



REQUEST FOR QUALIFICATIONS #37-15

NOTICE TO COMMERCIAL PROPERTY APPRAISERS

23 January 2015

SECTION I: GENERAL INFORMATION

- A. Purpose: The University of Maine System is seeking an appraisal of various real property which it owns, including but not necessarily limited to property in the so-called Grant Building or, Bass Building at 16 Central Street in Bangor, Maine. The property is an office space condominium of approximately 48,742 gross square feet. An appraisal provider wishing to be considered must submit qualifications to University by 5 p.m. February 6, 2015. Appraisal providers already qualified by the State of Maine, Bureau of General Services, as published online by the Bureau will be automatically considered and do not need to submit new qualifications to the University and will be considered automatically. Link to list of State of Maine approved Appraisers:
http://www.maine.gov/bgs/constrpublic/prof_services/documents/Propertyappraisal.pdf
- B. Equal Opportunity: In the execution of the Contract, the Contractor and all subcontractors agree, consistent with University policy, not to discriminate on the grounds of race, color, religion, sex, sexual orientation, including transgender status or gender expression, national origin or citizenship status, age, disability, genetic information, or veteran's status and to provide reasonable accommodations to qualified individuals with disabilities upon request. The University encourages the employment of individuals with disabilities.
- C. Freedom of Access: The University must adhere to the provisions of the Maine Freedom of Access Act (FOAA), 1 M.R.S.A. §401 et seq. As a condition of accepting a contract under this section, a contractor must accept that, to the extent required by the Maine FOAA, responses to this solicitation, and any ensuing contractual documents, are considered public records and therefore are subject to freedom of access requests.
- D. Award Protest: Bidders may appeal the award decision by submitting a written protest to the University of Maine System's Director of Strategic Procurement within five (5) business days of the date of the award notice, with a copy of the protest to the successful bidder. The protest must contain a statement of the basis for the challenge.

SECTION II: SCOPE

- A. The University of Maine System seeks an appraisal on which it can rely to understand the likely value it would obtain should the University sell the property.
- B. Appraisal to be completed on or before March 13, 2015.

SECTION III: REQUIRED SUBMISSION INFORMATION

Prospective Appraisal firms should prepare a statement of qualifications for the University's consideration. The submission must be electronic in .pdf format and shall include the following minimum information:

- A. Transmittal Letter. Provide a brief letter summarizing the firm's interest, qualifications and experience.
- B. Principal Support Staff. Identify the person(s) who will be the principal support staff. Provide a brief resume including education, qualifications, experience, and role in the firm's services. Provide examples of relevant similar projects on which the identified individuals have served in similar roles. Submission of names shall be considered a commitment on the part of the firm to retain stated personnel on the project throughout its duration.

- C. Availability. Indicate the firm's dedicated resources available to the University of Maine System in relation to other workload.
- D. 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 in Maine within the last three (3) years and who can be contacted by UMS with respect to the firm's reputation for work, responsibility, timeliness, cost, and efficiency. Letters of reference may be submitted with additional information as appropriate.
- F. Other Information. As desired, provide any other information the firm considers relevant to the evaluation criteria set forth in this RFQ.

SECTION IV: SUBMISSION PROCESS

- A. Contact Person. Questions about this RFQ shall be addressed in writing via email to:

Alan Cyr, Office of Facilities Management, University of Maine System, (207) 973-3341
Email: <acyr@maine.edu>.

The Office of Facilities Management will respond by email to all relevant questions received prior to the question deadline date by 4:00 pm on Friday, January 30, 2015. Only those answers received by email will be considered binding. Questions and responses about this RFQ will be furnished by email to all those who requested a copy of the RFQ from Facilities Management. They will also be posted at the following web site:

http://www2.maine.edu/strategic/upcoming_bids.php

- B. Submissions. Qualifications shall be submitted according to the following:

1. All submissions shall be sent electronically to <acyr@maine.edu>. If the appraiser wishes to submit an electronic copy on stored media, (CD, flash drive) , submittals should be sent to :

University of Maine System
Office of Facilities Management
16 Central Street
Bangor, ME 04401-5106
ATTN; Alan Cyr, Project Manager

Submittals received by Facilities Management after the deadline will not be considered. Only electronic submittals received pursuant to Section I will be accepted. UMS assumes no responsibility for delays caused by delivery disruptions.

2. **Submission Identifier.** The subject line of submittal emails must be: **Qualifications to Provide Commercial Property Appraisal Services.**
3. An appraisal provider wishing to be considered must submit qualifications to University by 5 p.m. February 6, 2015.

SECTION V: SELECTION PROCESS AND CRITERIA

- A. General. All qualifications submitted in response to this RFQ will be reviewed for appropriateness and completeness prior to referral to the selection committee. UMS reserves the right to reject any or all submissions, in whole or in part, if that submission is contrary to the best interests of UMS.
- B. Submittal Evaluation Criteria. A Selection Committee will subsequently determine the merit of submissions received in accordance with the responses provided in response to the qualification information requested in Section IV. Submittals will be ranked in accordance with the following criteria:
1. Qualifications of firm members.
 2. Past experience.
 3. Ability to meet schedule.
 4. History of past performance.
- C. The Appraiser selected will be requested to submit a proposal to complete the work as outlined in this RFQ.

SECTION VI: FORM OF AGREEMENT

- A. The successful firm will be required to enter into a standard University of Maine contract. The form of agreement between Owner and the chosen Commercial Appraiser will be a Contract for Professional Services.

SECTION VII: REQUIREMENTS

- A. The Owner retains the right to waive any informalities, to reject any or all submittals, or to accept any submittal that may be determined to be in its best interest.
- B. The Commercial Property Appraiser Request for Qualifications and Selection Process, as outlined herein, shall be considered subject to change as required by the University of Maine System. Terms and conditions of the Agreement between Owner and Commercial Property Appraiser shall take precedence over all prior understandings and/or Agreements, if any, including this Request for Qualifications.
- C. The Owner retains the right to terminate the services of the Appraiser at any time prior to the execution of a signed Agreement.
- D. No costs related to the preparation of the proposal for this RFQ or to the negotiation of the contract with the University may be included in the proposal. Only costs to be incurred after the contract effective date that are specifically related to the implementation or operation of contracted services may be included.

END OF REQUEST FOR PROPOSALS