

**REQUEST FOR PROPOSAL #2024-048**  
**UNIVERSITY OF MAINE, HUTCHINSON CENTER REAL ESTATE OFFER**  
**RESPONSE ADDENDUM #02**  
**February 5, 2024**

**CLARIFICATIONS**

The following Section 2.0, Subsection 2.1 replaces the existing RFP language for Section 2.0, Subsection 2.1 to help clarify the evaluation and award process.

**2.0 EVALUATION AND AWARD PROCESS**

**2.1 Evaluation Criteria**

**2.1.1 Scoring Weights**

The score will be based on a 100-point scale and will measure the degree to which each response meets the following criteria for each of the three offer types: real property sale, lease or alternative creative real offer. Each of the three offer types will be scored separately.

<b>Real Property Sale Offer</b>		
<b>Evaluation Appendices</b>	<b>Category</b>	<b>Points</b>
Appendix A & B	UMS Response Cover Page (Appendix A) Debarment, Performance and Non-Collusion Certification (Appendix B)	10
Appendix C	Seller's Property Disclosure	10
Appendix D	Purchase and Sale Agreement	40
	- Section 1 - Purchase Price	10
	- Section 1 - Earnest Money	30
<b>Total Points</b>		<b>100</b>

<b>Lease Offer</b>		
<b>Evaluation Appendices</b>	<b>Category</b>	<b>Points</b>
Appendix A & B	UMS Response Cover Page (Appendix A) Debarment, Performance and Non-Collusion Certification (Appendix B)	10
Appendix C	Seller's Property Disclosure	10
Appendix E	Lease Agreement	40
	-Sections 1-3 – Premises, Term, and Rent	15
	-Section 4 – Use of Premises	15
	-Sections 5 & 25 – Utilities	10
<b>Total Points</b>		<b>100</b>

<b>Alternative Creative Real Property Offer</b>		
<b>Evaluation Appendices</b>	<b>Category</b>	<b>Points</b>
Appendix A & B	UMS Response Cover Page (Appendix A) Debarment, Performance and Non-Collusion Certification (Appendix B)	10
Appendix C	Seller's Property Disclosure	10

Appendix F	Alternative Creative Real Property Offer	80
	<b>Total Points</b>	<b>100</b>

## 2.1.2 Real Property Sale Offers - Scoring Section Descriptions

### 2.1.2.1 University of Maine System Response Cover Page (Appendix A) and Debarment, Performance and Non-Collusion Certification (Appendix B)

Respondent signature indicating receipt of completed and signed Appendix A & B. The evaluation team will use a consensus approach to evaluate and assign evaluation points.

### 2.1.2.2 Seller's Property Disclosure (Appendix C)

Respondent signature indicating receipt of the property disclosure information. The evaluation team will use a consensus approach to evaluate and assign evaluation points.

### 2.1.2.3 Purchase and Sale Agreement, Section 1: Purchase Price Evaluation (Appendix D)

The total purchase price will be assigned a score according to a mathematical formula. The highest price response will be awarded the total points. Responses with lower purchase price response values will be awarded proportionately fewer points calculated in comparison with the lowest purchase price response.

The scoring formula is:

$(\text{Lowest submitted purchase price response} / \text{Highest submitted purchase price}) \times 40 \text{ Points} = \text{pro-rated score}$

The University will NOT seek a best and final offer (BAFO) from any Respondent in this procurement process. All Respondents are expected to provide their best offer with the submission of their response. Respondents will NOT be given an opportunity to modify proposal once submitted.

### 2.1.2.4 Purchase and Sale Agreement, Section 1: Earnest Money Deposit (Appendix D)

The total Earnest Money Deposit (EMD) will be assigned a score according to a mathematical formula. The highest EMD response will be awarded the total points. Responses with lower EMD response values will be awarded proportionately fewer points calculated in comparison with the lowest EMD response.

The scoring formula is:

$(\text{Lowest submitted EMD response} / \text{Highest submitted EMD response}) \times 10 \text{ Points} = \text{pro-rated score}$

The University will NOT seek a best and final offer (BAFO) from any Respondent in this procurement process. All Respondents are expected to provide their best offer with the submission of their response. Respondents will NOT be given an opportunity to modify proposal once submitted.

**2.1.2.5 Purchase and Sale Agreement, Sections 2 - 19 (Appendix D)**

Respondent signature indicating full acceptance of the terms and conditions set forth in Appendix D, Purchase and Sale Agreement. The evaluation team will use a consensus approach to evaluate and assign evaluation points.

**2.1.3 Lease Offer - Scoring Section Descriptions**

**2.1.3.1 University of Maine System Response Cover Page (Appendix A) and Debarment, Performance and Non-Collusion Certification (Appendix B)**

Respondent signature indicating receipt of completed and signed Appendix A & B. The evaluation team will use a consensus approach to evaluate and assign evaluation points.

**2.1.3.2 Seller's Property Disclosure (Appendix C)**

Respondent signature indicating receipt of the property disclosure information. The evaluation team will use a consensus approach to evaluate and assign evaluation points.

**2.1.3.3 Lease Agreement, Sections (1 – 3), Evaluation (Appendix E)**

The total purchase price will be assigned a score according to a mathematical formula. The highest rent response will be awarded the total points. Responses with lower rent response values will be awarded proportionately fewer points calculated in comparison with the lowest purchase price response.

The scoring formula is:

$$\frac{\text{Lowest submitted rent response}}{\text{Highest submitted rent response}} \times 40$$
**Points** = pro-rated score

The University will NOT seek a best and final offer (BAFO) from any Respondent in this procurement process. All Respondents are expected to provide their best offer with the submission of their response. Respondents will NOT be given an opportunity to modify proposal once submitted.

**2.1.3.4 Lease Agreement, Section 4, Premise Use Requirements (Appendix E)**

Best use for maintaining University asset and for the community. The evaluation team will use a consensus approach to evaluate and assign evaluation points. Such determination will be made in the University's sole discretion.

**2.1.3.5 Lease Agreement, Section 5 and 25, Insurance and Utilities (Appendix E)**

Utility share by Respondent consistent with a triple net lease we receive highest points for this category. The evaluation team will use a consensus approach to evaluate and assign evaluation points.

**2.1.3.6 Lease Agreement, Sections 6 – 24 and 26 – 30, (Appendix E)**

The evaluation team will use a consensus approach to evaluate and assign evaluation points. Responses with no additional language and no language modifications will received maximum points available.

**2.1.4 Alternative Creative Real Property Offer - Scoring Section Descriptions**

**2.1.4.1 University of Maine System Response Cover Page (Appendix A) and Debarment, Performance and Non-Collusion Certification (Appendix B)**

Respondent signature indicating receipt of completed and signed Appendix A & B. The evaluation team will use a consensus approach to evaluate and assign evaluation points.

**2.1.4.2 Seller's Property Disclosure (Appendix C)**

Respondent signature indicating receipt of the property disclosure information. The evaluation team will use a consensus approach to evaluate and assign evaluation points.

**2.1.4.3 Alternate Creative Real Property Offer Evaluation (Appendix F)**

University will consider alternative creative real property offers if it is in the best interest of the University.

The evaluation team will use a consensus approach to evaluate and assign evaluation points.