

**University of Maine System
Facilities Master Plan Services - RFP # 49-15
ADDENDUM #1**

CLARIFICATIONS

1. To clarify our intent regarding the evaluation criteria outlined in section 1.5 of the Request for Qualifications, we are providing the following revised matrix.

Submission Requirements	Category	Points
Section 5 (5.1-5.3)	Organization Qualifications and Experience, Financial Stability and References	35
Section 5 (5.4)	Economic Impact Within State of Maine	5
Section 5 (5.5)	Cost Response	20
Sections 6 & 7	Business Requirements (Matrix and Narrative)	30
Section 9	Contract for Services	10
	Total Points	100

Section 5 (5.5 Only) – Cost Response

The total cost proposed for conducting all the functions specified in this document will be assigned a score according to a mathematical formula.

Information provided in Exhibit 1 Table 2 for two (2) of the seven (7) campuses will be utilized to extrapolate the overall cost value through a pro-rated percentage using cost provided and a total square footage by campus, excluding lease space sites.

The lowest cost response will be awarded the total points. Responses with higher cost response values will be awarded proportionately fewer points calculated in comparison with the lowest cost response.

The scoring formula is:

$$(\text{Lowest submitted cost response} / \text{cost of response being scored}) \times (20) = \text{pro-rated score}$$

2. Timeline of Key Events modification as follows:

Reference Section	Event Name	Event Due Date and Time
Section 1, 1.7	Deadline for Written Communication	May 19, 2015
Section 1, 1.7	Response to Written Communication	May 22, 2015
Section 1, 1.16	Deadline for Response Submission	June 5, 2015
	Estimated Vendor Presentation Date (subject to change)	June 22-24, 2015
	Award Announcement (subject to change)	July 2, 2015

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	Contract Negotiations (subject to change)	July 6 – July 17, 2015
	Estimated Contract Start Date (subject to change)	July 20, 2015

3. To better align the evaluation requirements we are moving 7.1.2 – 7.1.4 from 7.1 Professional Services to section 5.1 Organizational Qualifications and Experience. For purposes of providing a response 5.1 and 7.1 are replaced in their entirety as follows:

5.1 Organizational Qualifications and Experience

- 5.1.1 Provide a statement describing your company to include name, number of employees, locations, number of years in business, number of years offering/supporting the proposed solution, and any and all acquisitions or mergers in the last five years. Is the company publicly or privately held?
- 5.1.2 If subcontractors are to be used, provide a list that specifies the name, address, phone number, contact person, and a brief description of the subcontractors' organizational capacity and qualifications.
- 5.1.3 Please provide information about contract cancellations, open litigations or non-renewals your company has experienced over the last three years.
- 5.1.4 Describe your experience offering a solution for the scope of work identified in **Section 2** of this document within higher education. Provide a client list that includes any and all higher education clients. If available, provide examples of similar work at similar Universities.
- 5.1.5 Provide a statement that explains why your company would be most qualified to provide products and services to the University of Maine System. What differentiates you from your competitors? In the response the Bidder must demonstrate that they are a recognized leader in the services identified in the **Section 2** scope of work of this document.
- 5.1.6 Provide examples of the reports outlined in **Section 2 Scope of Work**. Please provide a reference contact for the institution which the plan was designed.
- 5.1.7 Provide at least one finalized Concept Plan developed by your company for a higher education institution similar in size and composition as the one of the University of Maine System campuses. Ideally, plans from varying sized institutions would be preferred. Please provide a reference contact for the institution which the plan was designed.
- 5.1.8 Provide at least one finalized Facility Master Plan developed by your company for a higher education institution similar in size and composition as one of the University of Maine System campuses. Ideally, plans from varying sized institutions would be preferred. Please provide a reference contact for the institution which the plan was designed.

7.1 Professional Services

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- 7.1.1 Provide a detailed description of your professional services deliverables required to support the scope of work in this document. Include in your response detail on each of the deliverables outlined in **Section 2 Scope of Work**.
- 7.1.2 Describe your firm's understanding of the current higher education needs for providing the services described in **Section 2** of this document. Include in your response what challenges do higher education organizations face in this area how would your solution support our goals?
- 7.1.3 The Bidder shall provide resumes for each staff member responsible for design, implementation, project management, or other positions identified in the requirements of this document. Resumes shall include education, experience, license, and/or certifications of each individual.

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4. In addition to RFP Appendix B –Cost Response Form Exhibit 1 (Table 1) information, the Bidder MUST fill out Exhibit 1 (Table 2). Instructions for which are provided directly below. A copy of Exhibit 1 is included as part of the Addendum.

INSTRUCTIONS FOR - Exhibit 1 (Table 2) – Cost Schedule for Deliverables

Provide rate schedule for the high-level deliverables defined RFP Section 2.0 Scope of Work.

Role/Position Title (Exhibit 1 Table 1) - List each role/position title from your organization that would be responsible for contributing to completion of the deliverable. Bidder will replace verbiage 'Position Title 1', etc. with the appropriate actual role/position title in Exhibit 1 (Table 1).

Hours – Note the total hours that will be required to provide the contribution necessary to complete the deliverable for each role/position title.

Hourly Rate - The hourly dollar amount that may be invoiced by role/position title.

Cost Estimate – Calculation of the (Hours x Hourly Rate = Cost Estimate)

Sub-Total – Provide a sub-total for each deliverable.

Total – Total cost for all deliverables to complete the work for the specified University campus.

Exhibit 1 (Table 2) –Bidders will use this attachment, specifically Table 2 to record all costs associated with this section. For a copy of the excel version of Exhibit 1 contact the Proposal Contact identified on the cover page of this document.

TABLE 1
Professional Services Rate Schedule

#	Role of Individual/Position Title	Hourly Rate
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
	Include additional explanation of costs and list assumptions.	
	List explanations and assumptions here;	
	-	
	-	
	-	
	-	
	-	

Exhibit 1 Table 2

University of Southern Maine					
#	Deliverable	Role/Position Title (Exhibit 1 Table 1)	Hours	Hourly Rate	Cost Estimate
1	Needs Assessment (including space utilization analysis)	Position Title 1			0.00
		Position Title 2			0.00
		Position Title 3			0.00
		Position Title 4			0.00
		Position Title 5			0.00
		Position Title 6			0.00
		Position Title 7			0.00
		Position Title 8			0.00
		Position Title 9			0.00
		Position Title 10			0.00
		Sub-Total			
2	Draft Concept Plan Alternatives	Position Title 1			
		Position Title 2			0.00
		Position Title 3			0.00
		Position Title 4			0.00
		Position Title 5			0.00
		Position Title 6			0.00
		Position Title 7			0.00
		Position Title 8			0.00
		Position Title 9			0.00
		Position Title 10			0.00
		Sub-Total			
3	Final Concept Plan	Position Title 1			0.00
		Position Title 2			0.00
		Position Title 3			0.00
		Position Title 4			0.00
		Position Title 5			0.00
		Position Title 6			0.00
		Position Title 7			0.00
		Position Title 8			0.00
		Position Title 9			0.00
		Position Title 10			0.00
		Sub-Total			
4	Preliminary Master Plan and Design Guidelines	Position Title 1			0.00
		Position Title 2			0.00
		Position Title 3			0.00
		Position Title 4			0.00
		Position Title 5			0.00

Exhibit 1 Table 2

		Position Title 6			0.00
		Position Title 7			0.00
		Position Title 8			0.00
		Position Title 9			0.00
		Position Title 10			0.00
		Sub-Total			0.00
5	Final Master Plan and Design Guidelines	Position Title 1			0.00
		Position Title 2			0.00
		Position Title 3			0.00
		Position Title 4			0.00
		Position Title 5			0.00
		Position Title 6			0.00
		Position Title 7			0.00
		Position Title 8			0.00
		Position Title 9			0.00
		Position Title 10			0.00
		Sub-Total			0.00
		Total			0.00

University of Maine at Farmington					
#	Deliverable	Role/Position Title (Exhibit 1 Table 1)	Hours	Hourly Rate	Cost Estimate
1	Needs Assessment (including space utilization analysis)	Position Title 1			0.00
		Position Title 2			0.00
		Position Title 3			0.00
		Position Title 4			0.00
		Position Title 5			0.00
		Position Title 6			0.00
		Position Title 7			0.00
		Position Title 8			0.00
		Position Title 9			0.00
		Position Title 10			0.00
		Sub-Total			0.00
2	Draft Concept Plan Alternatives	Position Title 1			
		Position Title 2			0.00
		Position Title 3			0.00
		Position Title 4			0.00
		Position Title 5			0.00
		Position Title 6			0.00
		Position Title 7			0.00
		Position Title 8			0.00

Exhibit 1 Table 2

		Position Title 9			0.00
		Position Title 10			0.00
		Sub-Total			0.00
3	Final Concept Plan	Position Title 1			0.00
		Position Title 2			0.00
		Position Title 3			0.00
		Position Title 4			0.00
		Position Title 5			0.00
		Position Title 6			0.00
		Position Title 7			0.00
		Position Title 8			0.00
		Position Title 9			0.00
		Position Title 10			0.00
		Sub-Total			0.00
4	Preliminary Master Plan and Design Guidelines	Position Title 1			0.00
		Position Title 2			0.00
		Position Title 3			0.00
		Position Title 4			0.00
		Position Title 5			0.00
		Position Title 6			0.00
		Position Title 7			0.00
		Position Title 8			0.00
		Position Title 9			0.00
		Position Title 10			0.00
		Sub-Total			0.00
5	Final Master Plan and Design Guidelines	Position Title 1			0.00
		Position Title 2			0.00
		Position Title 3			0.00
		Position Title 4			0.00
		Position Title 5			0.00
		Position Title 6			0.00
		Position Title 7			0.00
		Position Title 8			0.00
		Position Title 9			0.00
		Position Title 10			0.00
		Sub-Total			0.00
		Total			0.00