

ADDENDUM #1 - REQUEST FOR PROPOSALS
PROFESSIONAL ENGINEERING SERVICES
FOR THE DEVELOPMENT OF A CITY TECHNICAL MANUAL

Sanford Department of Public Works
CITY OF SANFORD, MAINE
156 School Street
Sanford, Maine, ME 04073

FINAL UPDATE: August 8, 2019

The following Questions have been submitted in regard to the Technical Manual RFP and Answers are provided as noted below:

1. Q: Is the successful Consultant required to have MaineDOT prequalification in all of the areas noted on the proposal? Would not having MaineDOT prequalification disqualify an applicant?

A: While it is beneficial to have strong qualifications in the desirable areas of expertise in order to have a successful outcome, it is not a requirement of the successful consultant to be approved in all listed MaineDOT prequalification categories. Should a firm desire to strengthen their proposal through teaming with another firm or sub-Consultant, the RFP notes in section V.B. that the other firm(s) shall be documented in their proposal.

2. Q: What is the available budget for this work?

A: Proposers should evaluate the scope of work listed in the RFP and prepare an appropriate budget in order to complete the tasks desired according to Section IV.E. of the RFP.

Please see Section VI of the RFP: Award of Contract for additional details.

Once a contract is awarded, any work in addition to the RFP will require an approved estimate, prior written approval from the City, and will be authorized through a change order.

3. Q: There is a typo on the due date of RFP Questions and Answers. Are Questions due two weeks or three weeks before the RFP opening?

A: Questions are due at noon two (2) weeks before the RFP opening.

4. Q: Item IV.F of the RFP references an attached Professional Consulting Services Agreement which was not attached to the RFP. Can the City issue this in an addendum?

A: The City's standard contract template is hereby issued as Addendum #2 and posted to the City's web page.

The standard contract template is for reference purposes only and may be amended or replaced entirely during the contract negotiation following determination of the highest-ranked Consultant.

5. Q: What are the goals of the Technical Manual Effort?

A: As noted in the RFP introduction, the City seeks to modernize and consolidate standards and technical aspects of design and construction under one cover for convenient use by consultants, contractors, developers, Residents, businesses, and the Municipal design review processes.

6. Q: What is the overall schedule of effort?

A: The overall schedule will be determined between the City of Sanford and the successful proposer. Ideally, the effort will be complete within one year of project kick-off.

7. Q: What are the intended milestones for potential meetings and submittals?

A: Project milestones and a milestone schedule will be determined between the City of Sanford and the successful proposer.

8. Q: What is the budget available for this work?

A: The budget for this work is part of the proposal submission by the applicant. While the budget is an important aspect of the proposal, the capabilities of the consultant(s) and the quality of the finished product will also be heavily considered.

9. Q: Does the City currently exercise MaineDEP delegated authority and/or Municipal capacity for storm water review?

A: No, the City does not currently exercise either.

10. Q: Are any consultants and/or firms currently disqualified according to the City of Sanford?

A: No, please see RFP Section V.C. Misconduct.

11. Q: What does Sanford's Municipal budget look like?

A: The current Sanford Municipal budget is a matter of Public record.

Sanford has recently completed a number of major infrastructure improvements and continues with several ongoing this year. Consequently, the City Council is considering a funding increase for infrastructure improvements and ongoing maintenance through the development of a Five-Year Plan culminating in the revitalization of Downtown Sanford in coordination with MaineDOT.

In any funding scenario, the creation of a Sanford Technical Manual to guide future efforts is essential to the success of creating an aesthetically functional City and providing clear and consistent communications to all parties involved throughout all steps of improvement.

12. Q: Section IV Submission requirements, Part F, references an attached Professional Consulting Services Agreement, but the referenced Agreement does not appear to be part of the RFP; can that document be provided by the City?

A: The City's standard contract template is hereby issued as Addendum #2 and posted to the City's web page.

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