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REQUEST FOR PROPOSALS #010-2018
On-Call / As-Needed Electrical Engineering Services
RESPONSE ADDENDUM #1
August 11, 2017

This addendum responds to initial questions submitted by vendors.

Q1. Can the University provide more details on how the University is going to score the Cost Response form?

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

A1. Cost Response will only be determined for Respondents that have qualified for Phase II. The University will determine the score based on a total for five (5) hours for the Principle Officer plus twenty (20) hours for the Principal Electrical Engineer plus twenty (20) hours for the Junior Engineer. In addition Respondents add travel, lodging, etc. cost/expenses for allowed travel that exceeds 25 driving miles from their nearest office, the University will add to the total above assuming travel for 200 miles plus a one-night lodging cost, if applicable.

Note: The University encourages the use of video/online meetings and will only require the awarded Contractor to be on sight when needed, see Appendix H – Question #11.

Q2. Can travel, lodging, etc. not listed in the Cost Response form be added as additional costs beyond what is listed in the RFP Cost Response form?

A2. Yes, provide any additional cost as needed. For travel the University will allow travel cost charges that exceed 25 driving miles from the Contractor's nearest office. The University, on a case by case basis, may allow mileage charges from an office other than the nearest office for specialty work upon University approval.

When work is needed the University will work with the awarded Contractor to determine a cost of the project based on the rates provided and will most likely issue a "not to exceed" for each individual project.

Q3. Can the University provide a list of technologies that the University currently utilizes and / or are more favorable for the University?

A3. The University uses a variety of standard technologies such as MS office suite, MS Project, AutoCAD. The university has not standardized nor owns electrical power system analysis software, but

some work has been performed, in the last 5+ years, on the UMaine campus using SKM and CYME software. Should a firm have a proprietary system, it would need to be either compatible with standard packages or be accessible by the University in order to facilitate successful data transfer and manipulation.

Q4. Can you provide details on how the contract will work?

A4. The AIA B102 Contract Agreement will act as a “master agreement” for the services. When a campus requests specific services under the Agreement, the awarded firm will provide a proposal of cost and scope that is based on the parameters of the master agreement. The campus will then execute a G802 Amendment to the B102 Contract Agreement for the specific services.

Q5. Does the University have any other additional known work beyond the arc flash listed in the RFP that is upcoming?

A5. The University, at this time, does not have additional approved projects. This contract is for three (3) years and annually the University spends on average \$30 million dollars on capital projects so it is the expectation of the University to have additional work that will be done with the awarded Contractor.

Q6. What percentage of the work is projected to be at each campus?

A6. The University does not have a known percentage of work per campus as projects will come up over the next three (3) years that is not known at this time. Based on past spending average expenditures the University would estimate that approximately 50% of the work total spend is at University of Maine (Orono), 25% at University of Southern Maine, and followed by University of Maine at Farmington, University of Maine at Presque Isle, University of Maine at Augusta, University of Maine at Machias, and University of Maine at Fort Kent. This is our past history of spend for overall capital expenditures and not on electrical only.

Q7. Do the hourly rates that include travel expenses apply to all campuses, or for Orono only?

A7. See A1 & A2.

Q8. Will the University allow us to price the distance and travel as an hourly travel rate? If not, will the University allow for a fixed fee for travel to each campus?

A8. See A1 & A2.

Q9. Explain the milestones for project work as below:

Will the firm selected have one or more days to mobilize for any site work?

How long; after the University provides a scope of work, will any proposal pricing be due?

A9. The University anticipates the work for a particular project will dictate the mobilization for site work and the turn-around time for scope of work proposals. These milestones would follow generally accepted industry standards.

Q10. Will the University provide GIS background maps for the Arc Flash analysis? CYME software can build the models traced on GIS maps. This provides an electrical model that will be representative of the actual University electrical distribution arrangement and assets.

A10. The awarded Contractor will work with the University's Engineering Center regarding mapping and modeling. The Contractor may be provided with remote off campus read only access to the extensive cache of engineering drawings and information for the UMaine campus buildings and infrastructure. Access to other campuses mapping will be determined based on the systems used by each campus.

Q11. Similarly, can the University provide GIS maps to overlay the CYME model for the distribution arrangement? This same question applies to distribution analysis and maintenance, because the CYME Electrical modeling will use your GIS maps to develop the model for analysis.

A11. See A10

Q12. Will the selected vendor assist in developing electrical scopes of work for university projects?

A12. Yes, the awarded Contractor may provide assistance with developing electrical scopes of work.

Q13. The selected vendor will provide services other than design, i.e. estimating, constructability evaluations and scheduling services as well?

A13. Yes, the awarded Contractor may provide estimating and constructability evaluations.

Q14. Will the university ask for construction management services in light of Page 7-Item #5 where it states monitoring construction?

A14. The University may request construction administration services if they are appropriate to the scope of work.

Q15. Will the university reimburse the selected vendor for estimating and proposal development as a part of this contract?

A15. When the University requests a proposal and/or estimate from the awarded Contractor under the Contract Agreement, the costs related to preparing the proposal or estimate will not be reimbursed.

Q16. Does this contract include work to be performed outside normal business hours, emergency site visits or 24/7 coverage of any kind? If so, will the university allow a premium to be applied to hourly rates for work executed outside of normal business hours?

A16. It is generally anticipated that the services provided under this RFP will be able to be performed during regular business hours. Prior approval will be required for premium rates.

Q17. How will the University want to handle escalating labor rates? The cost of employees increases each year and we can submit blended rates by position or individual position annual rates for each year.

A17. The initial Agreement is for a three-year term. It is anticipated the hourly rates will remain firm for the initial term with the opportunity for rate negotiation for the two one-year optional renewal terms.

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