



A D D E N D U M # 1
RFP #13-25:
OWNER'S REPRESENTATIVE for
CITY FACILITIES RENOVATION AND CONSTRUCTION

**Please note the following questions and responses regarding the above mentioned
RFP #13-25:**

1. Under Proposal Requirements sections we will submit an Owner's Rep Fee for Phase 1 services with the described scope occurring in-between December 2024 – November 2026, is that correct?
 - a. *Correct*

2. Under Proposal Requirements item 8 b indicates Construction Award Fall 2027 and Substantial Completion 2029, is this for City Hall, Police Station only?
 - a. *This is our best estimate at this point, but subject to change.*

3. Building a schedule, we anticipate completing and relocating the PD prior to demo and expansion at the Central Station, is this correct.
 - a. *Correct*

4. The total of all three projects is anticipated at \$77 million dollars in 2024 dollars or does this figure include escalation to 2027-28?
 - a. *in 2024 dollars*

5. Does the City have an approved budget for Owner's Rep and Designer services for Phase 1?
 - a. *The City has appropriated \$5m for the Owner's Rep, Architect/Engineering costs, and any ancillary associated costs such as permitting, survey, testing, etc., that may be required. It is expected that the majority of the cost will be for Architect/Engineering work.*

6. On the 1st page the following is noted: **"This solicitation package does not include a Draft Form of Contract with terms and conditions the City will require. That will be provided to all registered document holders by written addendum as soon as they are available."** Do you know when this contract will be available?
 - a. *It will be included in Addendum #2 at the beginning of next week.*

See page 2.

7. Is a preproposal walkthrough scheduled to be held prior to the deadline for the submission?
- a. *Not at this time*
8. In Phase 2, Construction Oversight and Management, is the intention of the RFP to have the Owners Project Manager provide a full-time on-site representative during construction? The RFP appears to indicate that only Project Manager oversight is required with periodic site visits. Is the City planning to designate a site representative?
- a. *The complexity of this project will likely require full-time project management.*
9. The email address noted in the RFP, mfitzgerald@southportlandmaine.org, returns the following message. Please confirm the correct address to submit the proposal.
- a. *Please use mfitzgerald@southportland.gov for submission of questions and your proposal going forward.*
10. Will all of the contractors and consultants that are engaged through this process be completed through SAM.gov? We have strong SAM.gov expertise on our team but wanted to make sure we understood the expectation for design team members going forward, specifically as part of the second phase of the project.
- a. *Yes, because the City will likely be pursuing funding options that may include federal grand funding, we need to anticipate compliance with federal procurement rules.*
11. The RFP mentions that proposers must be registered to submit a proposal. Are there additional steps needed beyond entering contact information that was necessary before downloading the RFP to ensure we are registered?
- a. *No.*
12. The link in the RFP to access the material and reports relating to the facilities study and recommended option is unavailable.
- a. *Unfortunately, yes we had a technical problem with that link. But, we have provided a new link to that information: <https://southportland.gov/mahoney>*
- Note: this has been corrected in the copy of the RFP document on the City's website as well.*

November 8, 2024

Matthew F. Fitzgerald
Purchasing Agent

Please sign and return with your proposal.

Receipt of Addendum #1 to the City of South Portland RFP #13-25 is hereby acknowledged.

Signed: _____
(Corporation, Firm or Company)

By: _____
(Officer, Authorized Individual or Owner)

Title: _____

Mailing
Address: _____

Zip Code: _____ Date: _____

Telephone: _____ Fax: _____

Email: _____

NOTE: Bids shall bear the handwritten signature of a duly authorized member or employee of the organization making the bid.