



**State of Maine
Bureau of General Services
Division of Planning, Design & Construction**

**Request for Qualifications
Information for Owner's Representatives**

York County Community College wishes to procure Owner's Representative (OR) services for the (BGS #3977) Student Housing project (which includes seasonal workforce housing) at the York County Community College campus in Wells, Maine.

Project Description

The project consists of new construction providing approximately 160 to 170 beds in flexible housing units, serving as student housing during the academic year and converting to seasonal workforce housing in the summer, with associated site development, utilities, and parking. A 2023 schematic study explored one feasible concept for the project; the study materials are available for reference and do not represent a required design direction. Site planning will be influenced by wetland areas on the site and by the dimensional and performance standards of the Town of Wells College District (Chapter 145, § 145-34.2), under which student housing is subject to site plan approval by the Wells Planning Board.

The project is funded in part by a \$6,500,000 HUD Community Project Funding grant (B-26-CP-ME-1101); federal requirements, including environmental review under 24 CFR Part 58 and Davis-Bacon wage rates, apply, and no choice-limiting actions, including the award of construction contracts, may be taken until the environmental review is complete and HUD authorizes the use of grant funds.

Scope of Services

- Advise the Owner on design and construction issues.
- Facilitate open communications among all parties; help avoid adversarial interactions and promote a sense of trust and teamwork.
- Assist the Owner in maintaining the project budget and in monitoring project costs throughout design and construction.
- Attend design, site, and construction-phase meetings as directed by the Owner.
- Submit periodic design and construction-phase reports as directed.
- Advise the Owner promptly of observed safety, security, procedural, quality, schedule, budget, or compliance concerns.
- Facilitate timely answers and coordination among the Owner, Architect/Engineer, contractor, consultants, and other project participants.
- Participate in review of architectural and engineering documents for constructability, feasibility of bidding and implementation, cost, schedule, and coordination.
- Assist the Owner and BGS, as directed, with evaluation and implementation of the proposed Construction Manager at Risk (CM-at-Risk) delivery method and related procurement activities.
- Coordinate with the Architect/Engineer and Owner during design and preconstruction, including review of design-phase cost estimates, budgets, alternates, allowances, contingencies, phasing, and schedule implications.
- Provide independent review of project cost information and advise the Owner regarding budget impacts, value management opportunities, constructability, procurement strategy, and bid-package strategy.



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- Support the Owner, as permitted by the applicable procurement process, in evaluation of CM-at-Risk qualifications/proposals, preconstruction services, and development and reconciliation of the Guaranteed Maximum Price (GMP).
- Participate in general project planning and monitor progress against the approved schedule and budget.
- Monitor the work to help the Owner verify that procedures, materials, equipment, and workmanship are consistent with approved plans, specifications, samples, Owner standards, and project quality requirements.
- Oversee Owner testing requirements and participate in inspections.
- Document and track field modifications, deviations, open issues, and resolutions; maintain a current field set of drawings and specifications.
- Maintain daily construction logs including activities on site, weather, deliveries, issues, and resolutions, and provide periodic reports to the Owner.
- Support the Owner in administration and review of contract change orders, including monitoring time-and-material work and evaluating cost and schedule impacts.
- Assist the Owner with review of monthly Contractor applications for payment.
- Facilitate project closeout, training, punch-list completion, warranty service procedures, and responses.
- Support the Owner in administration of applicable federal grant requirements, including documentation, drawdown support, and reporting. York County Community College remains the responsible legal and contracting party.
- Coordinate with the designated Responsible Entity on environmental review under 24 CFR Part 58 and advise the Owner regarding choice-limiting actions.
- Support the Owner in monitoring applicable federal labor standards, including Davis-Bacon prevailing wage and Section 3 requirements.
- Assist the Owner in assembling draw documentation required by project financing and reconciling funding sources against project costs.
- Coordinate this work or additional work with other consultants contracted by the Owner as directed.

YCCC intends to proceed with this procurement and commence Owner's Representative services as expeditiously as permitted by the BGS qualifications-based selection, negotiation, and approval process. Responding firms should identify their ability to mobilize immediately upon BGS approval of the Agreement and provide meaningful preconstruction support from the outset of the engagement.



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Project Budget

The construction budget is approximately \$14.5 million.

Anticipated Schedule

RFQ responses due..... 10/19/2026
Short-listed firms notified..... by 10/26/2026
OR firm interviews..... Week of 11/2/2026
OR firm selection by the week of 11/9/2026
Agreement approved..... As soon as practicable following selection and negotiation
OR services commence Immediately upon BGS approval of Agreement
Design completed.....by 10/29/2027
Construction completed by 7/31/2029
OR services duration..... From BGS approval of Agreement through project closeout and warranty transition

Submission Requirements

Interested firms should submit zero paper copies and one electronic copy of a Letter of Interest with a Statement of Qualifications, which includes their response to criteria 1 through 8 in the Selection Criteria table below.

Questions regarding this RFQ may be directed to Kathy Connor, Assistant to the President, at kconnor@maineccc.edu.

Letter of Interest and Statement of Qualifications to be received not later than 1:00 PM on October 19, 2026.

The electronic copy of the Letter of Interest and Statement of Qualifications should be sent as an attachment to an email addressed to BGS.Architect@Maine.gov so as to meet the deadline noted above.

- Email subject line to read:
 - *"RFQ-3977 YCCC Student Housing Owner Representative"*
 - Qualifications materials submitted (combined single PDF file) to be named:
 - *"Company Name-RFQ-3977 YCCC Student Housing Owner Representative.pdf"*
- Please cc Kathy Connor, Assistant to the President, kconnor@maineccc.edu.

Alternate methods of providing electronic copies, such as website links to file sharing sites, or flash drives, or encrypted e-mails are unacceptable and may invalidate the entire submission.



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Selection Criteria and Qualification Presentation Flow

1.) Project Understanding Demonstrated understanding of this specific project and the Owner's Representative role.
2.) Firm Qualifications Firm qualifications relevant to Owner's Representative services Relevant disciplines and resources provided by the firm and subconsultants Responsiveness and proximity to the project location
3.) Projects that demonstrate the firm's capabilities Quality and clarity of example projects Complexity of past work The firm's role and responsibility on those projects
4.) Relevant Similar Projects Similarity in size, scope, funding complexity, and construction complexity to this project Relevance of proposed team members on those projects
5.) Key personnel who will be involved in this project Qualifications of key personnel Defined roles and responsibilities Team structure and communication approach Experience working together Interview communication effectiveness
6.) Cost Control & Quality Management Approach Project budget and cost-control approach Change-management and payment-review approach Schedule monitoring and risk management Construction quality and workmanship monitoring Federal compliance documentation and Owner support approach
7.) Current workload and ability to absorb the project Current workload vs resources Proposed time commitment (firm + individuals) Ability to absorb the project without performance risk
8.) References Quality of feedback Strength of references Budget, schedule, quality control, compliance support, and communication performance



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This project will utilize the standard BGS contract forms and will conform to applicable BGS guidelines and policies available on the BGS website (<https://www.maine.gov/dafs/bgs/forms>).

Firms responding will be screened and interviewed on the basis of qualifications only. Project fees for this project shall not be discussed at the interview. The selection committee will rank the interviewed firms and negotiate fees with the highest ranked firm.

Owner's Representative Procurement Process

The standard procurement process for Owner's Representative services for public improvements is a Qualification Based Selection (QBS) process pursuant to 5 M.R.S. §1743(8) and §1742(6), and is described briefly here.

1. This Request for Qualifications (RFQ) solicitation is the step in the process after the Owner entity allocates funding and receives approval from BGS to conduct the procurement.
2. Interested firms respond to the RFQ as described above, submitting the Letter of Interest and Statement of Qualifications to the Selection Committee.
3. The Selection Committee screens all submissions and invites the most qualified firms to interview for the project, typically three to five firms.
4. The Selection Committee interviews the firms. Second interviews may be scheduled. References are checked.
5. The Selection Committee ranks the interviewed firms and the Owner negotiates an agreement with the highest ranked firm based on the scope of professional services identified in the RFQ and interview.
6. An Owner's Representative Agreement is drafted.
7. The agreement must be approved by BGS before work commences.