ability to meet/address the below preferred features:
 - a. Unit configuration: up to 4 bedrooms, each at least 10' x 10', with
 - b. Baths and a common living area including, at a minimum, a kitchenette with two burners, a refrigerator, sink.
 - c. 200 beds situated within the same facility, in a University exclusive shared area (block) of the facility.
 - d. Within a 10-minute walk to grocery shopping.
 - e. Cabling for Internet access in each unit.
 - f. Interior and exterior lighting similar to the lighting provided by the University in and around its residence halls and acceptable to the University.
 - g. Gated access or CCTV with active security monitoring.
 - h. Bicycle storage for 30% of all regular apartment occupants.
 - i. Laundry room facilities.
 - j. Mail room
21. The University is seeking a gross rent/bed structure.

Rent should include: Custodial, common area maintenance including custodial and building and grounds, security, facility repairs other than to furniture, capital maintenance, pest control, trash removal, Owner insurance, property taxes, and all Utilities, including but not limited to, water, sewer, electricity, internet, basic cable tv, heat and hot water. Please provide a proposed rent/bed amount with the aforementioned inclusions.

22. Please include any additional information not requested here, that the University should consider in evaluating your Letter of Interest for this project.

Attachment B
University of Maine System Response Cover Page
 RFI # 2017-19
 Short Term Lease of Furnished Student Housing Units,
 University of Southern Maine, Portland Campus

Organization Name:	
Chief Executive – Name/Title:	
Telephone:	
Fax:	
Email:	
Headquarters Street Address:	
Headquarters City/State/Zip:	
Lead Point of Contact – Name/Title:	
Telephone:	
Fax:	
Email:	
Street Address:	
City/State/Zip:	

1. No personnel currently employed by the University or any other University agency participated, either directly or indirectly, in any activities relating to the preparation of the Respondent's response.
2. No attempt has been made or will be made by the Respondent to induce any other person or firm to submit or not to submit a response.
3. The undersigned is authorized to enter into contractual obligations on behalf of the above-named organization.
4. By submitting a response to a Request for Information with the University your entity understands and agrees that:
 - a. The resulting agreement, the master lease, will be the entire agreement between the University (including University's employees and other End Users) and Respondent and in the event that the Respondent requires terms of use agreements or other agreements, policies or understanding, whether on an order form, invoice, website, electronic, click-through, verbal or in writing, with University's employees or other End Users, such agreements shall be null, void and without effect, and the terms of the Agreement shall apply.
 - b. The information contained in responses submitted for the University's consideration will be held in confidence until the University either fully executes a master lease pursuant to this RFI or chooses to not move forward with any of the submitted responses. The University will honor requests for confidentiality for information of a proprietary nature to the extent allowed by law. Clearly mark any portion of your submitted materials which are entitled to "trade secret" exemption from disclosure under Maine's Freedom of Access Act. Failure to so identify as trade secret will authorize the University to conclude that no portions are so exempt; and that your entity will defend, indemnify and hold harmless the University in any and all legal actions that seek to compel the University to disclose under Maine's Freedom of Access Act some or all of your submitted materials and/or contract, if any, executed between the University and your entity.

The University must adhere to the provisions of the Maine Freedom of Access Act (FOAA), 1 MRSA §401 et seq. As a condition of submitting a response under this section, a respondent must accept that, to the extent required by the Maine FOAA, responses to this solicitation, and any ensuing contractual documents, including but not limited to a master lease, are considered public records and therefore are subject to freedom of access requests.

Continued - Appendix A – University of Maine System Response Cover Page

To the best of my knowledge all information provided in the enclosed response, both programmatic and financial, is complete and accurate at the time of submission.

Date: _____

Name and Title (Printed)

Authorized Signature

