



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

Class A Office/Classroom Space  
Lease/Purchase Options  
Portland, Maine  
RFI # 2021-013

**Issued Date: November 10, 2020**

**Response Deadline Date/Time: November 18, 2020, 11:59 PM EST**

**Response Submission Information:**

Submitted electronically to [UMSResponses@maine.edu](mailto:UMSResponses@maine.edu)  
Email Subject Line – RP: University Office Space Lease - RFI# 2021-013

**Response Contact Information:**

Director of Strategic Sourcing (SSD): Rachel Piper  
Email: [Rachel.piper@maine.edu](mailto:Rachel.piper@maine.edu) Phone: (207) 780-5633

### 1.1.1 Purpose

The University of Maine System (UMS or System) is seeking parties with proven experience, understanding and knowledge in developing, financing, or leasing Class A office and classroom space for 5-7 years in Portland, Maine. **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.**

UMS would like to occupy the space by August 2021. UMS reserves the right to work directly with the selected qualified Respondent(s), if any, to negotiate and enter into the master lease pursuant to UMS Board of Trustees Policy 801 Acquisition of Real Property (<http://www.maine.edu/about-the-system/board-of-trustees/policy-manual/section801/>) and the UMS 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>). **Please Note: Any purchase or master lease is contingent upon the Board of Trustees approval prior to the signing of the contracts.**

#### Communication with the University

It is the responsibility of the Respondent to inquire about any requirement of this document that is not understood. Responses to inquiries, if they change or clarify the document in a substantial manner, will be forwarded by addenda to all parties that have received a copy of the document. Addenda will also be posted on our web site, [www.maine.edu/strategic/upcoming\\_bids.php](http://www.maine.edu/strategic/upcoming_bids.php)

It is the responsibility of all Respondents to check the web site before submitting a response to ensure that they have all pertinent documents. The University will not be bound by oral responses to inquiries or written responses other than addenda.

Inquiries must be made using the **Response Contact Information** provided on the cover sheet of this document. Refer to table in **Section 1.3.1 Timeline of Key Events** for deadline requirements.

### 1.1.2 Background

#### Overview

Established in 1968, the University of Maine System unites seven distinctive public universities and a Law School, 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 System 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). The System also includes the University Of Maine School of Law and the University of Maine Graduate and Professional Center.

*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 Maine Graduate and Professional Center**

Located in Portland but serving students and employers statewide, the University of Maine Graduate and Professional Center (the Maine Center) brings together academic programs in law, business, and public policy to train the workforce of the future and grow Maine’s economy. The Maine Center is an academic consortium that includes the University of Maine School of Law; the University of Maine Graduate School of Business (which provides a world-class MBA offered jointly by the University of Maine and University of Southern Maine in Portland, Orono, and online); the Muskie School of Public Service’s graduate programs; and the Cutler Institute of Health and Social Policy. This consortium develops cross-disciplinary, experiential, and market-driven programming for graduate students in the Maine Center’s focus areas. The Maine Center also delivers programming for members of Maine’s civic, business, and legal communities, including executive education, certificates, workshops, externship placements, and a startup incubator/accelerator. The Maine Center is supported by a challenge grant from the Harold Alfond Foundation.

**1.1.3 Timeline of Key Events**

<b>Reference Section</b>	<b>Event Name</b>	<b>Event Due Date</b>
Section 1.2.2	Deadline for Written Inquiries/Questions	November 13, 2020
Section 1.2.2	Response to Written Inquiries/Questions	November 16, 2020
Section 1.2.2	Deadline for Submissions	11:59 PM on November 18, 2020
	Occupancy Start Date	August 2021

## Attachment A

### Lease/Purchase for Class A Office & Classroom Space

UMS desires to enter into discussions with respondent(s) for exclusive use (a “Facility”) which UMS may use to provide office, classroom/instruction facilities for our staff and graduate/law students and other System purposes. Specific details will be negotiated with respondent(s) as applicable. UMS is open to several types of lease or purchase options including:

- Long term lease
- Purchase
- Lease with options
- Financing and/or developing
- Gross lease
- Triple net lease

#### Requirements/Preferences:

1. A minimum of 70,000 sqft. suitable for classroom, instructional, clinic, and Class A office space
2. Within a 2 mile radius of 96 Falmouth Street on the University of Southern Maine’s Portland campus
3. Technologically equipped with broadband connection and sufficient power infrastructure capabilities
4. Proximity to Portland business community
5. Parking options either on site or conveniently located
6. Occupant ready for stated use by August 2021
7. Demonstrated experience in Development, Leasing, and/or Financing with Non-profit/commercial office tenants

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

#### Developer/Investor/Lessor organization and qualifications:

1. Experience working with non-profit/commercial office tenants
2. Identify type of interest in RFI e.g., Investor, Developer etc.
3. Describe your proposed plan for meeting the System’s needs
4. Submit a sample lease document for UMS review
5. Please describe your financial capacity relative to this project
6. Please describe your tenant improvements allowance.

#### Facility Characteristics:

1. Indicate how your proposed building 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, ADA accessibility and health and safety.
2. Please state the property address and its proximity to the University of Southern Maine’s Portland campus.
3. Please indicate the location(s) of Portland Public Transit system in relation to the property and routes to the University of Southern Maine’s Portland Campus.
4. Describe why the property is suitable, safe, and a desirable location for the indicated UMS use.
5. Indicate the approximate square footage of the building and describe the types of space e.g. office, classroom, library, meeting space etc.
6. Describe whether the building could be available no later than August 2021 and/or any conditions necessary, to be met by the System, in order for August 2021 occupancy
7. Describe load bearing capacity by floor

8. Describe ceiling height for possible graduated retrofit
9. Describe capability for food service or cafe
10. Describe unique examples of service or added value the facility will provide to students, staff, and faculty.
11. Describe the age and condition of the facility.
12. Describe any other tenants in the facility and/or any connection to other spaces
13. Proposers shall include Facility information about your proposed building including, but not limited to, the following:
  - Recent renovations, improvements made with the last 12 months
  - Technology enabled with broadband connection and sufficient power infrastructure capabilities
  - Available parking
14. Describe the facility's ability to meet/address the below preferred features:
  - a. Meeting space
  - b. Offices
  - c. Classrooms
  - d. Professional point of public access
15. Lease options 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, broadband internet, basic cable tv, heat and hot water.
16. Please include any additional information not requested here, that UMS should consider in evaluating your Letter of Interest for this project.

**Attachment B**  
**University of Maine System Response Cover Page**  
RFI # 2020-013  
Lease/Purchase for Class A Office & Classroom Space

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 this Request for Information with UMS, Respondent understands and agrees that:
  - a. To the extent required by the Maine Freedom of Access Act ("FOAA", MRSA §401 et seq.) or other applicable law, responses to this Request for Information, and any ensuing contractual document(s), are considered public records and are subject to FOAA and all applicable law.
  - b. FOAA exempts from disclosure certain confidential information, including trade secrets. If information Respondent submits is a trade secret exempt from disclosure under FOAA, Respondent must clearly mark as "TRADE SECRET" each and every portion of Respondent's submitted material(s) entitled to such protection; failure to do so authorizes the System to conclude that no portion of the submitted material(s) are exempt from any disclosure. Further, Respondent agrees to defend, indemnify and hold harmless the System in any and all legal action(s) that seek to compel the System to disclose some or all of Respondent's submitted materials and/or the contract(s), if any, executed between the System and Respondent, where Respondent objects to such disclosure(s).

**Continued – Attachment B– 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: \_\_\_\_\_

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Name and Title (Printed)

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Authorized Signature