**STATE OF MAINE**

**Department of Administrative and Financial Services**

*Bureau of General Services*



**RFP# 20200201**

**Maine Department of Health and Human Services**

**Office Space – Biddeford**

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| --- | --- |
| **RFP Coordinator** | *All communication regarding this RFP must be made through the identified RFP Coordinator:*  **Name:** Debra Downer **Contact Information:**  [debra.downer@maine.gov](mailto:debra.downer@maine.gov) |
| **Mandatory Bidders’ Conference** | **Date:** February 25, 2020 **Time:** 9:30 a.m. local time  **Location:** Department of Health and Human Services, 151 Jetport Blvd. South Portland, Maine – Conference Room 139 |
| **Submitted Questions Due** | All questions must be received via the email address identified above by:  **Date:** March 9, 2020, no later than 11:59 p.m., local time |
| **Proposal Submission** | Proposals must be received by the Bureau of General Services by:  **Submission Deadline:** April 6, 2020 no later than 11:59 p.m., local time.  Proposals must be submitted electronically to the following address:  **Electronic (email) Submission Address:** [bgsleases.dafs@maine.gov](mailto:bgsleases.dafs@maine.gov) |

TABLE OF CONTENTS

|  |  |  |
| --- | --- | --- |
|  |  | **Page** |
| **PUBLIC NOTICE** | | 3 |
|  |  |  |
| **PART I** | **INTRODUCTION** | 4 |
| A. | PURPOSE AND BACKGROUND | 4 |
| B. | GENERAL PROVISIONS | 4 |
| C. | ELIGIBILITY TO SUBMIT BIDS | 5 |
| D. | NUMBER OF AWARDS | 5 |
|  |  |  |
| **PART II** | **SCOPE OF SERVICES TO BE PROVIDED** | 6 |
| A. | GENERAL REQUIREMENTS | 6 |
| B. | PROPOSED LOCATION AND FACILITY | 6 |
| C. | GENERAL FACILITY SPECIFICATION | 7 |
| D. | INTERIOR FACILITY SPECIFICATION | 8 |
| E. | FACILITY QUALITY | 10 |
| F. | FACILITY LANDLORD RESPONSIBILITIES | 11 |
|  |  |  |
| **PART III** | **KEY RFP EVENTS** | 13 |
| A. | MANDATORY BIDDERS CONFERENCE | 13 |
| B. | QUESTIONS | 13 |
| C. | AMENDMENTS | 13 |
| D. | SUBMITTING THE PROPOSAL | 13 |
|  |  |  |
| **PART IV** | **PROPOSAL SUBMISSION REQUIREMENTS** | 15 |
| A. | PROPOSAL FORMAT | 15 |
| B. | PROPOSAL CONTENTS | 15 |
|  |  |  |
| **PART V** | **PROPOSAL EVALUATION AND SELECTION** | 19 |
| A. | EVALUATION PROCESS – GENERAL INFORMATION | 19 |
| B. | SCORING WEIGHTS AND PROCESS | 19 |
| C. | SELECTION AND AWARD | 20 |
| D. | APPEAL OF AWARD | 20 |
| E. | NEGOTIATIONS | 21 |
| F. | LEASE AGREEMENT | 21 |
|  |  |  |
| **PART VII** | **RFP APPENDICES AND RELATED DOCUMENTS** | 22 |
| APPENDIX A | PROPOSAL COVER PAGE | 23 |
| APPENDIX B | DEBARMENT, PERFORMANCE and NON-COLLUSION CERTIFICATION | 24 |
| APPENDIX C | QUALIFICATIONS & EXPERIENCE FORM | 25 |
| APPENDIX D | COST PROPOSAL | 28 |
| APPENDIX E | SUBMITTED QUESTIONS FORM | 29 |
| APPENDIX F | BIDDEFORD SPACE PLAN AND CONCEPT FLOOR PLAN | 30 |

# **PUBLIC NOTICE**

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**State of Maine**

**Department of Administrative and Financial Services**

*Bureau of General Services*

**RFP# 20200201**

**Maine Department of Health and Human Services**

**Office Space – Biddeford**

The State of Maine is seeking proposals for office space for the Department of Health and Human Services in the Biddeford, Maine location.

A copy of the RFP, as well as the Question & Answer Summary and all amendments related to this RFP, can be obtained at: <https://www.maine.gov/dafs/brem/business-opportunities#rfp>

A mandatory Bidders’ Conference will be held on February 25, 2020 at 9:30a.m. at the following location: Department of Health and Human Services, 151 Jetport Blvd. South Portland, Maine – Conference Room 139.

Proposals must be submitted to the State of Maine Bureau of General Services to the following e-mail address: [bgsleases.dafs@maine.gov](mailto:bgsleases.dafs@maine.gov). Proposal submissions must be received no later than 11:59 p.m., local time, on April 6, 2020. Proposals will be opened at the Burton M. Cross Office Building, 111 Sewall Street - 4th Floor, Augusta, Maine the following business day. Proposals not submitted to the Bureau of General Services aforementioned e-mail address by the aforementioned deadline will not be considered for a lease agreement.

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**State of Maine – Department of Administrative and Financial Services**

*Bureau of General Services*

**RFP# 20200201**

**Maine Department of Health and Human Services**

**Office Space – Biddeford**

# **PART I INTRODUCTION**

## Purpose and Background

The Department of Administrative and Financial Services, Bureau of General Services (Bureau) on behalf of the Maine Department of Health and Human Services (DHHS) is seeking proposals to lease approximately twenty-five thousand (25,000) square feet of office space in Biddeford, Maine with occupancy by January 1, 2021 for an existing building, or a date subject to negotiations for a new construction. This document provides instructions for submitting proposals, the procedure and criteria by which the contractor(s) will be selected, and the lease agreement terms which will govern the relationship between the State of Maine (State) and the awarded Bidder(s).

## General Provisions

1. From the time this RFP is issued until award notification is made, all contact with the State regarding this RFP must be made through the RFP Coordinator identified on the cover page of this RFP. No other person/ State employee is empowered to make binding statements regarding this RFP. Violation of this provision may lead to disqualification from the bidding process, at the State’s discretion.
2. Issuance of this RFP does not commit the Department to issue an award or to pay expenses incurred by a Bidder in the preparation of a response to this RFP. This includes attendance at personal interviews, site visits or other meetings and software or system demonstrations, where applicable.
3. All proposals should adhere to the instructions and format requirements outlined in this RFP and all written supplements and amendments (such as the Summary of Questions and Answers), issued by the Department. Proposals are to follow the format and respond to all questions and instructions specified below in the “Proposal Submission Requirements” section of this RFP.
4. The Bidder shall take careful note that in evaluating a proposal submitted in response to this RFP, the Department will consider materials provided in the proposal, information obtained through interviews/presentations (if any), and internal Departmental information of previous contract/lease history with the Bidder (if any). The Department also reserves the right to consider other reliable references and publicly available information in evaluating a Bidder’s experience and capabilities.
5. The proposal shall be signed by a person authorized to legally bind the Bidder and shall contain a statement that the proposal and the pricing contained therein will remain valid and binding for a period of one hundred eighty (180) days from the date and time of the bid opening.
6. The RFP and the selected Bidder’s proposal, including all appendices or attachments, shall be the basis for the final lease agreement, as determined by the Department.
7. Following announcement of an award decision, all submissions in response to this RFP will be considered public records available for public inspection pursuant to the State of Maine Freedom of Access Act (FOAA) ([1 M.R.S. §§ 401](http://www.mainelegislature.org/legis/statutes/1/title1sec401.html) et seq.).
8. The Department, at its sole discretion, reserves the right to recognize and waive minor informalities and irregularities found in proposals received in response to this RFP.
9. All applicable laws, whether or not herein contained, shall be included by this reference. It shall be the Bidder’s responsibility to determine the applicability and requirements of any such laws and to abide by them.

## Eligibility to Submit Bids

All interested parties are invited to submit bids in response to this Request for Proposals.

## Number of Awards

The Department anticipates making one (1) award as a result of this RFP process.

# **PART II SCOPE OF SERVICES TO BE PROVIDED**

**Specific instructions for the Bidder to provide a narrative response to the Scope of Services. The Bidder must:**

* **Address in detail all requirements outlined in Part II of the RFP (to the extent that a Bidder is unable to satisfy a requirement, state the limitation and proposed alternative).**
* **Ensure narrative responses are presented in a format which reflects the respective header titles, lettering, and numbering.**
* **Clearly identify any work subcontractors and/or consultants are to perform.**

The State will consider bids for a new facility, a renovated facility, or a combination of new construction and renovated space. Although a single-tenant facility is preferred, the State will consider bids which propose a multi-tenant facility. The anticipated date of occupancy is January 1, 2021 for an existing building or a date subject to negotiations for a new construction.

The Bureau developed Space Programs, **Appendix F** -Exhibit 1, detailing space requirements and has translated program requirements into a Concept Floor Plan, **Appendix F** -Exhibit 2, in a layout appropriate for each potential DHHS office/division, showing key functional relationships and relative sizes and types of spaces.

* 1. **General Requirements**

1. Provide continuous collaboration with the Department and DHHS through all phases of construction and design by attending in person meetings, conference calls, etc.
2. Ensure no construction begins until a lease agreement has been executed and a floor plan is finalized and agreed to by the Department and/or DHHS and the awarded Bidder.
3. Ensure all elements of the proposed location and construction demonstrate resiliency to climate change and specify renewable energy features as set out in [Governor Janet Mills Executive Order 13 FY 19/20](https://www.maine.gov/governor/mills/sites/maine.gov.governor.mills/files/inline-files/Executive%20Order%2013_0.pdf).
4. Ensure occupancy to the facility does not occur prior to the Department’s approval.
   1. **Proposed Location and Facility**
5. Identify the proposed location for the DHHS Biddeford Office and describe the specific location details, including but not limited to:
6. Visitor access;
7. Visibility;
8. Access to the nearest Public Transportation.
9. Safety (e.g. ingress, egress, traffic flow);
10. Adjacent uses (e.g. neighboring businesses, building tenants, etc.);
11. Expandability of the building space and parking;
12. Amenities including proximity to commercial and professional services;
13. Suitability and quality of the location and building.
    * + 1. Provide a site plan to scale for the proposed location, including at a minimum:
           1. Site access and egress;
           2. Building location and size;
           3. Green space; and
           4. Parking layout (showing public and staff parking in separate areas).
           5. Include a map showing the location of the proposed property/location.
        2. Attach photographs and/or renderings of the proposed property.
           1. Illustrate the expandability of both the building and the parking.
        3. Identify the State of Maine Licensed Architect and/or Engineer who will be preparing and certifying all plans for the proposed facility.
        4. For a location proposed within two hundred fifty (250) feet of the one hundred (100) year flood plain, provide a [FEMA Flood Map](https://msc.fema.gov/portal/home) specific to the location and ensure:
           1. No rentable square feet may be at or below the base flood elevation.
           2. If the proposed location is an existing building, the awarded Bidder must comply with the local flood plain ordinance, whether or not any needed improvements are deemed “substantial”.
           3. New construction shall not be in a flood plain.
        5. Provide and ensure a minimum of one hundred twenty-five (125) on-site parking spaces are always available, including during excessive snow.
           1. Ensure available parking is on the same or adjacent lot as the proposed office space. On-site parking may include:

Public parking (on street or municipal lot parking) if abutting the proposed office space to be leased (if un-metered and without time restrictions);

Municipal lots will only be considered if it is deemed to have capacity for public parking and parking to serve occupants of the building.

Parking across the street (or diagonally across the street if at an intersection) from the proposed office space to be leased.

If a street must be crossed, it must be deemed a “safe” pedestrian crossing by the State (crosswalks, traffic lights for busy streets, etc.)

The Department shall not be charged any cost associated with providing safety mechanisms for pedestrian crossing.

* + - * 1. Ensure Electric Vehicle Charging Stations are available at the proposed location by:

Providing the wiring and pad necessary for the Department and/or DHHS to install the charging unit.

* + - * 1. Ensure at least thirty (30) spaces are available for:

[Americans with Disabilities Act](https://www.ada.gov/) (ADA) compliance;

ADA parking availability is critical and must include van/wheelchair accessibility.

Visitor; and

State vehicles.

Specific locations will be determined by the Department.

* + - * 1. Ensure parking areas are paved, appropriately signed, striped and fully lighted.

Provide, install, and paint necessary posts/graphics in compliance with ADA parking , including [restriping](https://www.ada.gov/restripe.pdf).

Provide a motion light, in a designed parking area, close to the building for twenty-four (24) hour access.

* + - 1. Provide a bicycle rack, seating benches and picnic tables for DHHS employee use.
      2. Identify which public utilities will be used at the proposed location.
  1. **General Facility Specification**

1. Floor load installed and complaint with current [International Building Code](https://www.iccsafe.org/products-and-services/i-codes/2018-i-codes/ibc/).
2. Interior and exterior of the building meets all ADA accessibility requirements.
3. Multi-level building must have an elevator suitable for dual purpose (i.e. personnel and freight).
4. Windows specifications:
   * 1. Non-operable;
     2. First floor windows with views into work areas must have window tinting;
     3. Provide maximize exposure to natural lighting.
   1. Landscaping within twenty-five (25) feet of the building shall not include mulch and shall be of quality material and low maintenance (minimal upkeep and weeding).
   2. Designate a smoking area at least one hundred (100) feet from the building.
   3. A building delivery area (loading dock) with a minimum fifty-four (54) inch opening, suitable for large deliveries.
   4. Determine any municipal or building signage restrictions or regulations.
   5. Cooperate with Department and/or DHHS to establish and implement requirements of [38 M.R.S.A. § 2137(3)](file:///\\oit-teaqfsemc11.som.w2k.state.me.us\Dhhs-misc\contracts\RFP\IN%20PROCESS%20RFPS\OC\OC_BREM%20RFP%20201905002%20Biddeford%20Space\38%20M.R.S.A.%20§%2021373(3)). Provide at the Landlord’s expense:
5. Containers in an appropriate area on site for the temporary storage of recyclable materials.
6. A dumpster and dumpster pad (if applicable) in a locked enclosure and pick-up of all non-recyclable materials.

Identify the proposed trash/dumpster services to be provided, including garbage removal company and frequency of pick up.

* 1. **Interior Facility Specification**

Smoke free environment.

Two (2) reception windows in the public lobby which include:

School Guard ™ or equivalent glass enclosure required to separate the public from the receptionists;

Stainless steel document pass-through tray (one (1) per window);

Speaker/microphone (one (1) per window);

Ring-down phones (one (1) per window); and

Wiring for panic button (one (1) per window).

Provide and install soap and paper towel dispensers for all areas with sinks.

Public access lobby area shall:

Have sufficient space for a minimum of twenty (20) people;

Have two (2) kiosks/computer workstations with outlets and data jacks; and

One (1) water fountain (with bottle filler preferred).

Access to two (2) single-stall restrooms which include:

Changing table (one (1) per restroom);

Coat hook (one (1) per restroom); and

Sanitary dispensers (one (1) per restroom).

Secure area with meeting space for public interaction, including:

Six (6) interview rooms, between eighty (80) and one hundred twenty (120) sq. ft.:

A minimum of two (2) data jacks and duplex outlets;

Wiring for a panic button;

Passage locksets;

Doors must have one hundred (100) inch glass with a quarter (¼) pane.

Three (3) family visiting rooms, between one hundred twenty (120) and two hundred (200) sq. ft.:

Have a minimum of two (2) data jacks and duplex outlets;

Wiring for a panic button;

Passage locksets;

Doors must have one hundred (100) inch glass with a quarter (¼) pane.

One (1) hearing room, approximately two hundred (200) sq. ft.:

Have a minimum of two (2) data jacks and duplex outlets;

Wiring for a panic button;

Passage locksets;

Doors must have one hundred (100) inch glass with a quarter (¼) pane.

Four (4) conference rooms, two (2) approximately six hundred (600) sq. ft. and two (2) approximately three hundred (300) sq. ft.;

Each conference room shall include:

At least one (1) duplex outlet on each wall;

At least one (1) data jack on each wall;

Wall blocking for marking boards and monitors;

Passage locksets;

Doors must have one hundred (100) inch glass with a quarter (¼) pane.

Secure areas for DHHS employees. (*The Department will utilize Honeywell proximity card reader system tied to the State Building Control Center for DHHS employees to access the non-public secure designated DHHS sections of the building. The Honeywell Card Access system will be controlled and maintained by the Department.)*

One (1) nurse station, approximately two hundred (200) sq. ft. which has:

Upper/lower cabinetry;

A sink with lever or hands-free faucet;

Solid surface countertop;

Area for a minimum of a sixteen-point seven (16.7) cu. ft. refrigerator (supplied by DHHS);

A minimum of two (2) dedicated electrical outlets;

Storeroom function hardware.

One (1) wellness room, approximately eighty (80) to one hundred twenty (120) sq. ft. which has:

A sink with lower cabinetry;

A minimum of two (2) duplex outlets; and

Privacy lockable hardware.

1. DHHS Employee Lounge shall include:
   * 1. One (1) area with seating for a minimum of twenty (20) people; or
     2. Two (2) areas with seating for a minimum of twelve (12) people per room.
2. A fully equipped ADA accessible kitchen(s) with base cabinets, solid surface countertops, single bowl stainless steel sink(s) with single lever faucet(s), and upper cabinets.
3. Total of two (2) frost-free 21 cu. ft. refrigerators.
4. Total of two (2) 1,000-watt commercial microwave ovens.
5. Commercial coffee/K-cup system(s) tied into the water system.
6. Restrooms:
   * 1. Compliant with State/local code per the number of anticipated occupants.
        1. One (1) restroom shall have a private shower area.
        2. Each restroom shall have sanitary dispensers, coat hooks, and shelving for employee items.
7. Provide a minimum of two (2) data jacks and four (4) electric outlets (one per wall) in each employee office space, conference room and interview room.
8. Office doors shall have a minimum of one hundred (100) inch glass with a quarter (¼) pane.

Provide blocking (additional support for screens and monitors), data and electrical for the DHHS AV Systems in any conference and hearing rooms, upon request.

All facility windows shall have commercial roller shades.

Dimmable LED lighting-multibank:

Multi-switch;

No timers in conference rooms.

Flooring, including but not limited to:

Polished concrete or LVT for the main entry(s), lobby/waiting areas, mail, storage, and supply rooms;

Tile or LVT in showers and break rooms;

Vinyl or carpet in all other areas;

All flooring will be determined and approved by the Department and/or DHHS.

Radiant heat is preferred, but not required.

Recycling area, a minimum of eighty (80) sq. ft., on the first floor of building with impact resistant walls.

Corner guards, installed, for high traffic areas.

A minimum of one (1) water fountain (with bottle filler preferred), on each floor.

White noise for cubicle areas.

Janitorial Room(s) with a sink and mops.

* 1. **Facility Quality**

1. Describe how the proposed facility will be of quality in relation to:
   1. Functionality and suitability in meeting program needs;
   2. Parking;
   3. Facility appearance;
   4. Quality of structure;
   5. Site plan;
   6. Building and system specifications;
   7. Telecom;
   8. Electrical;
   9. Sprinkler system;
   10. Building envelope;
   11. Architectural type of building;
   12. Material being proposed for the interior and exterior of the building;
   13. Use of technologies, products and practices that efficiently and cost effectively manage the use of energy, water, materials and waste;
2. Department and/or DHHS required improvements including all design fees are to be provided by the Landlord based on the programs defined in Space Programs, **Appendix F** - Exhibit 1, and the Bureau’s [Site plan, Building Plans & Specifications (including the States Finish Specifications](https://www.maine.gov/dafs/brem/sites/maine.gov.dafs.brem/files/inline-files/exhibit-e-finish-specification-revised102015.doc).
   1. Typical elements of a construction/renovation design include drawings of the Site Plan, Elevations, Floor plan, Electrical/TELCO plan, Reflective ceiling plan, Mechanical/HVAC/plumbing plans, Finish schedule, Doors & Hardware schedule, Window Schedule and Phase I furniture plan (block diagram) and Phase II furniture plan (basic furniture orientation).
3. **Telecommunications:** Building telecommunications infrastructure shall be provided by the Landlord according to the State’s, [Telecommunications Facilities and Wiring Specifications](https://www.maine.gov/dafs/brem/sites/maine.gov.dafs.brem/files/inline-files/Exhibit%20G%20-%20Telecommunications%20Facilities%20and%20Wiring%202015.pdf) and shall include:
   1. Coordination with the State’s Office of Information Technology; and
   2. One (1) room accommodated with A 20M CES circuit for 911 services.
4. **Floor / Fit Plans:** Include “floor / fit plans” demonstrating the ability of the proposed facility to accommodate the Space Program requirements.
   1. The awarded Bidder’s architect and/or engineer shall work with the State to establish an ideal floor plan that is acceptable to both the State and the developer.
5. **Environmental:**
   1. Provide certification that there has been no water infiltration in the building.
      1. If unable to provide certification, describe the type(s) of water infiltration episode(s) including dates and response actions.
   2. Describe and provide reports from any form of abatement of mold or hazardous material and air quality testing that has occurred, in the building, in the past five (5) years.
6. **Phase I Environmental:** Provide a Phase I environmental report to the Bureau prior to the signing of the lease agreement.
   1. If suggested by the Phase I results, Phase II testing and clean-up planning may be required.
   2. Environmental reports shall not be at the State’s expense.
7. Describe the scope of property management services to be provided.
   1. Property management shall include:
      1. Custodial/janitorial services, supplies, and trash removal
      2. Mowing, landscaping, and grounds maintenance;
      3. Snow removal/salting/sanding/shoveling;
      4. Common area maintenance, repairs, alterations, and construction;
      5. HVAC maintenance and energy costs, including electricity for HVAC-hot water and exterior lighting;
      6. Interior maintenance;
      7. Parking are maintenance; and
      8. Water & sewer.
   2. Property management activities shall comply with all applicable State and federal laws, statutes, rules, ordinances and regulations including any local political subdivision having jurisdiction and/or authority in connection with proposed property, including but not limited to compliance with:
      1. All applicable building codes;
      2. ADA access;
      3. Zoning requirements;
      4. Indoor environmental air quality standards;
      5. Pollution control;
      6. Recyclable materials.
   3. **Facility Landlord Responsibilities**
8. The Landlord shall be responsible for:
   1. Cell repeater for the building occupants, if needed.
   2. Life safety signs required by State and/or local code which are not exclusive to DHHS (e.g. ADA, EXIT, stairwell, elevator, etc.).
   3. Power and communications for Emergency Call Stations.
      1. Provide the proposed number and location of the Emergency Call Stations to be installed.
   4. Mechanical rooms.
   5. Providing all materials, (e.g. posts, hardware, etc.) installation, and maintenance for necessary/required signage.
      1. The Department shall provide all signage excluding:
         1. ADA parking signs.
         2. Signage for a multi-tenant building to include:

A directory at the buildings entrance with floor, suite and room identification.

Exterior signage, clearly and easily, identifying DHHS.

1. All DHHS related signage shall be approved by the Department and/or DHHS prior to installation.
   1. Providing and maintaining an aluminum, illuminated flag pole(s) with necessary hardware (where site permits) for exhibiting the U.S. National and State flags.
      1. DHHS will purchase and provide the flags.
   2. Upkeep and maintenance of employee lounge area(s).
2. Providing door hardware and closures.
   * 1. All door hardware and closures with card access shall be compatible with the Honeywell proximity card reader system and approved by the Department and/or DHHS prior to installation.
3. Complete a life cycle cost analysis, at the Landlord’s expense, during the design phase and prior to the start of any construction.
   1. The analysis shall include evidence demonstrating that alternative modifications to lighting systems (or other building or HVAC components that affect the Department’s annual costs) have been adequately explored, evaluated and implemented where a lower life cycle cost can be shown to result.

# **PART III KEY RFP EVENTS**

## Mandatory Bidders’ Conference

A Mandatory Bidders’ Conference will be held at the date, time, and location shown on the RFP Cover Page. The purpose of the Bidders’ Conference is to document, in writing, Bidders questions in order to clarify any aspect of the RFP requirements that may be necessary and provide supplemental information to assist potential Bidders in submitting responses to this RFP. As a condition of the bidding process, all interested parties must attend this Bidders’ Conference. Proposals will not be accepted by Bidders who did not attend the Mandatory Bidders’ Conference.

## Questions

* 1. **General Instructions**

It is the responsibility of all Bidders and other interested parties to examine the entire RFP and to seek clarification, in writing, if they do not understand any information or instructions.

Bidders and other interested parties should use **Appendix E -** Submitted Questions Form for submission of questions.

1. The Submitted Questions Form must be submitted by e-mail and received by the RFP Coordinator, identified on the cover page of this RFP, as soon as possible but no later than the date and time specified on the RFP cover page.
2. Submitted Questions must include the RFP Number and Title in the subject line of the e-mail. The Department assumes no liability for assuring accurate/complete/on time e-mail transmission and receipt.
3. **Questions and Answers Summary:** Responses to all questions will be compiled in writing and posted on the [Bureau of General Services](https://www.maine.gov/dafs/brem/business-opportunities#rfp) no later than seven (7) calendar days prior to the proposal due date. It is the responsibility of all interested parties to go to the website to obtain a copy of the Question & Answer Summary. Only those answers issued in writing on the website will be considered binding.

## Amendments

All amendments released in regard to this RFP will also be posted on the [Bureau of General Services](https://www.maine.gov/dafs/brem/business-opportunities#rfp). It is the responsibility of all interested parties to go to the website to obtain amendments. Only those amendments posted on the website are considered binding.

1. **Submitting the Proposal**
2. **Proposals Due:** Proposals must be received no later than 11:59 p.m. local time, on the date listed on the cover page of this RFP, at which point they will be opened. Proposals received **after** the 11:59 p.m. deadline will be **rejected** without exception.
3. **Delivery Instructions:** E-mail proposal submissions are to be submitted to the State of Maine Bureau of General Services at [bgsleases.dafs@maine.gov](mailto:bgsleases.dafs@maine.gov).

Only proposals received by e-mail will be considered. The Department assumes no liability for assuring accurate/complete e-mail transmission and receipt.

1. The Bidder must insert the following into the subject line of their e-mail submission: “**RFP# 20200201 Proposal Submission**”
2. The Bidder’s proposal must be broken down into multiple files, with each file named as it is titled in bold below, and include:

- **File 1**: *PDF format preferred*

Table of Contents

**Appendix A** **-** Proposal Cover Page

**Appendix B** **-** Debarment, Performance and Non-Collusion Certification

- **File 2**: *PDF format preferred*

**Appendix C** **-** Organization Qualifications and Experience and all related/required attachments stated in PART IV.B. Section I.

- **File 3**: *PDF format preferred*

Proposed Services and all related/required attachments stated in PART IV.B. Section II.

- **File 4**: *Excel format preferred*

**Appendix D** **-** Cost Proposal and all related/required attachments stated in PART IV.B. Section III.

# **PART IV PROPOSAL SUBMISSION REQUIREMENTS**

This section contains instructions for Bidders to use in preparing their proposals. The Bidder’s proposal must follow the outline used within PART IV of the RFP, including the numbering and section and sub-section headings. Failure to use the outline specified in this section, or to respond to all questions and instructions throughout this document, may result in the proposal being disqualified as non-responsive or receiving a reduced score. The Department, and its evaluation team for this RFP, has sole discretion to determine whether a variance from the RFP specifications should result either in disqualification or reduction in scoring of the proposal. Rephrasing of the content provided in this RFP will, at best, be considered minimally responsive. The Department seeks detailed, yet succinct, responses that demonstrate the Bidder’s experience and ability to perform the requirements specified throughout this document.

## Proposal Format

1. All pages of a Bidder’s proposal should be numbered consecutively beginning with number 1 on the first page of the narrative (this does not include the RFP cover page or table of contents pages) through to the end, including all forms and attachments. For clarity, the Bidder’s name should appear on every page, including Attachments. Each Attachment must reference the section or subsection number to which it corresponds.
2. All electronic documents should be formatted for printing as formatting will not be adjusted prior to printing and reviewing these documents.
3. Include any forms provided in the submission package or reproduce those forms as closely as possible. All information should be presented in the same order and format as described in the RFP.
4. Any documents, templates, or samples created or incorporated into the proposal should be representative of the quality of the work that can be expected of the Bidder’s staff and its subcontractors and/or consultants during any lease resulting from this RFP.
5. It is the responsibility of the Bidder to provide all information requested in the RFP package at the time of submission. Failure to provide information requested in this RFP may, at the discretion of the Department’s evaluation team, result in a lower rating for the incomplete sections and may result in the proposal being disqualified for consideration.
6. The Bidder must complete and submit **Appendix A** **-** Proposal Cover Page. It is important that the cover page show the specific information requested, including Bidder address(es) and other details listed. The proposal cover page shall be dated and signed by a person authorized to enter into lease agreement on behalf of the Bidder.
7. The Bidder must complete and submit **Appendix B** **-** Debarment, Performance and Non-Collusion Certification Form. Failure to provide this certification form will result in the disqualification of the Bidder’s proposal.

## Proposal Contents

**Section I Organization Qualifications and Experience**

* + - 1. **Overview of the Organization**

The Bidder must complete **Appendix C -** Qualifications and Experience Form describing their qualifications and skills to provide the requested services in this RFP. The Bidder must also to include five (5) examples of projects which demonstrate their experience and expertise in performing these services as well as highlighting the Bidder’s stated qualifications and skills.

* + - 1. **Subcontractors and/or Consultants**

If subcontractors and/or consultants are to be used, provide a list that specifies the name, address, phone number, contact person, and a brief description of the subcontractors’ and/or consultants’ organizational capacity and qualifications.

* + - 1. **Organizational Chart**

Provide an organizational chart of the Bidder’s organization. The organizational chart must identify all staff/positions (including Project Lead) assigned to the project and include all corresponding job titles.

* + - 1. **Litigation**

Attach a list of **all** current litigation in which the Bidder is named and a list of all closed cases that have closed within the past five (5) years in which the Bidder paid the claimant either as part of a settlement or by decree. For each, list the entity bringing suit, the complaint, the accusation, amount, and outcome. If no litigation has occurred, write “none” on the submitted attachment.

* + - 1. **Project Financing**

Include an indication of the Bidder’s ability to finance this project during the duration of the lease agreement resulting from this RFP (i.e. a letter from Bidder’s banking institution).

* + - 1. **Certificate of Insurance**

Provide a valid certificate of insurance on a standard ACORD form evidencing the Bidder’s general liability, professional liability and any other relevant liability insurance policies that might be associated with the proposed services.

**Required Attachments Related to Organization Qualifications and Experience**

|  |  |
| --- | --- |
| **Attachment #:** | **Attachment Name:** |
| One (1) | Qualifications and Experience Form |
| Two (2) | Subcontractors and/or consultants |
| Three (3) | Organizational Chart |
| Four (4) | Litigation |
| Five (5) | Project Financing |
| Six (6) | Certificate of Insurance |

Attachments 1 – 6, must be included in numerical order, as part of File 2, as outlined in PART III “Submitting the Proposal” of the RFP. Attachments 1 – 6 will be reviewed and evaluated by the Department’s evaluation team under the Organization Qualifications and Experience section of the RFP.

**Section II Proposed Services**

* 1. **Services to be Provided**

Address the Scope of Services to be Provided in PART II of this RFP and what the Bidder will offer.

1. Address in detail all requirements outlined in Part II of the RFP (to the extent that a Bidder is unable to satisfy a requirement, state the limitation and proposed alternative).
2. Ensure narrative responses are presented in a format which reflects the respective header titles, lettering, and numbering.
3. Clearly identify any work subcontractors and/or consultants are to perform.
   1. **Schedule for Construction and/or Renovations**

Provide a schedule for the final permitting, construction/renovation commencement, and a construction/renovation completion plan which provides for a target occupancy date of January 1, 2021 for an existing building, or a date subject to negotiations for a new construction. Display the schedule in a timeline chart.

**Required Attachments Related to Proposed Services**

|  |  |
| --- | --- |
| **Attachment #:** | **Attachment Name:** |
| Eight (8) | Site Plan |
| Nine (9) | Proposed property/location map |
| Ten (10) | Photographs and/or renderings of the proposed property |
| Eleven (11) | Abatement of mold or hazardous material Reports |

Attachments 8 – 10, must be included in numerical order, as part of File 3, as outlined in PART III “Submitting the Proposal” of the RFP. Attachments 8 – 10 will be reviewed and evaluated by the Department’s evaluation team under the Proposed Services section of the RFP.

**Section III Cost Proposal**

1. The Bidder shall complete **Appendix D -** Cost Proposal Form, following the instructions detailed in the form. Failure to provide the requested information, and to follow the required cost proposal format, may result in the exclusion of the proposal from consideration, at the discretion of the Department.
   1. The first two (2) weeks of occupancy shall be rent free, allowing the DHHS time to fully occupy.
   2. Specify the rentable square footage and any loss factors.
      1. Rentable square footage shall be based on [BOMA Standards](https://www.boma.org/BOMA/BOMA-Standards/Home.aspx) and shall not include mechanical rooms, electrical rooms, exterior walls or common areas in a multi-tenant building.
   3. Provide a modified gross rent with the Landlord entirely responsible for roof and structure. Applicable rent may include the cost for:
      1. Heating expense (fuel);
      2. Water & sewer;
      3. Real estate taxes;
      4. Electricity for HVAC-hot water and exterior lighting;
      5. Interior maintenance;
      6. Parking related expenses (if any);
      7. Insurance;
      8. HVAC maintenance and energy costs;
      9. Common area maintenance;
      10. Snow removal/salting/sanding/shoveling;
      11. Mowing, landscaping, and grounds maintenance; and
      12. Custodial/janitorial services supplies, and trash removal.
   4. All up-front costs for Department and/or DHHS improvements, legal fees, etc. must be built into project costs.
   5. Submissions, which include [Tax Increment Financing](https://www.maine.gov/decd/business-development/tax-incentives-credit/municipal-tax-increment-financing) (TIF), provide the base rent without a TIF included in the funding of the proposal.

TIF quotes will be considered unless the Bidder can document in its proposal that the TIF has the support of the municipality or is otherwise a reasonable expectation.

1. **Cost Escalators (Aggregated)** 
   1. The Department will reimburse the Landlord as additional rent, upon acceptance of proper substantiating documentation (which term, when used in the lease agreement, shall include all relevant invoices, contracts, purchase orders, labor records or other evidence) for one hundred percent (100%) of any increase in costs over the base year (first full year of occupancy), to include:

Heating expense (fuel);

Water & sewer;

Real estate taxes;

Electricity for HVAC-hot water and exterior lighting;

Insurance;

Snow removal/salting/sanding/shoveling;

Mowing, landscaping, and grounds maintenance; and

Custodial/janitorial services supplies, and trash removal.

1. Base Year Real Estate Taxes shall be the first (1st) full tax year as set by the municipality (i.e. July-June) and will include the value of all facility improvements associated with the lease agreement.
2. Base Year for other escalators will be the first (1st) full year of occupancy.
   * 1. The first (1st) year expenses will be adjusted, if necessary, for any service not fully rendered as specified in the lease agreement.
     2. The reimbursable increase in any year shall not exceed five percent (5%) for janitorial, landscaping and grounds maintenance, and snow removal, sanding and salting.
3. The Landlord shall bill operating expense escalation to Department once per year, in arrears.
   * 1. Payment of operating expense escalation shall constitute additional rent.
     2. Decrease of operating expense escalation shall be applied to reduce the next monthly installment of the base rent.
4. Base year for the purposes of all annual escalation will be reset after the initial term if renewed.

# **PART V PROPOSAL EVALUATION, SELECTION, and LEASE AGREEMENT**

## Evaluation Process - General Information

* + - 1. An evaluation team, comprised of qualified reviewers, will judge the merits of the proposals received in accordance with the criteria defined in the RFP.
      2. Officials responsible for making decisions on the selection of a contractor shall ensure that the selection process accords equal opportunity and appropriate consideration to all who are capable of meeting the specifications. The goals of the evaluation process are to, ensure fairness and objectivity in review of the proposals, and to ensure that the lease is awarded to the Bidder whose proposal provides the best value to the State.
      3. The Department reserves the right to communicate and/or schedule interviews/presentations with Bidders if needed to obtain clarification of information contained in the proposals received, and the Department may revise the scores assigned in the initial evaluation to reflect those communications and/or interviews/presentations. Interviews/presentations are not required, and changes to proposals will not be permitted during any interview/presentation process. Therefore, Bidders should submit proposals that present their rates and other requested information as clearly and completely as possible.
      4. The Department may schedule introductory meetings with the top scoring Bidders and/or tours of the proposed facilities and/or sites, as needed. After the completion of such meetings and tours, the Department will attempt to make a final selection within thirty (30) days of bid closing.

## Scoring Weights and Process

1. **Scoring Weights:** The score will be based on a 100-point scale and will measure the degree to which each proposal meets the following criteria.

**Section I. Organization Qualifications and Experience (10 points)**

Includes all elements addressed above in PART IV.B. Section I.

**Section II. Proposed Services (55 points)**

Includes all elements addressed above in PART IV.B. Section II.

**Section III. Cost Proposal (35 points)**

Includes all elements addressed above in PART IV.B. Section III.

1. Proposed Cost 30-year term (30 points)
2. Percent of fee charged for Change Orders (5 points)
3. **Bonus Points for Preferential Locations**:

In addition to the scoring weights in Part V.B.1., preferential scoring will be provided for the following eligible sites:

a. Service center downtown (8 bonus points)

b. Service center growth areas

* + - * 1. If in a “consistent” comprehensive plan (6 bonus points)
        2. If in a “inconsistent” comprehensive plan (4 bonus points)

c. Downtown in other than service center communities (4 bonus points)

d. Growth areas in other than service center communities:

* + - * 1. If in a “consistent” comprehensive plan (2 bonus points)
        2. If in a “inconsistent” comprehensive plan (zero (0) bonus points)

e. Other areas (zero (0) bonus points).

This preferential scoring will be determined by the State of Maine, Department of Agriculture, Conservation and Forestry, Municipal Planning Assistance Program.

1. **Scoring Process:** The evaluation team will use a consensus approach to evaluate and score PART IV.B. Sections I. & II. of the RFP. Members of the evaluation team will not score Sections I. & II. individually but, instead, will arrive at a consensus as to assignment of points for both Sections I. & II. PART IV.B. Section III. Cost Proposal will be scored as described in PART V.B.3. of the RFP.

**Site Visits:** The Department and DHHS intend on scheduling site visits for all proposed locations in order to assist them in the final evaluation of the proposals. DHHS will contact each Bidder to request, at their own expense, to provide the Department and DHHS a site visit and walk through of the proposed location. Site visits will be limited to sixty (60) minutes each and are expected to occur during the week of April 13 – April 17, 2020 between 10:00 a.m. and 2:00 p.m. EST.

1. **Scoring the Cost Proposal:** The total cost proposed for the 30-year term lease and the Percent of Mark-up Fee will be assigned a score according to a mathematical formula. The lowest cost for the 30-year term will be awarded 30 points while the lowest bid for Percent of Mark-up Fee will be awarded 5 points. Proposals with higher bids values will be awarded proportionately fewer points calculated in comparison with the lowest bid.

The scoring formula is:

(Lowest submitted cost proposal for a 30-year term lease / Cost of the a 30-year term lease being scored) x 30 = pro-rated score

(Lowest submitted Percent of fee charged for Change Orders / Percent of fee charged for Change Orders being scored) x 5 = pro-rated score

1. **Selection and Award**
   1. The award will be based on best value to the State of Maine and proposals that best fit the needs of the Department. The final decision regarding the award of the Lease Agreement will be made by the Evaluation Team, subject to approval by the Director of the Bureau.
   2. Notification of contractor selection or non-selection will be made in writing by the Bureau’s Division of Leased Space.
   3. Issuance of this RFP in no way constitutes a commitment by the State of Maine to award a lease, to pay costs incurred in the preparation of a response to this request, or to pay costs incurred in procuring the lease agreement or any other costs incurred by the Bidder.
   4. The Department reserves the right to reject any and all proposals.

## Appeal of Award

Any person aggrieved by the award decision that results from this RFP may appeal the decision to the Director of the Bureau of General Services in the manner prescribed in [5 M.R.S.A. § 1825-E](http://www.mainelegislature.org/legis/statutes/5/title5sec1825-E.html) and [18-554 Code of Maine Rules, Chapter 120](https://www.maine.gov/dafs/bbm/procurementservices/policies-procedures/chapter-120). The appeal must be made in writing and filed with the Director of the Bureau of General Services, 9 State House Station, Augusta, Maine, 04333-0009, within fifteen (15) calendar days of receipt of notification of award.

1. **Negotiations**

The Department reserves the right to negotiate with the successful Bidder to finalize a lease agreement. The State may seek to negotiate a best and final offer (BAFO) from the awarded Bidder in this RFP process.Such negotiations may not significantly vary the content, nature or requirements of the proposal. The Department reserves the right to terminate lease negotiations with a selected respondent who is negotiating a lease agreement that is significantly different from the proposal they submitted in response to the advertised RFP.  In the event that an acceptable lease Agreement cannot be negotiated with the highest ranked Bidder, the Department may withdraw its award and negotiate with the next-highest ranked Bidder, and so on, until an acceptable lease Agreement has been finalized.  Alternatively, the Department may cancel the RFP, at its sole discretion.

1. **Lease Agreement**
2. The Department will require the use of its [Office Lease](https://www.maine.gov/dafs/brem/sites/maine.gov.dafs.brem/files/inline-files/BasicOfficeLease.pdf) and all of its exhibits and other specifics of this RFP:
   1. [Exhibit A Memorandum of Lease](https://www.maine.gov/dafs/brem/sites/maine.gov.dafs.brem/files/inline-files/ExhibitAMemorandumofLease.doc)
   2. [Exhibit B Commencement Notice](https://www.maine.gov/dafs/brem/sites/maine.gov.dafs.brem/files/inline-files/ExhibitBCommencementNotice.doc)
   3. [Covenants of Lessor: Environmental and Operational Maintenance Requirements](https://www.maine.gov/dafs/brem/sites/maine.gov.dafs.brem/files/inline-files/exhibit-c-environmental-operational-covenants-lessor-120809.doc)
   4. [Parcel of Land Description](https://www.maine.gov/dafs/brem/sites/maine.gov.dafs.brem/files/inline-files/exhibit-d-parcel-land.docx)
   5. [Site plan, Building Plans & Specifications (including the State’s Finished Specifications)](https://www.maine.gov/dafs/brem/sites/maine.gov.dafs.brem/files/inline-files/exhibit-e-finish-specification-revised102015.doc)
   6. [Custodial Specifications](https://www.maine.gov/dafs/brem/sites/maine.gov.dafs.brem/files/inline-files/exhibit-f-custodial-specifications.docx)
   7. [Telecommunications Specifications](https://www.maine.gov/dafs/brem/sites/maine.gov.dafs.brem/files/inline-files/Exhibit%20G%20-%20Telecommunications%20Facilities%20and%20Wiring%202015.pdf)
   8. [ASHRAE Ventilation Requirements](https://www.maine.gov/dafs/brem/sites/maine.gov.dafs.brem/files/inline-files/exhibit-h-ashrae.doc)
   9. [Leased Building Energy Efficiency Requirements](https://www.maine.gov/dafs/brem/sites/maine.gov.dafs.brem/files/inline-files/exhibit-i-energy-efficiency.doc)
   10. [Letter of Intent](https://www.maine.gov/dafs/brem/sites/maine.gov.dafs.brem/files/inline-files/exhibit-j-letter-intent.docx)
3. The final lease document will provide the Department with the ability to terminate the lease agreement if awarded Bidder is unable or unwilling to meet this proposed schedule. However, the proposed schedule may be extended with the mutual consent of both the Department and awarded Bidder.

# **PART VI LIST OF RFP APPENDICES AND RELATED DOCUMENTS**

1. **Appendix A** **-** Proposal Cover Page
2. **Appendix B** **-** Debarment, Performance and Non-Collusion Certification
3. **Appendix C** **-** Qualification and Experience Form
4. **Appendix D** **-** Cost Proposal Form
5. **Appendix E** **-** Submitted Questions Form
6. **Appendix F -** Biddeford Space Plan and Concept Floor Plan

**APPENDIX A**

**State of Maine**

**Department of Administrative and Financial Services**

*Bureau of General Services*

**PROPOSAL COVER PAGE**

**RFP# 20200201**

**Maine Department of Health and Human Services**

**Office Space – Biddeford**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Bidder’s Organization Name:** | |  | | |
| **Chief Executive - Name/Title:** | |  | | |
| **Tel:** |  | | **E-mail:** |  |
| **Headquarters Street Address:** | |  | | |
| **Headquarters City/State/Zip:** | |  | | |
| ***(Provide information requested below if different from above)*** | | | | |
| **Lead Point of Contact for Proposal - Name/Title:** | | |  | |
| **Tel:** |  | | **E-mail:** |  |
| **Headquarters Street Address:** | |  | | |
| **Headquarters City/State/Zip:** | |  | | |

* This proposal and the pricing structure contained herein will remain firm for a period of one hundred eighty (180) days from the date and time of the bid opening.
* No personnel currently employed by the Department or any other State agency participated, either directly or indirectly, in any activities relating to the preparation of the Bidder’s proposal.
* No attempt has been made, or will be made, by the Bidder to induce any other person or firm to submit or not to submit a proposal.
* The above-named organization is the legal entity entering into the resulting contract with the Department should they be awarded the contract.
* The undersigned is authorized to enter contractual obligations on behalf of the above-named organization.

*To the best of my knowledge, all information provided in the enclosed proposal, both programmatic and financial, is complete and accurate at the time of submission.*

|  |  |
| --- | --- |
| **Name (Print):** | **Title:** |
| **Authorized Signature:** | **Date:** |

**APPENDIX B**

**State of Maine**

**Department of Administrative and Financial Services**

*Bureau of General Services*

**Debarment, Performance and Non-Collusion Certification**

**RFP# 20200201**

**Maine Department of Health and Human Services**

**Office Space – Biddeford**

*By signing this document, I certify to the best of my knowledge and belief that the aforementioned organization, its principals and any subcontractors and/or consultants named in this proposal:*

1. *Are not presently debarred, suspended, proposed for debarment, and declared ineligible or voluntarily excluded from bidding or working on contracts issued by any governmental agency.*
2. *Have not within three (3) years of submitting the proposal for this contract been convicted of or had a civil judgment rendered against them for:*
   1. *Fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a federal, state or local government transaction or contract.*
   2. *Violating Federal or State antitrust statutes or committing embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;*
   3. *Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or Local) with commission of any of the offenses enumerated in paragraph (b) of this certification; and*
   4. *Have not within a three (3) year period preceding this proposal had one (1) or more federal, state or local government transactions terminated for cause or default*.
3. *Have not entered into a prior understanding, contract, or connection with any corporation, firm, or person submitting a response for the same materials, supplies, equipment, or services and this proposal is in all respects fair and without collusion or fraud. The above-mentioned entities understand and agree that collusive bidding is a violation of state and federal law and can result in fines, prison sentences, and civil damage awards.*

**Failure to provide this certification may result in the disqualification of the Bidder’s proposal, at the discretion of the Department.**

|  |  |
| --- | --- |
| Name (Print): | Title: |
| Authorized Signature: | Date: |

**APPENDIX C**

**State of Maine**

**Department of Administrative and Financial Services**

*Bureau of General Services*

**Qualifications and Experience Form**

**RFP# 20200201**

**Maine Department of Health and Human Services**

**Office Space – Biddeford**

|  |  |
| --- | --- |
| **Bidder’s Organization Name:** |  |

|  |
| --- |
| **Present a statement of qualifications, including any applicable licensure and/or certification. Describe the history of the Bidder’s organization, especially regarding skills pertinent to the specific services required by the RFP and any special or unique characteristics of the organization which would make it especially qualified to perform the required work activities. Expand this form and use additional pages to provide this information, as needed.** |
|  |

**APPENDIX C (continued)**

|  |
| --- |
| **Provide a description of projects that occurred within the past five (5) years which reflect experience and expertise needed in performing the functions described in the “Scope of Services” portion of this RFP.** |

|  |  |
| --- | --- |
| **Project One** | |
| **Business Reference Name:** |  |
| **Reference Contact Person:** |  |
| **Telephone:** |  |
| **E-Mail:** |  |
| **Description of Project** | |
|  | |

|  |  |
| --- | --- |
| **Project Two** | |
| **Business Reference Name:** |  |
| **Reference Contact Person:** |  |
| **Telephone:** |  |
| **E-Mail:** |  |
| **Description of Project** | |
|  | |

**APPENDIX C (continued)**

|  |  |
| --- | --- |
| **Project Three** | |
| **Business Reference Name:** |  |
| **Reference Contact Person:** |  |
| **Telephone:** |  |
| **E-Mail:** |  |
| **Description of Project** | |
|  | |

|  |  |
| --- | --- |
| **Project Four** | |
| **Business Reference Name:** |  |
| **Reference Contact Person:** |  |
| **Telephone:** |  |
| **E-Mail:** |  |
| **Description of Project** | |
|  | |

|  |  |
| --- | --- |
| **Project Five** | |
| **Business Reference Name:** |  |
| **Reference Contact Person:** |  |
| **Telephone:** |  |
| **E-Mail:** |  |
| **Description of Project** | |
|  | |

**APPENDIX D**

**State of Maine**

**Department of Administrative and Financial Services**

*Bureau of General Services*

**Cost Proposal Form**

**RFP# 20200201**

**Maine Department of Health and Human Services**

**Office Space – Biddeford**

|  |  |
| --- | --- |
| **Bidder’s Organization Name:** |  |
| **Proposed Cost for 30-year Term Lease:** | **$** |
| **Fee charged for Change Orders** | **%** |

**Instructions:** The Bidder must complete and submit budget forms to provide a detailed breakdown of expenses for the 30-year term lease. The Proposed cost amount for the 30-year term lease is the proposed cost to be used in the scoring cost formula for evaluation purposes.

**The Budget Form may be obtained in an Excel (.xlsx) format by double clicking on the document icon below.**



In addition to the providing the proposed cost for the 30-year term lease, Bidders are to provide the percent of fee to be charged for any change orders requested by the Department and/or DHHS.

**APPENDIX E**

**State of Maine**

**Department of Administrative and Financial Services**

*Bureau of General Services*

**Submitted Questions Form**

**RFP# 20200201**

**Maine Department of Health and Human Services**

**Office Space – Biddeford**

|  |  |
| --- | --- |
| **Organization Name:** |  |

|  |  |
| --- | --- |
| **Question #** | **RFP Page Number and Specific Section**  **Related Question** |
| Format | *Page #, Section*  *Question* |
| 1 |  |
| 2 |  |
| 3 |  |
| 4 |  |
| 5 |  |
| 6 |  |
| 7 |  |
| 8 |  |
| 9 |  |
| 10 |  |
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| 13 |  |
| 14 |  |
| 15 |  |
| 16 |  |
| 17 |  |
| 18 |  |
| 19 |  |
| 20 |  |

*\* Provide the RFP Page Number and Specific Section in which the question relates to. If a question is not related to any section of the RFP, provide just the question.*

*\*\* Add additional rows, if necessary.*

**APPENDIX F**

**State of Maine**

**Department of Administrative and Financial Services**

*Bureau of General Services*

**Biddeford Space Plan and concept floor plan**

**RFP# 20200201**

**Maine Department of Health and Human Services**

**Office Space – Biddeford**

**The Space Plan – Exhibit 1 may be obtained in a PDF (.pdf) format by double clicking on the document icon below.**



**The Concept Floor Plan – Exhibit 2 may be obtained in a PDF (.pdf) format by double clicking on the document icon below.**

