REQUEST FOR QUALIFICATIONS

Developer/Contractor/Design Teams

for the

Purchase of State Land and Construction of a Secure Forensic Rehabilitation Facility

at

159 Hogan Road, Bangor, Maine

State RFQ Coordinator
John Blais, Real Property Director
Division of Leased Space
Cross Office Building, 4th Floor
111 Sewall Street
Augusta, Maine 04333
W- (207) 624-7318
Email: john.a.blais@Maine.Gov
REQUEST FOR QUALIFICATIONS
Developer/Contractor/Designer Teams

The Bureau of General Services (BGS) of the Maine Department of Administrative and Financial Services (DAFS) requests Qualification Packages from teams consisting of a lead Developer/Contractor/Design firm to purchase a state owned parcel of land located at 159 Hogan Road in Bangor, ME and construct an energy efficient 8,300+/- square feet Secure Forensic Rehabilitation Facility with parking that will be leased (gross modified) by the State of Maine for a term not to exceed thirty (30) years.

The unimproved property at 159 Hogan Road consists of 6.28± acres and is owned by the State of Maine. The sale of the 159 Hogan Road property has been authorized by the legislature for sale (Chapter 28 Resolve, approved June 17, 2015) through the Commissioner of DAFS with final approval from the Governor.

The project shall include the purchase and construction of a Secure Forensic Rehabilitation Facility, grounds, and site amenities in accordance with State Specifications and Standards, City of Bangor planning and zoning ordinances and any restrictions and/or covenants placed on the property by Federal, State and Local regulatory agencies and governmental entities. The State understands that the new building construction, and other improvements, is allowed under the City of Bangor zoning and permitting requirements. As part of the sale and development, the project will specifically be constructed and exclusively leased and occupied by the State of Maine.

The project will seek to:

1. Sell a portion of 159 Hogan Road for a total of 6.28+/- acres for the suggested list price ($495,000) to the selected lead Developer/Contractor/Design firm (Team);
   A. The successful Team shall acquire the Hogan Road Property in an “as is” condition within ninety (90) days of the selection of a firm for the project by DAFS at its sole discretion. The BGS will prepare the conveyance to the successful Team in the form of a quitclaim deed as required by the Resolve and deliver this instrument to the successful Team at closing in exchange for the payment of the negotiated purchase price. The closing will take place at a time and at a place mutually agreed upon by DAFS and the successful Team so long as the closing occurs no later than ninety (90) days after the date of the selection. Payment of the purchase price shall be in the form of a certified bank check made payable to Treasurer, State of Maine.

2. Construct an 8,300+/- square feet Secure Forensic Rehabilitation Facility within one (1) year of the negotiated lease to the specifications identified in the lease agreement, exhibits, and requirements of a State Licensed Level IV Residential Care Center.
   A. Through the lease agreement the Developer will provide a third party “Clerk of the Works/Inspector” that has experience constructing Secure Forensic Rehabilitation Facilities at their cost. The clerk consultant must be approved by the State of Maine. Bi-weekly reports will be submitted directly to the State of Maine. (DHHS & DAFS representative), throughout the construction process.

3. Teams must follow a three-step process to be considered for an interview:
   A. Register with the Bureau of General Services by 2:00 p.m., Tuesday, May 23rd, 2017;
   B. Attend a mandatory pre-bid conference on Tuesday May 30th, 2017 at 2:00 p.m., in Room 400 on the 4th Floor of the Cross Office Building; and
C. Submit a qualifications package by 4:00 p.m., Tuesday, June 27th, 2017.
   
   a. To register, Teams shall send a letter of interest and request for registration to: John Blais, Bureau of General Services, #77 State House Station, Augusta, Maine 04333-0077 (Tel: (207) 624-7318). The deadline for registration is on or before 2:00 p.m., Tuesday, May 23rd, 2017. A BGS Project Information Packet will be provided electronically to each Team that registers. The Project Information Packet will be available to the public, for viewing only, at The Bureau of General Services (BGS), Burton M. Cross Office Building, 4th Floor, 111 Sewall Street, Augusta, Maine 04333-0077.
   
   b. Registered Teams who wish to submit a qualifications package must attend a mandatory Request for Qualifications (RFQ) Conference at Room 400 in the Cross Office Building on Tuesday, May 30, 2017 at 2:00 p.m.
   
   c. After registering, receiving the Information Packet, and attending the RFQ Conference, Teams shall mail or hand-deliver ten (10) hard copies (1 clearly labeled original and 9 copies) and one electronic copy (see specification in Attachments, Section B, Part 2) of their Qualifications Packages (labeled “Team Qualifications for Maine BGS, 159 Hogan Road Sale and Facility Construction”) with bound-in letter-of-interest to the Division of Leased Space address shown in Attachments, Section B, Part 2 of this RFQ. Team submittal packages must be received by the Bureau by 4:00 p.m., Tuesday, June 27, 2017.
   
   d. Only Qualifications actually received by the Bureau at or prior to the above stated time and date will be considered; and all received after this time and date will be rejected without exception. Teams are responsible for allowing adequate time for all forms of delivery.

**Teams must include the following information in their Qualification Packages:**

1. Demonstrated experience working successfully in Maine with community groups, neighbors, and other stakeholders to arrive at appropriate uses and design elements;
2. Demonstrated ability to work cooperatively with Federal, State and Local regulatory agencies and governmental entities (in this case, including the State of Maine Bureau of General Services, the City of Bangor, abutters, and other community stakeholders);
3. Ability and resources to promote general interest in the project;
4. Leadership and management skills to organize, conduct, and document regular project meetings; and
5. Skills to work with an advisory committee representing various stakeholder interests.

**More specifically, Teams’ qualifications submissions must also include information addressing:**

1. Construction, management, and facility construction capacity and experience, with particular emphasis on Secure Forensic Rehabilitation Facility that is built to be licensed as a Level IV Residential Care Center;
2. Three (3) references;
3. Resumes of developer and design principals, and of any other principals known to be on the team;
4. Insurability;
5. Fiscal stability and capacity;
6. History of successful Maine facility construction projects;
7. Examples of successful experience with stakeholder groups; and
8. Examples of capacity to coordinate large projects with State, Federal, and local agencies.

The Bureau of General Services and a Stakeholder Group designated by the Bureau will select for interviews those Teams it determines in its discretion to be most qualified. The Bureau reserves the right to accept or reject any Team submittal. Those Teams selected for an interview will be evaluated based on:

(A) **Process Knowledge and Experience**  
25 points
Describe the history of the Team’s organization, especially regarding skills pertinent to the specific product required by the RFQ and any special or unique characteristics of the organization which would make it especially qualified to perform the required work activities. Include similar information for any subcontractors. Describe experience working successfully with Government agencies in a process and/or together with City, State, Federal and regulatory agencies and stake-holders to achieve construction and deliverable requirements on time.

(B) **Planning, Organizing and Managing Complex Construction Projects**  
25 points
Explain in detail, your team’s general approach to planning, organizing, and managing this construction project. Provide recent successful facility construction experience with large facility planning and energy efficient design. Please provide the scope of property management services which you will deliver. Lessor agrees that in exercising its management responsibilities of the property, of which the Leased premises are a part, including the maintenance, repair, alterations and construction relating thereto, it shall comply with all applicable laws, statutes, rules, ordinances, and regulations, including but not limited to building code, disabilities access, zoning, air quality, pollution control, and recyclable materials, as issued by any federal, state and local political subdivision, having jurisdiction and authority in connection with said property. Provide particular emphasis experience on Secure Forensic Rehabilitation Facility that is built and managed to be licensed as a Level IV Residential Care Center;

(C) **Team Qualifications**  
25 points
Present a detailed statement of qualifications and summary of all relevant experience; size and strength of the organization; educational and professional background of any personnel involved with this project. Attach documentation of any applicable Maine licensure requirements (or any specific credentials required), include an indication of your firm’s financial strength and the ability to finance the purchase and construction of the 159 Hogan Road project (i.e. a letter from your bank).

(D) **Commitment and Availability**  
25 points
Provide the location of the corporate/company headquarters. Also, describe the current or proposed location where services will be provided or from which the project and future facility will be managed. Attach a certificate of insurance on a standard Acord Form (or the equivalent) evidencing the Team’s general liability, professional liability, and any other relevant liability insurance policies that might be associated with this contract. Please list your availability to this project in relation to other projects by your firm.

Preference will be given to teams with Maine Base Companies working within the project team.
ATTACHMENTS

Relevant information is attached to assist RFQ respondents.

RFQ DUE DILIGENCE PACKAGE:

Exhibit 1  Space Plan
Exhibit 2  Floor Plan
Exhibit 3  Survey Plat Plan
Exhibit 4  Secure Forensic Rehabilitation Facility Guidance Documents
Exhibit 5  State of Maine Lease Template
Exhibit 6  Link to the State of Maine Office Lease Exhibits can be found at: http://www.maine.gov/bgs/leased/exhibits/index.shtml

(Not Applicable; Exhibits; D, E, F, G)

SCHEDULE

<table>
<thead>
<tr>
<th>Event Name</th>
<th>Event Date and Time</th>
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<tbody>
<tr>
<td>Due Date for Receipt of Written Questions</td>
<td>June 6\textsuperscript{th}, 2017 at 2:00 p.m., local time</td>
</tr>
<tr>
<td>Due Date for Receipt of Qualifications</td>
<td>June 27\textsuperscript{th}, 2017 at 4:00 p.m., local time</td>
</tr>
<tr>
<td>Estimated Project Start Date (subject to change)</td>
<td>January, 2018</td>
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A. Questions and Clarifications

1. **General Instructions:**
   a. It is the responsibility of each Team to examine the entire RFQ with exhibits and to seek clarification in writing, via email, if the Team does not understand any information or instructions.
   
   b. Questions regarding the RFQ must be submitted in writing, via email, to the RFQ Coordinator on the cover page of this RFQ document. Questions submitted must reference the RFQ title and number. Questions must be received no later than the date and time specified in the timeline above. No questions will be accepted after this time.
   
   c. Questions must be submitted by e-mail. The Department assumes no liability for assuring accurate/complete e-mail transmission and receipt.
   
   d. It will be the Team’s responsibility to check the referenced website: http://www.maine.gov/bgs/leased/rfp/index.html for clarifications and any new amendments to the RFQ.

2. **Summary of Questions and Answers:** Responses to all substantive and relevant questions will be compiled in writing and posted to http://www.maine.gov/bgs/leased/rfp/index.html no later than seven (7) calendar days after due date of questions. Only those answers issued in writing by the RFQ Coordinator will be considered binding. The Department reserves the right to answer or not answer any question received.
The Bureau will schedule interviews with the finalists and/or tours of the proposed facilities and/or sites, as needed. After the completion of such interviews and site visits, the Bureau will attempt to make a final selection within thirty (30) days from the final interview. The Bureau may request a second round of interviews with selected applicants prior to final selection.

**B. Submitting Qualifications**

1. Qualifications due: Qualifications must be received no later than 4:00 p.m. local time, on the date listed in the timeline above, at which point they will be opened. Qualifications received after the 4:00 p.m. deadline will be rejected without exception.

2. **Mailing/Delivery Instructions: PLEASE NOTE:** The Qualifications are not to be submitted to the RFQ Coordinator at the requesting Department. The official delivery site is the **State of Maine Division of Leased Space** (address shown below).
   
   a. Only Qualifications received at the official delivery site prior to the stated deadline will be considered. Teams submitting Qualifications are responsible for allowing adequate time for delivery. Qualifications received after the 4:00 p.m. deadline will be rejected without exception. Postmarks do not count and fax or electronic mail transmissions of Qualifications are not permitted unless expressly stated in this RFQ. Any method of hardcopy delivery is acceptable, such as US Mail, in-person delivery by Team, or use of private courier services.
   
   b. The Team must send its Qualifications in a sealed package including **one (1) original and Nine (9) copies** of the complete Qualifications. Please clearly label the original. **One (1) electronic copy** of the Qualifications **must also** be provided on CD or flash drive with the complete narrative and attachments in MS Word format. Any attachments that cannot be submitted in MS Word format may be submitted as Adobe (.pdf) files.
   
   c. Address each package as follows (and be sure to include the Team’s full business name, Designated Contact and address as well as the RFQ number and title):

<table>
<thead>
<tr>
<th>Team Name/Designated Contact/Return Address</th>
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<tbody>
<tr>
<td>Department of Administrative and Financial Services</td>
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<tr>
<td>Bureau of General Services</td>
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<tr>
<td>Division of Leased Space</td>
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<tr>
<td>Burton M. Cross Building, 4th Floor</td>
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<tr>
<td>111 Sewall Street</td>
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<tr>
<td>77 State House Station</td>
</tr>
<tr>
<td>Augusta ME 04333-0077</td>
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   Re: RFQ # 201700508- Bangor Leased Space

THE BUREAU RESERVES THE RIGHT TO REJECT ANY AND ALL SUBMISSIONS.
Proposed Timeline

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
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<tbody>
<tr>
<td>On or before May 9, 2017</td>
<td>RFQ finalized and advertised</td>
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<tr>
<td>On or before May 23rd, 2017 by 2:00 p.m.</td>
<td>Developer team registration</td>
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<tr>
<td>May 30, 2017</td>
<td>Registered Developer/Contractor/Designer Teams RFQ mandatory pre-bid conference</td>
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<tr>
<td>May 30th-June 6th, 2017</td>
<td>Period for questions from the registered teams – final response to questions will be posted on or about June 13th, 2017</td>
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<tr>
<td>June 27th, 2017 by 4:00 p.m.</td>
<td>Qualification submissions required</td>
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<tr>
<td>July 1st, 2017</td>
<td>Qualification Package distribution to Review Committee and Evaluation details</td>
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<td>July 10-22, 2017</td>
<td>Interviews with selected developer Developer/Contractor/Designer Team finalists</td>
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<td>On or before August 15, 2017</td>
<td>Developer/Contractor/Designer Team selection and notification</td>
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<tr>
<td>August 2017-November 2017</td>
<td>Execution of Option Agreement for the purchase and sale of 159 Hogan Road</td>
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<tr>
<td>January, 2018</td>
<td>Preliminary design of the facility completed and long term facility lease executed on or before this date.</td>
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<tr>
<td>March, 2018</td>
<td>Finalize drawings of the facility and obtain the appropriate permitting and required approvals.</td>
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<tr>
<td>April, 2018</td>
<td>New facility construction begins.</td>
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<tr>
<td>March, 2019</td>
<td>Construction complete and Occupancy Permit received.</td>
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