

REQUEST FOR INFORMATION (RFI) 18A 201912002
IN THE FORM OF WRITTEN PRESENTATION FOR
LEASING OFFICE SPACE
BY THE STATE OF MAINE
Department of Administrative & Financial Services
On Behalf of the
Worker's Compensation Board

A. STATEMENT OF INTENT:

The State of Maine (State), Department of Administrative & Financial Services (DAFS) on behalf of the Worker's Compensation Board, issues this Request for Information (RFI) 18A 201912002 for the purpose of having the vendor prepare a written response for the State of Maine to lease secure office space in Bangor or Brewer, Maine. The information gained from this process will help the State define its understanding of the availability of space appropriate for accommodating the agency.

B. BACKGROUND:

The State is interested in leasing space in an existing building, a renovated building, a new privately owned facility or any combination thereof in Bangor or Brewer, Maine, that meets all requirements in the Bureau of Real Estate Management State Office Lease and all applicable exhibits found at <http://www.maine.gov/dafs/brem/forms>.

The site will consist of approximately 6,000 square feet of office space.

C. GENERAL INSTRUCTIONS:

The State is requesting the following information from all interested parties. The purpose of this RFI is to allow the industry to demonstrate in writing the availability to meet the needs of a Workers' Compensation Board Facility.

We are seeking:

1. Information on lease availability of a facility to house the Worker's Compensation Board;
2. A facility in Bangor or Brewer, Maine;
3. A facility that can provide easy access to the public;
4. A facility with a minimum of (25) parking spaces (adjacent to the facility).
5. A facility with a minimum of (3) restrooms.
6. The facility must have the ability to be fit up to accommodate;
 - A public area with an entry/wait room for up to (10) people, (1) large hearing room, (1) mediation room, a minimum of (3) small conference rooms, and a minimum of (1) restroom.
 - A staff work area, secure from a public/hearings area, for approximately (12) staff with approximately (6) private offices, and a minimum of (1) restroom.

We are not seeking:

1. Architecture and Engineering for construction.
2. Specific pricing information.

3. An actual proposal for the provision of leased facility space.

Issuance of this RFI does not commit the Department to issue an award or to pay expenses incurred by a Respondent in the preparation of a response to this RFI. This includes attendance at personal interviews or other meetings.

The Department may request more detailed oral presentations from selected Responders.

D. INSTRUCTIONS FOR RESPONDING

1. All responses must be received by no later than 4 pm, January 24, 2020, and will be reviewed by the Bureau of Real Estate Management and the Workers' Compensation Board. Written responses must be emailed to Todd.cummings@maine.gov .

RFI Coordinator:

Todd Cummings
Department of Administrative & Financial Services
Bureau of Real Estate Management
(207) 624-7357
todd.cummings@maine.gov

2. Time Line for RFI process:

RFI Key Dates:

RFI Release to public:
December 27, 2019

Written Responses due:
January 24, 2020, 4 pm Eastern Standard time