



Administered by University of Maine System  
Office of Strategic Procurement  
Request for Qualifications (RFQ)

University of Maine System (UMS)  
Public-Private Partnership for Student Housing  
#2021-029

**Issued Date:** March 08, 2021

**Response Deadline Date/Time:** March 19, 2021, 11:59 p.m. EST

**Response Submission Information:**

Submitted electronically to [UMSResponses@maine.edu](mailto:UMSResponses@maine.edu)  
Email Subject Line – DH: P3 for Student Housing Submission -  
RFQ#2021-029

**Response Contact Information:**

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## 1.0 INTRODUCTION

### 1.1 Definitions, Background, and Purpose

#### 1.1.1 Definitions

The University of Maine System will hereinafter be referred to as “the University” or “UMS”. Respondents to the document shall be referred to as “Respondent(s)” or “Respondent”.

The Respondent to whom the Agreement is awarded shall be referred to as the “Contractor.”

The University of Maine System and other components of the University shall be referred to as “Multi-Institution”.

#### 1.1.2 Background

##### Overview

Established in 1968, the University of Maine System unites six distinctive public universities, comprising 10 campuses and numerous centers, in the common purpose of providing quality higher education while delivering on its traditional tripartite mission of teaching, research, and public service.

A comprehensive public institution of higher education, UMS serves more than 30,000 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 six universities: The University of Maine (UMaine), including its regional campus the University of Maine at Machias (UMM); the University of Maine at Augusta (UMA); the University of Maine at Farmington (UMF); the University of Maine at Fort Kent (UMFK), the University of Maine at Presque Isle (UMPI); and the University of Southern Maine (USM). The System also includes the University of Maine School of Law and the University of Maine Graduate and Professional Center.

##### University of Maine at Farmington

The University of Maine at Farmington (“UMF”) is the birthplace of public higher education in Maine and has earned a national reputation for excellence. Established in 1864, it is a small, selective public liberal arts college, serving primarily full-time, traditional-age undergraduates in a residential setting. UMF offers quality programs in teacher education, human services, arts and sciences and professional studies. At Farmington, students feel connected, deeply woven in the roots of the community. Through hands-on learning, the sharing of ideas, debating of issues and pursuit of research, our professors become an active part of their student’s lives helping them engage and succeed in a place where they are valued, inspired and empowered. Located in the foothills of the mountains of western Maine, UMF offers the perfect mix of the active outdoor lifestyle with the quintessential New England college town. With enrollment at approximately 1,800 full-time students, UMF is about the same size as many of New England’s most selective private colleges and offers many of the same advantages, yet at a very

affordable price—providing a tremendous college value in a spectacular natural setting.

### **University of Maine at Presque Isle**

For more than a century, the University of Maine at Presque Isle (“UMPI”) has been helping students find their path to great professional careers, providing its 1,100 traditional and non-traditional students from all areas of the state, country, and world with life-changing opportunities in a caring, small-university environment. UMPI combines liberal arts and selected professional programs and serves as a cultural and educational resource for the entire region. The campus sits on 150 acres surrounded by the rolling hills and potato fields of northern Maine and strives to be the region’s premier learning institution while helping to stimulate cultural and economic development in Aroostook County and the State of Maine. The University serves as an educational and cultural center for the area and its facilities are utilized for lectures, programs, concerts, dance performances, exhibits, and plays that benefit the entire region.

### **1.1.3 Purpose**

The University of Maine System is interested in exploring various options, including a public-private partnership (“P3”), to design, build, finance, and potentially operate and maintain new student housing developments on two UMS campuses (the “Project”). The Project comprises a new 180- to 200-bed townhouse-style student housing development on UMF’s campus and a new 200-220-bed suite-style student housing development on UMPI’s campus. The two developments are to be considered as a single Project.

To this end, UMS is soliciting qualifications from interested and experienced developers (“Respondents”) to enter a partnership with the University. This document provides instructions for submitting an RFQ response and the procedure and criteria by which qualified Respondent(s) will be selected.

UMS requests that interested Respondents submit an RFQ response that demonstrates their experience, capabilities, and approach to the delivery of multi-family housing facilities in university communities. The RFQ response must be submitted in accordance with the terms and conditions of this RFQ and any addenda issued hereto. Following the submission of qualifications, the University will invite qualified Respondents to respond to a comprehensive Request for Proposals (“RFP”) for the Project.

For all components of the partnership, the University reserves the right to adjust the scope of the project at its discretion. This position will continue as the selection process advances and the scope will be clarified in the RFP for qualified Respondents.

Respondents should review 1.2 Specifications / Scope of Work of this document to see the full Scope of Services/Products required.

## 1.2 Specifications / Scope of Work

### 1.2.1 The University of Maine at Farmington (UMF)

#### 1.2.1.1 University Context and Existing Housing Conditions

In 2020, UMF approved a new strategic plan to position UMF as Maine's premier public liberal arts college (further information on UMF's Strategic Plan can be found [here](#), and further information on UMF's Master Plan can be found [here](#)). As part of this repositioning, UMF commenced an intentional enrollment stabilization program to foster a smaller and more traditionally aged student population befitting a residential liberal arts campus. In addition, UMF is committed to increasing its percentage of out-of-state and international students. In fall 2019, UMF enrolled 1,567 undergraduate and 150 graduate and law students. The table below provides a breakdown of UMF's fall 2019 student population by class year.

Classification	Fall 2019 Enrollment
First-year undergraduate students	415
Second-year undergraduate students	365
Third-year undergraduate students	346
Fourth-year undergraduate students	441
Graduate and law students	150
<b>Total</b>	<b>1,717</b>

UMF owns and operates approximately 987 beds across nine residence halls. Over 90% of available beds are in traditional-style single- and double-occupancy units. Almost all beds are occupied by undergraduate students; graduate and law students are accommodated in the off-campus market. In fall 2019, 861 (55%) of UMF's undergraduate students resided on campus.

Amid efforts to implement its strategic plan, UMF assessed its residential program and determined that existing housing facilities do not support the campus' strategic direction. As a residential liberal arts institution, UMF strives to provide housing supportive of all students' maturity levels. To maximize participation in its residential experience, UMF must diversify its housing program beyond traditional-style units and attract students seeking independent living options. A spring 2019 housing market analysis conducted by Brailsford & Dunlavey, Inc. ("B&D"), which will be distributed to qualified Respondents as part of the subsequent RFP, indicated that providing apartment-style housing accommodations on UMF's campus would attract additional upper-division students to campus housing and support UMF's goals related to student development, housing quality, and accessibility of the residential experience.

#### 1.2.1.2 Project Opportunity

To maximize the value of its residential experience, UMF is pursuing a holistic student housing plan that enhances housing conditions on its campus. The plan will concurrently improve the attractiveness, strategic value, and financial benefit of UMF housing facilities through new construction of an apartment-style facility and renovation and replacement of its existing housing facilities. The student housing market analysis determined market-driven demand for a combination of traditional-, suite-, and apartment-style units to accommodate all students interested in UMF's residential experience. The new student housing development is the first step in this ongoing housing plan designed to better align UMF's housing facilities with its university-wide strategic repositioning.

UMF envisions new construction of a 180- to 200-bed apartment-style development, anticipated to be in a townhouse-style construction. The townhouse-style development would replace two existing traditional halls on campus, Lockwood and Dakin Halls. The new student housing development will be constructed in two phases of equal size and scope, with the first phase to be delivered by fall 2023. The RFP will further define the first phase of the new student housing development and its associated requirements.

Following the completion of phase two of the new student housing development, UMF will continue its residential program redevelopment plan by renovating existing halls to provide more contemporary campus housing. UMF envisions the renovation of 633 traditional-style beds in five residence halls (Mallett, Purington, Scott-North, Scott-South, and Stone Halls) over an approximately 10-15-year period. The renovation plan will target under-utilized spaces and offer a more competitive product attractive to its student population.

Based on the results of the market analysis, affordability is a key factor for UMF students deciding where to live while attending UMF. Therefore, rental rates associated with student housing must remain affordable to students and competitive with the off-campus market. Renovated halls and the new student housing development must be designed and constructed in a way that delivers the most efficient and affordable residential experience at UMF.

#### 1.2.1.3 Strategic Outcomes

UMF's mission is to prepare students to become engaged community leaders, successful professionals, and life-long learners after graduation. The new student housing development allows UMF to enact this mission by providing an affordable, high-quality residential experience for all students proximate to UMF's academic resources. UMF's commitment to on-campus housing is mission-driven; therefore, the new student housing development must further institutional values and achieve the following outcomes:

- The residential experience at UMF must support students' personal development, particularly through the provision of unit types and programmatic experiences suitable for student development and maturity of all class years.

- On-campus housing at UMF must be financially accessible to students and align with the University's commitment to affordability.
- Student housing facilities must strengthen UMF's high-quality educational and residential experience while maintaining the financial health of its housing system and positive cash flow.

## 1.2.2 The University of Maine at Presque Isle (UMPI)

### 1.2.2.1 University Context and Existing Housing Conditions

As of fall 2019, UMPI had a total population of 807 undergraduate students. In line with pre-pandemic enrollment trends, UMPI is targeting annual 3% enrollment increases through 2022. UMPI's pre-pandemic enrollment growth comprised an increasing number of out-of-state and international students, representing a key demographic in need of housing. The table below provides a breakdown of UMPI's enrollment by class year.

Classification	Fall 2019 Enrollment
First-year undergraduate students	221
Second-year undergraduate students	207
Third-year undergraduate students	162
Fourth-year undergraduate students	217
<b>Total</b>	<b>807</b>

UMPI owns and operates 329 total student beds, offering traditional multi-occupancy and suite-style units in a combination of on- and off-campus housing facilities. Three on-campus housing facilities provide 299 traditional beds, and one off-campus facility provides 30 suite-style beds approximately three miles away from campus.

As a result of the historical enrollment trends described above, UMPI is evaluating its residential capacity and strategic value of its housing facilities. UMPI is committed to accommodating all students interested in the residential experience in housing near academic and student life resources. Few off-campus housing options exist adjacent to UMPI's campus, further increasing the opportunity for UMPI to provide an attractive housing option for its growing student population. As students increasingly seek private, more independent living options than those currently offered on campus, UMPI determined that its housing program must be updated to accommodate additional students in market-demanded unit types.

### 1.2.2.2 Project Opportunity

To confirm demand and determine an appropriate program for student housing, UMS engaged B&D to complete a student housing market analysis for UMPI, completed in July 2020 (the market analysis will be

provided to qualified Respondents as part of the RFP). Based on the results of this analysis, UMPI confirmed demand for a new student housing development of 200-220 suite-style beds to accommodate additional students in campus housing.

To create a housing community attractive to its growing student population, the new student housing development replaces Park and Merriman Halls, two traditional-style facilities containing 161 total beds, and add a net 57 beds that will attract additional upper-class students to campus housing. The suite-style development, comprised of 40% semi-suite and 60% full-suite units, appropriately balances in-demand housing with student affordability. The new development will be located adjacent to Emerson Hall and align with [UMPI's Master Plan](#), creating a residential quadrangle on campus. UMPI plans for delivery of the new development by fall 2023.

Following the delivery of the new student housing development, UMPI plans to renovate its remaining on-campus housing facility, Emerson Hall, into an updated housing community containing 165 traditional-style beds. The University envisions its off-campus facility, Skyway Suites, will be repurposed into faculty and staff housing.

#### 1.2.2.3 Strategic Outcomes

To fulfill UMPI's institutional mission of preparing traditional and non-traditional students to lead successful professional careers, UMPI must deliver an affordable, high-value on-campus residential experience to its students. The new student housing development must further UMPI's ability to provide this experience; as such, the new development must achieve the following strategic outcomes:

- All UMPI students interested in the residential experience must be accommodated in on-campus housing facilities proximate to academic and student life resources.
- Housing facilities must provide unit types that support student development while maximizing the financial accessibility of the residential experience.
- The quality of UMPI's on-campus housing facilities must be balanced with affordable rental rates that are competitive with off-campus housing options.

### 1.2.3 Financing, Operations, and Maintenance

The University will coordinate with qualified Respondents to explore a range of approaches to design, build, finance, and potentially operate and maintain the Project. The approaches must achieve the most advantageous outcomes for UMF and UMPI and must be consistent with public institution accounting standards set out by the Government Accounting Standards Board.

## 1.3 Submittal Requirements

The following constitutes the submittal requirements and evaluation criteria for the RFQ response (“Statement of Qualification”). The RFQ response must follow the order provided below to facilitate review of the responses. In addition, the RFQ response must provide tabs correlating to each of the following criteria numbers below. Total response should be limited to 40 pages of text and graphics (twenty pages front and back) beginning at Tab 1. Tabs that include text, photographs, and/or graphics will be counted as pages. Tabs showing only the tab title and number will not be counted as pages. All pages should be numbered.

Please note that the submittal requirements and evaluation criteria listed in this RFQ apply to the Respondent and all other entities listed by the Respondent as part of the RFQ response (“Respondent Team”). Information pertaining to potential team members should be submitted as part of the Respondent’s RFQ response.

A description of Tabs 1, 2, 3, and 4 is included below in further detail.

### 1.3.1 Team Comprehensiveness and Quality

1. Description of Respondent: Provide a description of the Respondent and the anticipated legal relationship (governance and capital structure) for the proposing Respondent. Include in the description of the Respondent the year founded, description and approximate value of real estate developed and currently under control, number of employees by function, and an organizational chart. All equity investors should be identified. List information on any lawsuits, legal claims or litigation in which the Respondent or any of its team members have been named.
2. Role of Respondent’s Key Personnel: Briefly outline the roles of the key personnel for the Respondent. Provide resumes of key personnel, including length of time in current position with the company. For all key personnel, list information on any lawsuits, legal claims or litigation in which they have been named individually or that resulted from a project in which they served on the development team or played a management role in the project oversight.
3. Contact Person: Provide a single point of contact for all future communication with UMS. Disclose the contact person’s name, title, organization, address, telephone number and e-mail address.
4. Controlling Interest: Identify the individuals or companies who hold a major or controlling interest in each of the participating Respondents.
5. Description of Project Team: Provide a description of the Respondent’s chosen project team, including, but not limited to, an architect, engineers, specialty consultants and general contractor or construction manager that the Respondent proposes to use for the Project’s design and construction. The description should include an explanation of the team selected, a brief overview of each firm, the firm’s relevant experience and the roles of each of the firm’s key personnel and their resumes. Include an organizational chart showing the relationships between key personnel and highlighting who would be the primary contacts with the University.

### 1.3.2 Project Approach / Technical Capability

Respondents should articulate their technical capability to complete a project of this scale and complexity (concurrently delivering the Project on two campuses). Specifically, the Respondent should demonstrate proficiency/experience in the following areas (through project examples) and provide a short description (1-2 paragraphs, not to exceed 300 words for each section) of how this proficiency/experience applies to the Project:

1. Development Implementation: Proposed team has student housing or multifamily housing development experience on university campuses or in university communities and can complete projects on schedule and on budget. Please also highlight any experience partnering with universities on development initiatives, particularly through a public-private partnership.
2. Student Housing Design: Proposed design and construction team has had experience designing and implementing student housing projects (including residential and student community spaces) or multifamily housing projects in university communities in the past.
3. Sustainability: Proposed team has had experience in designing and building student housing or multifamily housing facilities that met LEED or comparable standards, and has achieved innovative, cost-effective outcomes for sustainability targets. Refer to Article 5.0 of the UMS Design Criteria [here](http://staticweb.maine.edu/wp-content/uploads/2018/11/AppA-UMSDesignCriteriaRevisedNov-2018.pdf?0d0f03) (<http://staticweb.maine.edu/wp-content/uploads/2018/11/AppA-UMSDesignCriteriaRevisedNov-2018.pdf?0d0f03>).
4. Student Housing Operations, Facility Maintenance, Custodial, and Asset Management Experience: Proposed team must be able to show experience in maintaining student housing or multifamily housing assets in university communities of similar scale, quality, and scope. Submittals must include evidence demonstrating the Respondent's ability to maintain a project of this nature and scope within the allotted page limit. The Respondent should demonstrate that it possesses:
  - Substantial experience maintaining similarly scaled housing facilities;
  - Advanced knowledge of campus or campus-adjacent facilities maintenance, repair, construction, and practical application of equipment and materials; and,
  - Demonstrated understanding of facility aging behavior to assess and determine the applicability of remedial maintenance action and lifecycle management.

### 1.3.3 Financial Capability

Respondents must provide specific evidence that they have the appropriate financial resources and experience to complete all aspects of the Project or demonstrate their capability to raise financing for a project of this nature and scope. This evidence should include copies of audited financial statements for the past three (3) years together with any other relevant financial information. If audited financial statements cannot be provided, Respondents should provide sufficient financial information to demonstrate that they have the financial resources to successfully execute a project of this nature and scope. Except as required by

applicable law, materials marked as proprietary or confidential will be considered as such.

Information that must be provided, in addition to any audited financial statements, include:

- Available financial resources;
- Capability of raising capital (public placement debt, private-placement debt, equity, other) in the capital market;
- The number and size of past relevant transactions; and,
- Specific experiences on past relevant transactions.

The audited financial information should be appended to the RFQ Response and will not count against the forty (40) page restriction.

#### **1.3.4 Relevant Experience and References**

Provide a list, in order of relevance to the Project, of at least three (3) recent comparable projects in which the proposing Respondents have participated, preferably projects that were developed within the past ten (10) years. Respondents are requested to include projects that have relevance to the Project Opportunity described in this RFQ. Each included project should list the teaming structure and identify if the proposed team (in response to this RFQ) have collaborated previously.

For each of the three (3) required comparable recent projects, a general project description must be provided along with the following specific information submitted in the order and format prescribed:

- Title of project;
- Owner of project with a representative's name, phone number and e-mail address;
- Location of project;
- Use(s) of facilities (types of spaces included in facilities);
- Square footage of facilities in total;
- Total project cost of facilities constructed on the site;
- Construction costs on a per square foot basis and a "per bed" basis for the facilities;
- Architect for the project;
- General contractor for the project;
- Construction timeline and opening date – how delivery schedule aligns with implementation schedule;
- Sustainability achievements (LEED status, etc.);
- Photographs of the completed project or if the project has not been constructed, architectural renderings of the project;
- A brief summary of the financial structure and contract arrangement used for each project; and,
- A summary regarding any arbitration, mediation, or litigation that has arisen from each development contract and the current stage of resolution of any of those items.

Please include a reference name, title, address, telephone number, and e-mail address of a primary contact at the relevant university/institution with detailed knowledge of the projects.

## 1.4 General Information

### 1.4.1 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 1.5.1 Timeline of Key Events** for deadline requirements.

### 1.4.2 Pre-Bid Event

The University will invite interested parties to participate in a virtual Pre-Bid Event to hear more about the Project from representatives from UMF and UMPI. This event will take place on Zoom from 10am to 11am on Thursday, March 11. Please reach out to Derek Houtman, [derek.houtman@maine.edu](mailto:derek.houtman@maine.edu), for a link to the event.

### 1.4.3 Confidentiality

The University must adhere to the provisions of the Maine Freedom of Access Act (FOAA), 1 MRSA §401 et seq. As a condition of submitting a response under this section, a Respondent 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.

The information contained in responses submitted for the University's consideration will be held in confidence until all evaluations are concluded and Respondents are deemed qualified to proceed to the RFP phase. At that time the University will issue notice letters to all participating Respondents and all Respondents' responses may be made available to participating Respondents upon request. Such request must be made by submitting a written request to the individual noted in the Response Contact Information shown on the cover sheet of this document, with a copy of the request provided to the other Respondents. Such requests are public records.

After the protest period has passed and the Agreement is fully executed, responses will be available for public inspection upon request.

Pricing and other information that is an integral part of the offer cannot be considered confidential after the University has deemed Respondents qualified to proceed to the RFP phase. The University will honor requests for confidentiality for information that meets the definition of "trade secret" under Maine law. Clearly mark any portion of your submitted materials which are entitled to "trade secret"

exemption from disclosure under Maine's Freedom of Access Act. Failure to so identify as trade secret will authorize the University to conclude that no portions are so exempt; and that your entity will defend, indemnify and hold harmless the University in any and all legal actions that seek to compel the University to disclose under Maine's Freedom of Access Act some or all of your submitted materials and/or contract, if any, executed between the University and your entity.

#### **1.4.4 Costs of Preparation**

Respondent assumes all costs of preparation of the response and any presentations necessary to the response process.

#### **1.4.5 Specification Protest Process and Remedies**

If a Respondent feels that the specifications are written in a way that limits competition, a specification protest may be sent to the Office of Strategic Procurement to the email address provided on the cover page of this document. Specification Protests will be responded to within five (5) business days of receipt. Determination of protest validity is at the sole discretion of the University. The due date of the proposal may be changed if necessary to allow consideration of the protest and issuance of any necessary addenda. Specification protests shall be presented to the University in writing as soon as identified, but no less than five (5) business days prior to the Deadline for Proposal Submission noted in Section 1.5.1. No protest against the qualifications announcement due to the specifications shall be considered after this deadline. Protests shall include the reason for the protest and any proposed changes to the specifications.

## 1.5 General Submission Provisions

### 1.5.1 Timeline of Key Events

Reference Section	Event Name	Event Due Date
Section 1.4.2	Pre-Bid Event	March 11
Section 1.4.1	Deadline for Written Inquiries/Questions	March 12
Section 1.4.1	Response to Written Inquiries/Questions	March 16
Section 1.4.1	Deadline for Statement of Qualifications Submission	March 19
Section 3.2	Qualified Respondents Announcement ( <b>subject to change</b> )	Week of March 22 <sup>nd</sup>

### 1.5.2 Eligibility to Submit Responses

Public entities, private for-profit companies, and non-profit companies and institutions are invited to submit a response to this document.

### 1.5.3 Debarment

Respondents must complete and submit the “Debarment, Performance and Non-Collusion Certification Form provided in Appendix B. Failure to provide this certification may result in the disqualification of the Respondent’s proposal, at the University’s discretion.

Submission of a signed response in response to this solicitation is certification that your firm (or any subcontractor) is not currently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by any State or Federal department or agency. Submission is also agreement that the University will be notified of any change in this status.

### 1.5.4 Response Understanding

By submitting a response, the Respondent agrees and assures that the specifications are adequate, and the Respondent accepts the terms and conditions herein. Any exceptions should be noted in your response.

### 1.5.5 Response Validity

Unless specified otherwise, all responses shall be valid for ninety (90) days from the due date of the response.

### 1.5.6 Non-Response Submission

The University will not consider non-responsive submissions, i.e., those with material deficiencies, omissions, errors or inconsistencies or that otherwise do not follow instructions. The University in its sole discretion will determine what is Non-Responsive.

### 1.5.7 Response Submission

A **SIGNED** virus-free electronic copy must be submitted as follows:

- The response must be received electronically to the E-Mail shown in the **Response Submission Information** section of the cover page of this document.
- Electronic submission must be received by the required **Response Deadline Date/Time** reflected on the cover page of this document.
- Response submissions that exceed 20 MB will be submitted with multiple emails modifying email subject line shown in the **Response Submission Information** section of the cover page of this document to include: Submission 1 of X ('X' representing the number of files being submitted).

## 2.0 RESPONSE FORMAT REQUIREMENTS

### 2.1 General Format Instructions

#### 2.1.1 Electronic Submissions

Documents submitted as part of the electronic response are to be prepared on standard electronic formats of 8-1/2" x 11" and of PDF file type. Submissions should comprise no more than forty (40) pages. Submissions requiring additional supporting information, such as, foldouts containing charts, spreadsheets, and oversize exhibits are permissible and must be submitted as Appendices, clearly numbered and referencing the Section in which they provide supporting information.

For clarity, the Respondent's name should appear on every document page, including Appendices. Each Appendix must reference the section or subsection number to which it corresponds.

#### 2.1.2 Respondents Responsibility

It is the responsibility of the Respondent to provide all information requested in the document package at the time of submission. Failure to provide information requested in this document may, at the discretion of the University's evaluation review team, result in a lower rating for the incomplete sections and may result in the response being disqualified for consideration. Include any forms provided in the application package or reproduce those forms as closely as possible. All information should be presented in the same order and format as described in this document.

#### 2.1.3 Brief Response

Respondents are asked to be brief and to respond to each question listed in the "Response to Questions" section of this document. Number each response in the response to correspond to the relevant question in this document.

#### 2.1.4 Additional Attachments Prohibited

The Respondent may not provide additional attachments beyond those specified in the document for the purpose of extending their response. Any material exceeding the response limit will not be considered in rating the response and will not be returned. Respondents shall not include brochures or other promotional material with their response. Additional materials will not be considered part of the response and will not be evaluated.

### 2.2 Response Format Instructions

This section contains instructions for Respondents to use in preparing their response. The Respondent's submission must follow the outline used below, including the numbering of section and sub-section headings. Failure to use the outline specified in this section or to respond to all questions and instructions throughout this document may result in the response being disqualified as non-responsive or receiving a reduced score.

The University and its evaluation team for this document have sole discretion to determine whether a variance from the document specifications should result in either disqualification or reduction in scoring of a response.

Re-phrasing of the content provided in this document will, at best, be considered minimally responsive. The University seeks detailed yet succinct responses that demonstrate the Respondent's experience and ability to perform the requirements specified throughout this document.

**2.2.1 Section 1 – Response Cover Page**

- 2.2.1.1 Label this response - Section 1 – UMS Response Cover Page
- 2.2.1.2 Insert Appendix A – University of Maine System Response Cover Page
- 2.2.1.3 Insert Appendix B – Debarment, Performance and Non-Collusion Certification

**2.2.2 Section 2 – Submittal Requirements**

- 2.2.2.1 Label this response - Section 2 – Submittal Requirements
  - Insert responses to submittal requirements in section 1.3:
    - 1.3.1 Team Comprehensiveness and Quality
    - 1.3.2 Project Approach / Technical Capability
    - 1.3.3 Financial Capability
    - 1.3.4 Relevant Experiences and References

## 3.0 EVALUATION AND QUALIFICATION PROCESS

### 3.1 Evaluation Criteria

The score will be based on a 100-point scale and will measure the degree to which each response meets the following criteria:

Section	Category	Points
1.3.1	Team Comprehensiveness and Quality	15
1.3.2	Project Approach / Technical Capability	15
1.3.3	Financial Capability	30
1.3.4	Relevant Experiences and References	35
N/A	Overall Quality of Submission	5
<b>Total Points</b>		<b>100</b>

### 3.2 Qualification

Based on the above criteria, the University will deem respondents “Qualified” or “Not Qualified.” Qualified respondents will be invited to respond to the RFP that follows this solicitation.

The University reserves the right to waive minor irregularities, which may include contacting the Respondent to resolve the irregularity. Scholarships, donations, or gifts to the University, will not be considered in the evaluation of responses. The University reserves the right to reject any or all responses, in whole or in part, and is not necessarily bound to accept the lowest cost response if that response is contrary to the best interests of the University. The University may cancel this request or reject any or all responses in whole or in part. Should the University determine in its sole discretion that only one Respondent is fully qualified, or that one Respondent is clearly more qualified than any other under consideration, an Agreement may be awarded to that Respondent without further action.

### 3.3 Qualification Protest

Respondents may appeal the qualifications decision by submitting a written protest to the University of Maine System’s Chief General Services Officer within five (5) business days of the date of the qualifications notice, with a copy of the protest to the successful Respondent. The protest must contain a statement of the basis for the challenge. Further information regarding the appeal process can be found at

[http://staticweb.maine.edu/wp-content/uploads/2015/07/APL\\_VII-A\\_20150630-FINAL.pdf?565a1d](http://staticweb.maine.edu/wp-content/uploads/2015/07/APL_VII-A_20150630-FINAL.pdf?565a1d)

If this RFQ results in the creation of a pre-qualified or pre-approved list of vendors, then the appeal procedures mentioned above are available upon the original determination of that vendor list, but not during subsequent competitive procedures involving only the pre-qualified or pre-approved list participants.

## Appendix A – University of Maine System Response Cover Page

RFQ #2021-029  
Public-Private Partnership for Student Housing

Organization Name:	
Chief Executive – Name/Title:	
Telephone:	
Fax:	
Email:	
Headquarters Street Address:	
Headquarters City/State/Zip:	
Lead Point of Contact for Quote – 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 a RFQ, bid, or other offer to do business with the University, your entity understands and agrees that:
  - a. The Agreement provisions in **Section 1.4** of this document will not be modified and are thereby incorporated into any agreement entered into between the University and your entity; that such terms and condition shall control in the event of any conflict with such agreement; and that your entity will not propose or demand any contrary terms;
  - b. Your entity will identify at the time of submission which, if any, portion of your submitted materials are entitled to "trade secret" exemption from disclosure under Maine's Freedom of Access Act; that failure to so identify will authorize UMS to conclude that no portions are so exempt; and that your entity will defend, indemnify and hold harmless UMS in any and all legal actions that seek to compel UMS to disclose under Maine's Freedom of Access Act some or all of your submitted materials and/or contract, if any, executed between UMS and your entity.

*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.*

*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: \_\_\_\_\_

\_\_\_\_\_  
Name and Title (Printed)

\_\_\_\_\_  
Authorized Signature

## Appendix B – Debarment, Performance and Non-Collusion Certification

**University of Maine System**  
**DEBARMENT, PERFORMANCE and NON-COLLUSION**  
**CERTIFICATION**  
 RFQ #2021-029  
 Public-Private Partnership for Student Housing

By signing this document, I certify to the best of my knowledge and belief that the aforementioned organization, its principals and any subcontractors named in this proposal:

- a. Are not presently debarred, suspended, proposed for debarment, and declared ineligible or voluntarily excluded from bidding or working on contracts issued by any governmental agency.
- b. Have not within three years of submitting the proposal for this contract been convicted of or had a civil judgment rendered against them for:
  - i. Fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a federal, state or local government transaction or contract.
  - ii. Violating Federal or State antitrust statutes or committing embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
  - iii. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or Local) with commission of any of the offenses enumerated in paragraph (b) of this certification; and
  - iv. Have not within a three (3) year period preceding this proposal had one or more federal, state or local government transactions terminated for cause or default.
- c. Have not entered into a prior understanding, agreement, or connection with any corporation, firm, or person submitting a response for the same materials, supplies, equipment, or services and this proposal is in all respects fair and without collusion or fraud. The above mentioned entities understand and agree that collusive bidding is a violation of state and federal law and can result in fines, prison sentences, and civil damage awards.

**Failure to provide this certification may result in the disqualification of the Respondent’s proposal, at the University’s discretion.**

Date: \_\_\_\_\_

\_\_\_\_\_  
Name and Title (Printed)

\_\_\_\_\_  
Authorized Signature