

**REQUEST FOR PROPOSALS #2021-035  
Public-Private Partnership for Student Housing  
RESPONSE ADDENDUM # 3  
April 20, 2021**

**QUESTIONS**

**Q1:** The RFP references a series of market analyses completed by B&D in 2020 and 2021, referenced as Appendix M to the RFP. Can those documents be provided?

**A1:** Appendices M-1 and M-2 were posted on 4/14/2021. All RFP documents including addenda and appendices can be found here, <https://www.maine.edu/strategic-procurement/upcoming-bids/>.

**Q2:** Can a CAD file for the UMF site be provided?

**A2:** Yes, we are unable to upload CAD files to our website so the files will be sent directly to the 5 qualified respondents. If you have not received the needed files, please contact [derek.houtman@maine.edu](mailto:derek.houtman@maine.edu).

**Q3:** Can the Universities share a breakdown what expenses are included in their per-bed cost estimates referenced in the RFP in sections 1.2.1.6 (UMF) and 1.2.2.6 (UMPI)? Are utilities and insurance included?

**A3:** Yes, utilities and insurance are included in the per-bed cost estimates. Detailed expense breakdowns for UMF and UMPI are posted as Appendices #O-1 and O-2.

**Q4:** What will each University charge the project for each of the services it anticipates providing as described in sections 1.2.1.6.iii (UMF) and 1.2.2.6.ii (UMPI)?

**A4:** UMF and UMPI will both partner with the selected Respondent under a shared services agreement wherein the university would be fully reimbursed for administrative services, such as billing, assignments, and revenue collection. The cost for these services in 2021\$ is \$215 per student per year for UMPI and \$253 per student per year for UMF.

**Q5:** Does UMF require any non-revenue beds for RAs or other live-in University team members?

**A5:** Yes, UMF will require a minimum of 2 non-revenue RA bedrooms (1:45 ratio) in Phase 1 of the new student housing development. RAs should be provided with a private bedroom but do not need a private suite. No non-revenue beds are required for live-in University team members.

**Q6:** The RFP references a scenario whereby financing is provided by UMF/UMPI primarily through revenue bonding. Can expectations on this scenario be shared such as percentage of bonding vs other sources, expected cost of capital, and expenses associated with issuance that should be incorporated into the budget?

A6: If UMS financing for the Project is considered in the future, current market assumptions and expectations regarding debt issuance will be shared at that time. In a UMS financed scenario, UMS would provide all project funding through a tax-exempt bond issuance.

Q7: Please provide any of the materials listed below, if available

- Geotech reports
- ALTA surveys (showing any easements on the property)
- Current title policies
- Financials / pro formas from any comparable university-operated dormitories
- Staffing report for current dormitories on campus
- Form leases for students and / or any existing master leases on campus
- Service contracts for existing dormitories (cable/internet, cleaning, painting, snow removal, security, etc.)
- Certificates of insurance for each of the development sites

A7: The available materials have been posted as Appendix P.

Q8: Pg. 15 and 26 state that “Any improvements to the asset should be returned with at least 20% of their useful life remaining at the expiration of the term.”

Q8.1: By “improvements”, do you mean A) all improvements on the land (the physical structures), B) personal property in the structures, or C) some combination of both

A8.1: “Improvements” refers to all improvements to the physical structure on the land.

Q8.2: Please define what is considered “useful life” of the improvements. Is this referring to depreciable tax life? If referring to the physical assets, does this mean that any proposed lease term should be not be longer than 31.2 years (39 years – 7.8 years (20%) = 31.2). If referring to something else, please provide further clarity on what is considered “improvements to assets.”

A8.2: The “useful life” of the improvements refers to the life remaining on the physical asset for use, assuming industry standard regular asset management, not depreciation.

Q8.3: On pg. 35, it states that the useful life of the asset should be at minimum, 10 years beyond the lease term. Please clarify how this relates to the language from page 15 and 26

A8.3: On pg. 35 of the RFP, please replace “The useful life of the asset is expected to be, at a minimum, 10 years beyond the ground lease period” with “The asset

should be returned with at least 20% of its useful life remaining at the expiration of the term.”

**Q9:** Pg. 16 and 27 state “Respondents should not assume covering any direct marketing costs and/or risk associate with assuming marketing responsibilities” Does this imply that each respondent should assume a master lease structure for each of the proposed scenarios?

A9: UMS intends to have the responsibility and risk of occupying the Project carry with the financing and ownership of the Project. UMS is interested in a range of different marketing structures where transferring the risk of occupancy will be borne by the developer. UMF and UMPI are available to support the marketing of the Project in a manner similar to how they currently market other campus residence halls.

**Q10:** Please clarify what is meant by the term “tabs” (p. 28)

A10: The term “tab” in section 1.3 refers to how the respondent’s submission should be formatted with regard to title, content and organization of sections 1.3.1 through 1.3.4.

**Q11:** Pg. 28 states, “Any additions to or changes to Respondent team members in connection with a proposal are subject to review and approval by UMF and UMPI.” In the scenario that the underwriting / analysis reveals that team members should be added / replaced before the RFP proposal is submitted, is the respondent permitted to do so at will or do all team member changes need to be approved by UMF and/or UMPI before the RFP is submitted?

A11: The respondent is required to note additions or changes to team members as part of their proposal submission but do not need university approval unless team members are added or changed after the submission of the RFP.

UMS is modifying the language for section 1.3.1 Project Team Roles and Responsibilities on pg. 28. The updated section shall read as follows: “Any additions to or changes to the Respondent team members prior to the submission of the proposal should be noted as part of the proposal submission. If no additional entities are named, it is assumed that the primary Respondent will self-perform and manage all functions of the Project. Any later decision to include and/or remove other entities from the proposed team following the submission of the proposal are subject to review and approval by UMF and UMPI prior to their use by the Respondent.”

**Q12:** Pg. 39 refers to a response limit. Is there a page limit for the RFP proposals?

A12: There is not a page limit for responses. Respondents are asked to follow the Response Format Instructions in section 2.2.

**Q13:** In Appendix E-1 and E-2, it states that the line item “3rd Party Management Fee Percentage” should include admin, custodial, facility maintenance, and other non-

personnel expenditures (utilities / insurance / etc.). Does this imply that all non-personnel opex items should be included in the 3rd Party Management Fee Percentage? If not, what items should not be included in the 3rd Party Management Fee Percentage?

[A13: The 3<sup>rd</sup> Party Management Fee Percentage should include only the fee associated with the management and operation of the Project, not the direct expenses incurred from the management and operation of the Project.](#)

**Q14:** Is it possible to provide cadd files of the site plan showing the proposed boundaries and adjacent buildings for each campus?

[A14: Yes, we are unable to upload CAD files to our website so the files will be sent directly to the 5 qualified respondents. If you have not received the needed files, please contact \[derek.houtman@maine.edu\]\(mailto:derek.houtman@maine.edu\).](#)

**Q15:** The UMF Utility plan is difficult to read. Is it possible to resend a legible plan or provide a cadd file of the utility plans for both campuses?

[A15: Yes, we are unable to upload CAD files to our website so the files will be sent directly to the 5 qualified respondents. If you have not received the needed files, please contact \[derek.houtman@maine.edu\]\(mailto:derek.houtman@maine.edu\).](#)

**Q16:** It is understood that UMF's preferred building type is a townhouse style configuration. Is the campus requiring all levels of the townhouse structures to be ADA Compliant?

[A16: UMF requires that the townhouse structures meet code-required ADA accessibility standards.](#)

**Q17:** The RFP requests resumes of key team personnel. Can you clarify which roles you are most interested in seeing (i.e. Principals-in-Charge, Project Managers, Job Captains, etc).

[A17: Please provide resumes for the team members that will be client-facing and involved in the day-to-day activities of the design, development, financing, and operation/maintenance of the Project.](#)

**Q18:** The RFP provided a link to the UMPI Master Plan but none was provided for UMF. A Google search provided a link to a UMF Master Plan dated 2016. Can you confirm this is the most current document and/or provide the current document?

[A18: Yes, the UMF Master Plan dated 2016 is the most current document. Please find the 2016 Master Plan document at the following link: <https://www.umf.maine.edu/master-plan/>.](#)

**Q19:** Is it possible to provide floor plans of Dakin Hall (cadd preferred)?

[A19: Yes, we are unable to upload CAD files to our website so the files will be sent directly to the 5 qualified respondents. If you have not received the needed files, please contact derek.houtman@maine.edu.](#)

**Q20:** Is it possible to provide floor plans of Park & Emerson Halls (cadd preferred)?

[A20: Yes, we are unable to upload CAD files to our website so the files will be sent directly to the 5 qualified respondents. If you have not received the needed files, please contact derek.houtman@maine.edu.](#)

**Q21:** Is it possible to perform site visits and if so what are the campus protocols that the team needs to follow?

[A21: Teams may visit the sites but must reach out in advance to Derek Houtman at derek.houtman@maine.edu to schedule the visit with each campus. Visitors to UMF and UMPI must follow CDC guidelines regarding interstate travel and social distancing/PPE. UMF and UMPI may also have individual campus protocols that will be shared upon the scheduling of the site visit.](#)

**Q22:** The site plans provided are difficult to read and do not provide sizes of piping and/or conduit. Is additional site plan information available?

[A22: Yes, we are unable to upload CAD files to our website so the files will be sent directly to the 5 qualified respondents. If you have not received the needed files, please contact derek.houtman@maine.edu.](#)

**Q23:** The site plans do not indicate natural gas. Is natural gas available for use at the proposed project sites for building heating and/or domestic water. UMPI does not have a central plant is gas available at the proposed project site to provide building heating?

[A23: UMPI does not have a central heat plant and gas is not available at the proposed UMPI Project site. The Project must have the appropriate standalone utility systems to meet the requirements of the proposed concept.](#)

**Q24:** Confirm that the electrical distribution in the area of the proposed projects is owned by the utility company or by the University of Maine.

[A24: The electrical distribution infrastructure in the area of the proposed Projects for both UMF and UMPI is owned by Central Maine Power.](#)

**Q25:** For all utilities can information be provided as to the costs of each utility?

[A25: Yes, utility costs are provided as part of Appendices #O-1 and O-2. Please refer to the response provided to Q3 and Q36.](#)

**Q26:** For the existing injection boilers that are required to remain in place, please provide a capacity for each boiler, a total capacity and a narrative outlining the intent of how those boilers will feed other buildings going forward. Do those existing boilers operate throughout the year or on a seasonal basis? Who would bear the cost to operate the injection boilers during temp service?

[A26: The Dakin boilers operate year round and are part of the primary heating injection loop for the entire campus. The injection boilers are utilized in the following ways:](#)

- [Any time the Central Heating plant boiler capacity cannot keep up with the system demand.](#)
- [When the Central Heating Plant boiler is offline due to the system demand being too low to operate without causing damage to the electrostatic precipitator.](#)

[Dakin boilers would cycle on to inject heat into the central heating loop as needed through a complex program on the Trane building management system. This program allows for the Dakin boilers to cycle in conjunction with the other injection boilers but also allows the boilers to heat Dakin Hall as an independent system. During times that the air temp is around 10 degrees outside and the loop temp is below 180 degrees the Dakin plant will switch to work on its own, if the loop temp does not recover then Dakin would open back to the loop, and all boilers would work to heat the campus the best that they can. The system is designed to maintain the loop at 210 degrees F on a -8 deg day. In the times that the Central heating plant is offline the injection boilers keep the loop heated to maintain the campus load demands.](#)

[The contractor would bear the costs to operate the temporary boilers during construction.](#)

[Additional information regarding the capacity of the Dakin boilers has been posted as part of Appendix Q.](#)

**Q27:** RFP indicates that air conditioning is desired but not required? Are buildings required to be provided with air conditioning throughout? Within common areas? Within residential units?

[A27: Air conditioning in the buildings is desired, but UMF and UMPI recognize that it may be cost prohibitive. UMF and UMPI would like to prioritize keeping construction costs low and rental rates affordable over the provision of air conditioning within common areas or residential units. Please separate the cost of air conditioning from the base program and provide an add alternate budget as part of your submission.](#)

**Q28:** One of the appendices (Appendix G) is the University of Maine System Design Criteria. I didn't see that as part of the materials. That document could have other MEP and architectural criteria that may impact cost of the project.

[A28: All documents including RFP 2021-035 and all associated appendices and addenda \(except for CAD files\) can be found on our website, https://www.maine.edu/strategic-procurement/upcoming-bids/. Appendix G is posted there.](https://www.maine.edu/strategic-procurement/upcoming-bids/)

**Q29:** If Respondents are unable to reasonably project financial viability under a P3 structure with third-party private equity with taxable debt, or tax-exempt bonds issued by and through a 501c3 non-profit owner, is UMF / UMPI / UMS able and willing to provide the financing for the Project using its own debt capacity?

[A29: Yes, UMF / UMPI / UMS may consider an option to issue debt for the Project. Please refer to the answer provided in Q6.](#)

**Q30:** If the response to #1 [PRIOR QUESTION] is affirmative, please the confirm the willingness of UMF / UMPI / UMS to consider contracting with its selected private-sector housing partner *for facility maintenance and asset management* of the new housing, as well as the existing housing on each campus, as a way to improve the operational efficiencies and economies of scale of the Project, and thereby improve the affordability of the new beds. Under this arrangement we would assume that each university continues to provide the student-facing services (assignments, rent collection, conduct administration, living-learning and student development programming, through its divisions of housing and student affairs).

[A30: In a scenario in which UMS finances the Project, neither campus currently anticipates entering a private management agreement for facility maintenance and asset management but would be willing to consider it should value be demonstrated.](#)

**Q31:** Given the small scale of the Project and significant cost to create and submit the requested design documentation (only to potentially be revised post selection based on University input and feedback), is UMF and UMPI flexible regarding our submission of design documentation so long as our team provides enough conceptual design plans and narrative descriptions to confirm our team's understanding of the Project components and the UMS / UMPI and UMF program, design and construction goals and objectives?

[A31: Yes, UMF and UMPI are flexible regarding the submission of design documentation so long as conceptual design plans and narrative descriptions confirm the team's understanding of the Project goals and objectives. Please note any discrepancies or deviations from the programmatic, design, and construction guidelines provided in the RFP or as an Appendix to the RFP using the Design Criteria Deviation Forms found in Appendix N-1 and N-2. Should UMF, UMPI, and UMS have additional questions regarding a submission they will reach out for clarification.](#)

**Q32:** The RFP references the B&D housing market and demand studies for each campus and each housing component covered by this RFP. Will UMF, UMPI and B&D please provide these reports to the shortlisted teams as soon as possible (ideally by April 20), as understanding these studies is critical to informing and preparing our team to tailor our

proposals to meet student and university preferences. This timing is important given that our proposals are due in under 1 month?

[A32: These market analyses were posted and distributed on 4/14/2021 and can be found on our website here, https://www.maine.edu/strategic-procurement/upcoming-bids/.](https://www.maine.edu/strategic-procurement/upcoming-bids/)

**Q33:** Without the B&D studies and thus with limited context, it is difficult to understand the reason for the contemplated development of the new Farmington campus housing townhome component in two ‘smallish,’ 90-bed phases. Given the fact that delivering affordable housing in these locations is going to be a challenge, it would be beneficial to deliver all of the needed beds at Farmington in a single phase, for economy of scale and efficiency. Is UMS/ UMF open to considering the delivery of both phases in summer 2023, or alternatively, in back-to-back phases in 2023 and 2024, to avoid demobilization and a second mobilization?

[A33: Yes, UMF is open to considering the delivery of back-to-back phases in 2023 and 2024. Submissions should note and quantify the potential economies of scale and efficiencies of delivering back-to-back phases. UMF reserves the right to authorize the initiation of phase 2.](#)

**Q34:** Pages 8 and 19 indicate that Respondents are to provide a dedicated pathway for Telecom/ Data per UM’s standards. Are we to provide pathways ONLY, and not wiring or electronic. Telecom/Data equipment, which in such case would be provided by USM or each respective university, at no cost to the Project?

[A34: Respondents must work with Network Maine and ConnectivityPoint, UMPI and UMF’s exclusive provider for pulling all wires for campus buildings, to provide Telecom/Data pathways, wiring, and equipment for the Project on both campuses. The University will work to understand the related costs for the Project and post that information in a future addendum.](#)

**Q35:** Is USM agreeable to Respondent offering cable programming via an Internet streaming service in lieu of installing co-axial cable within the new Projects?

[A35: UMF and UMPI are open to Respondents proposing offering cable programming via an Internet streaming service in lieu of installing a coaxial cable within the new Projects. Please quantify the cost to install the coaxial cable as an add alternate if it is not included in the base Project program and budget.](#)

**Q36:** Please confirm the current student housing operating expense averages per bed provided on pages 14 and 25 are ‘all inclusive’ (inclusive of utilities, capital repair/ replacement reserve funding, etc.)

[A36: Yes, please see the response to Q3 above. the current student housing operating expense averages per bed for UMF and UMPI are “all inclusive” and include utilities,](#)



capital repair/replacement reserve funding, etc. Detailed expense breakdowns for UMF and UMPI are posted as Appendices #O-1 and O-2.

**Q37:** Pages 15 and 16 (UMF) and 27 (UMPI) indicate that Respondents should not assume covering marketing costs and/ or the risks associated with assuming marketing responsibilities. Regarding the latter point relative to assuming risks, does this mean that Respondents will not be responsible for marketing/ lease-up/occupancy risk? If not, please clarify the intent of this provision. [*NOTE: This is not a concern under University / System financing.*]

A37: Please see response to Q9 above. UMS intends to have the responsibility and risk of occupying the Project carry with the financing and ownership of the Project. UMS is interested in a range of different marketing structures where transferring the risk of occupancy will be borne by the developer. UMF and UMPI are available to support the marketing of the Project in alignment with how they currently market other campus residence halls.

**Q38:** On page 15, UMF indicates it MAY partner with the Selected Respondent under a shared services arrangement wherein UMF provides billing, assignments, and collections. On page 27, UMPI states it WILL partner with the Selected Respondent under a shared services arrangement under which UMPI provides these functions. In both cases, Respondent is to assume reimbursing each university for these costs. Please provide the respective cost per bed to perform these services at both Farmington and Presque Isle that is expected to be reimbursed.

A38: Please refer to the response to Q4 above. UMF and UMPI will both partner with the selected Respondent under a shared services agreement wherein the university would be fully reimbursed for administrative services, such as billing, assignments, and revenue collection. The cost for these services in 2021\$ is \$215 per student per year for UMPI and \$253 per student per year for UMF.

**Q39:** Appendix H-1 – Confirm the “Restrooms” section does not apply to cleaning in-unit bathrooms in the suites in the new residence halls, but rather common areas or community bathrooms outside of the units.

A39: Yes, the “Restrooms” section applies to common areas or community bathrooms outside of the units only. However, a turnover of the rooms is required when the units are vacant.

**Q40:** Appendix H-1 - Confirm the “Summer (including Student Rooms)” section refers to cleaning associated with residential unit turns only and not as a cleaning requirement of the new Farmington suites that will be occupied during the summer.

A40: Yes, the “Summer (including Student Rooms)” section refers to cleaning associated with residential unit turns only.

**Q41:** The deadline for the proposal is on a Sunday, is this intentional?

[A41: The deadline for proposals has been moved to Monday, May 10 at 9:00am EST. Please see an updated section 1.5.1 below.](#)

<u><a href="#">Reference Section</a></u>	<u><a href="#">Event Name</a></u>	<u><a href="#">Event Due Date</a></u>
<u><a href="#">Section 1.4.2</a></u>	<u><a href="#">Deadline for Written Inquiries/Questions</a></u>	<u><a href="#">April 14, 2021</a></u>
<u><a href="#">Section 1.4.2</a></u>	<u><a href="#">Response to Written Inquiries/Questions</a></u>	<u><a href="#">April 20, 2021</a></u>
<u><a href="#">Section 1.5.8</a></u>	<u><a href="#">Deadline for Proposal Submission</a></u>	<u><a href="#">9:00 AM EST on May 10, 2021</a></u>
<u><a href="#">Section 1.4.3</a></u>	<u><a href="#">Respondent Interviews (subject to change)</a></u>	<u><a href="#">May 14, 2021</a></u>
<u><a href="#">Section 3.1</a></u>	<u><a href="#">Award Announcement / Begin Negotiations (subject to change)</a></u>	<u><a href="#">June 4, 2021</a></u>