

REQUEST FOR PROPOSALS # 2023-089
Request for Consulting Services;
Residential Housing Analysis
ADDENDUM #2
October 12, 2023

CLARIFICATION

The submission deadline has been extended to 4:00 PM EST on October 24, 2023.

QUESTIONS

Q1: Will UMS accept a preferred provider bringing in a teaming partner/sub-contractor for a specific section of the scope of work to enable a complete response to the RFP?

A1: Yes.

Q2: If the answer to Question 1 is affirmative, will UMS accept a fixed-price cost estimate for this particular section with the preferred provider accepting the risk of a cost overrun from the sub-contractor?

A2: The University anticipates signing a contract for the work with the awarded vendor. The awarded vendor can sub-contract portions of the scope of work. In the scenario above, the university would require advance notice of the cost over runs and mutual agreement between the parties and a contract amendment would be required to change the scope of work or payment amounts or terms.

Q3: Is the current housing stock the 21 dormitories or are there other housing facilities that you would want analyzed?

A3: The University of Maine at Orono has 19 residence halls. The University of Maine at Machias has 2 residence halls. Additionally, Orono has University Park family housing which consists of 9 buildings with 1- and 2-bedroom apartments.

Q4: What do you mean by student spaces/facilities and how many need to be evaluated?

A4: This refers to lounges, main lobbies, bathrooms along with any other common spaces in the housing facilities.

Q5: What is meant by short-term and long-term housing for non-traditional students/faculty/staff? How many of these facilities need to be analyzed?

A5: This is referring to the University Park Family Housing complex and resident hall faculty and Residential life apartments.

Q6: Could you provide the University's currently established minimum university facility housing standards?

A6: The University does not currently have established minimum housing standards. The existing residence halls include a double corridor with double and limited single rooms. There are shared bathrooms. There are two suite style buildings with common bath and kitchen within the suite. These are five and six student suites.

Q7: Is this study being procured as a single study on two campuses, or two separate studies? Is it acceptable for us to break down pricing on a separate sheet following Table 1?

A7: We would prefer a study for Orono and a separate study for Machias. Yes, please break down the pricing by campus. See the updated cost templates below. The University will still evaluate the total cost for both campuses.

Q8: Can you comment on the level of detail required for the facilities analysis? Does the University desire a full facilities condition assessment?

A8: The facilities analysis is to rate the current condition of the housing stock, rooms, bathrooms and lounges based on the current expectations of the students housing expectation. Forecast this analysis out for the next 5 to 10 years to capture necessary upgrades to housing stock to meet the future on campus demand.

Q9: To enable pricing of the facilities analysis, could you please send the gross square footage and number of buildings to be included at each campus?

A9: Building names and gsf are as follows:

UM

Androscoggin - 59,373 gsf

Aroostook - 49,699

Balentine - 34,568

Colvin - 19,016 TOTAL ~2/3 is residential

Cumberland - 59,373

DTAV (Combined) ~64,000 gsf.

Edith Patch - 54,882

Estabrooke - 32,557 TOTAL ~1/2 is residential

Gannett - 59,373

Hancock - 68,610

Hart - 60,410

Kennebec - 49,009



[Knox - 76,468](#)

[Oxford - 76,468](#)

[Penobscot - 49,481](#)

[Somerset - 76,468](#)

[Stodder - 56,159 TOTAL ~2/3 is residential](#)

[York - 82,825](#)

[UPark \(Combined 64,500 gsf.\)](#)

[UMM](#)

[Dorward - 60,286](#)

[Sennett - 35,661](#)

Q10: This engagement will surely require significant onsite work and campus engagement. Can you comment on the University's comfort with virtual presentations, process meetings, and other gatherings?

[A10: The University is comfortable with Zoom or Microsoft Teams meetings and is also comfortable with in person meetings. The University has ample meeting spaces on campus.](#)

Q11: Page 22 indicates that pricing should be inclusive of "all related expenses," however language on page 26 in the sample contract indicates the option to bill the University for actual travel expenses with a not to exceed cap. Could you please elaborate on the preferred method?

[A11: We would like to see the travel expenses broken out as a separate line item in proposals. We anticipate that the awarded vendor will bill the University for actual travel expenses with a not to exceed cap.](#)

Updated cost templates:

Table 1 – Respondents will use this attachment to record all costs associated with this section for the University of Maine.

Respondent's Name:					
#	Deliverable	Role/Position Title	Hours	Hourly Rate	Cost Estimate
1	Demand Analysis	Position Title 1			
2		Position Title 2			
3		Position Title 3			
4		Position Title 4			
5		Position Title 5			
Sub-Total					
1	Market Analysis	Position Title 1			
2		Position Title 2			
3		Position Title 3			
4		Position Title 4			
5		Position Title 5			
Sub-Total					
1	Facilities Analysis	Position Title 1			
2		Position Title 2			
3		Position Title 3			
4		Position Title 4			
5		Position Title 5			
Sub-Total					
1	Business Plan	Position Title 1			
2		Position Title 2			
3		Position Title 3			
4		Position Title 4			
5		Position Title 5			
Sub-Total					
1	Financial Strategy	Position Title 1			
2		Position Title 2			
3		Position Title 3			
4		Position Title 4			
5		Position Title 5			
Sub-Total					
Total					
Less Discount					
Grand Total					
Include any additional costs to the University along with an explanation of those costs.					
List costs and explanations and assumptions:					
-					
-					

Table 2 – Respondents will use this attachment to record all costs associated with this section for the University of Maine at Machias.

Respondent's Name:					
#	Deliverable	Role/Position Title	Hours	Hourly Rate	Cost Estimate
1	Demand Analysis	Position Title 1			
2		Position Title 2			
3		Position Title 3			
4		Position Title 4			
5		Position Title 5			
Sub-Total					
1	Market Analysis	Position Title 1			
2		Position Title 2			
3		Position Title 3			
4		Position Title 4			
5		Position Title 5			
Sub-Total					
1	Facilities Analysis	Position Title 1			
2		Position Title 2			
3		Position Title 3			
4		Position Title 4			
5		Position Title 5			
Sub-Total					
1	Business Plan	Position Title 1			
2		Position Title 2			
3		Position Title 3			
4		Position Title 4			
5		Position Title 5			
Sub-Total					
1	Financial Strategy	Position Title 1			
2		Position Title 2			
3		Position Title 3			
4		Position Title 4			
5		Position Title 5			
Sub-Total					
Total					
Less Discount					
Grand Total					
Include any additional costs to the University along with an explanation of those costs.					
List costs and explanations and assumptions:					
-					