



Administered by
UNIVERSITY OF MAINE SYSTEM
Office of Strategic Procurement

REQUEST FOR INFORMATION

STUDENT HOUSING

RFI # 42-14

ISSUE DATE:
May 16, 2014

OPTIONAL CONFERENCE
May 30, 2014
1:00 pm – 3:00 pm

DUE DATE:
June 13, 2014

DELIVER TO:

University of Maine System
Office of Strategic Procurement
Attn: Rachel Piper
37 College Avenue
Gorham, ME 04038

STUDENT HOUSING

The University of Maine System (UMS), on behalf of the University of Maine Augusta (UMA), is seeking parties with proven experience, understanding and knowledge in housing developments to provide student housing option(s) in the greater Augusta area.

The project, anticipated to be operational by Fall 2015, intends to meet the needs of individual students who desire to live within commuting distance of the Augusta Campus located at 46 University Drive. The University will consider housing proposals that may serve other populations as well as University students.

Requirements and preferences for submittals are referenced and clarified in ATTACHMENT A

Parties desiring to be considered for this project are asked to submit a letter indicating interest according to the specifications of the Request For Information.

Should the University, in its sole discretion decide to pursue a formal Request for Proposals (RFP), ONLY PARTIES WHO SUBMIT A LETTER OF INTEREST, in accordance with RFI 42-14, will be eligible to participate in the RFP stage. All Materials submitted with RFI 42-14 and any potential ensuing RFP, will remain confidential until such time as either an award has been made for an RFP, or the final decision has been made NOT to issue an RFP.

Two (2) copies of the following must accompany the letter:

- (a) A statement of qualifications;
- (b) A profile of key personnel who would work with the University;
- (c) A complete description and rendering, if possible, of your student housing proposal;

To confirm attendance at the optional conference on May 30th from 1:00 pm – 3:00 pm at the UMA CAMPUS, contact Rachel Piper at rachel.piper@maine.edu

Parties may be contacted to participate in interviews after the University's review of Letters of Interest.

All responses should be addressed to:

**Rachel Piper
Office of Strategic Procurement
University of Maine System
37 College Avenue
Gorham, ME 04038
(207)780-5633**

FAXED OR E-MAIL LETTERS OF INTEREST WILL NOT BE ACCEPTED. The envelope must be clearly identified on the outside as follows:

Name of Party
Address of Party
Due Date 6/13/14
RFI# 42-14

Letters of interest should be received by close of business on June 13, 2014. The University's normal business hours are 8:00 am to 5:00 pm, Monday through Friday.

**UNIVERSITY OF MAINE SYSTEM
LETTER OF INTEREST
SPECIFICATIONS OF PROJECT**

ATTACHMENT A

The **Letter of Interest shall** address:

1. The University is prepared to designate the successful party as the University's preferred housing vendor, permit promotional material in its publications and consider other mutually beneficial arrangements, as appropriate. Please identify possible arrangements required in order to participate in this project.
2. The University prefers a model in which the housing is off-campus. Alternatives would be considered on a case by case basis.
3. The project or projects should provide access to approximately 70 beds and must be easily accessible to the campus, either by proximity, ease of access to public transportation or by providing a conveniently scheduled, alternate means of transportation.
4. The project must comply with all life safety codes and conform to the Americans with Disabilities Act.
5. Proximate access to parking adequate to meet local zoning requirements must be provided for students with personal vehicles.
6. An appropriately trained, on-site management team is essential and should be part of the project. The successful provider must demonstrate that appropriate measures will be undertaken to ensure the safety of students while on premises and in the immediate area of the facility.
7. The successful party will be responsible for all financial aspects of the operation, including the payment of all operational expenses. The billing and collection of student rent is between the property owner and the student; the University is not a party to those transactions. Additionally, the successful party will need to provide proof of adequate financial capacity to develop and operate the housing facility. Proof of adequate liability insurance coverage must also be provided. (Attachment B)

8. The University prefers that housing is provided in a suite format, e.g., a combination of 4br/2bath and/or 2br/1 bath arrangements, each with shared living/dining space and kitchen facilities. A minimum of 150 square feet of space per student, an industry norm, is preferred. On-site access to laundry facilities is highly desirable. Student access to common rooms for socializing, recreation or TV viewing would be a plus, as would the availability of “work spaces” for students studying architecture, art, music, etc.
9. The capability to provide additional housing units/beds in response to increased demand by UMA students would be considered an asset. UMA will also consider the capacity of the provider to support and contribute to the University’s educational mission.
10. The University will not provide financial guarantees for minimum occupancy of the housing. Ensuring adequate occupancy for the project is the successful party’s risk and responsibility.
11. Preferably, rental arrangements would be by room (not suite) and a roommate matching service would be an important aspect of the management role. It would be desirable for students to have the option of a 9 month (academic year) or 12 month lease and for the rent to include water, sewer, trash removal, electric, heat, Wi-Fi and (possibly) cable.

The University is in no way obligated by this RFI, and retains its right to change and reject all plans or withdraw entirely from the marketplace at its sole discretion.

**UNIVERSITY OF MAINE SYSTEM
CONTRACT FOR SERVICES
INSURANCE REQUIREMENTS**

ATTACHMENT B

Contractor's Liability Insurance: During the term of this agreement, the Contractor shall maintain the following insurance:

General Liability: Contractor shall provide General Liability insurance with coverage for premises and operations, products and completed operations, explosion, collapse and underground hazards, broad form property damage, contractual, personal and advertising injury liabilities.

Insurance shall be provided on a standard form Insurance Services Office (ISO) Commercial General Liability Form CG 00 01 12 04 or equivalent and shall include the following three endorsements or their equivalent:

1. Additional Insured – Owners, Lessees or Contractors – Scheduled Person or Organization (CG20 10 07 04) with the University of Maine System, 16 Central Street, Bangor, ME 04401 listed as additional insured;
2. Additional Insured – Owners, Lessees or Contractors – Completed Operations (CG 20 37 07 04) with the University of Maine System, 16 Central Street, Bangor, ME 04401 listed as additional insured; and
3. Designated Construction Project General Aggregate Limit (CG 25 03 03 97) as the Aggregate limits shall apply on a per location or job basis. The policy form and endorsements must be included on the certificate of insurance.

The required minimum insurance limits below shall not be construed as a limitation of the University's rights under any insurance with higher limits and no insurance shall be endorsed to include such a limitation,

General Liability insurance required minimum limits:

1. General Aggregate	\$2,000,000
2. Products and Completed Operations Aggregate	\$2,000,000
3. Personal Injury Aggregate	\$1,000,000
4. Each Occurrence for Contracts Under \$1 million	\$1,000,000
5. Each Occurrence for Contracts \$1 million and above	\$2,000,000
6. Personal/Advertising Injury	\$1,000,000
7. Medical Payments (Any One Person)	\$5,000

Workers' Compensation – Contractor shall provide Workers' Compensation insurance with coverage on a statutory basis according to Maine Law and apply to all personnel on the job site. Workers' Compensation Insurance required minimum limits:

1. Coverage A (Workers' Compensation)	Statutory Limits
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- | | |
|--------------------------------------|-------------------------|
| 2. Coverage B (Employer's Liability) | |
| Bodily Injury by accident | \$500,000 each accident |
| Bodily Injury by disease | \$500,000 each employee |
| Bodily Injury by disease | \$500,000 policy limit |

Vehicle Liability Insurance – Contractor shall provide Vehicle Liability insurance with coverage for all owned, hired/rented and non-owned vehicles. Vehicle Liability insurance required minimum limits:

- | | |
|--------------------------|--|
| 1. Combined Single Limit | \$1,000,000 each accident or |
| 2. Split Limits | \$1,000,000 bodily injury \$1,000,000 property damage |

Property Insurance: The Contractor is responsible for property insurance on all of the tools, equipment or material brought to the site. Any damage to any of the materials provided by the Contractor is the responsibility of the Contractor.

Certificates of Insurance for all of the above insurance shall be filed with:

Office of Strategic Procurement
University of Maine System
16 Central Street
Bangor, Maine 04401

Certificates shall be filed prior to the date of performance under this Agreement. Said certificates, in addition to proof of coverage, shall contain the standard statement pertaining to written notification in the event of cancellation, with a thirty (30) day notification period.

