



## ADDENDUM # 2

**RFP # 28-25:**

**TITLE: DESIGNER SERVICES for CITY FACILITIES  
RENOVATION AND CONSTRUCTION**

Please note the following responses to questions regarding the above mentioned RFP:

1) RE: Proposal Requirements #5: Can you clarify the reference “Section 5” please? There is no Section 5 that I can find in the RFP.

5) Qualifications of all personnel proposed to work on the project. Identify who the lead person and primary contact will be. Statement or documentation of how the Qualifications set forth in *Section 5* are met.

***A. Replace Section 5 with QUALIFICATIONS AND REQUIREMENTS section on page 7.***

2) Are these certifications for the applicant to draft and sign or does South Portland have forms that should be used?

8. Submission of a completed Certificate of Non-Collusion by the applicant.

9. Submission of a completed Certificate of Tax Compliance Certification by the applicant.

10. Submission of a completed Certificate of Corporate Authority by the applicant.

***A. The City of South Portland does not have forms for this. Please disregard this requirement.***

3) The RFP lists a minimum requirement for the designer to be an “AIA 2030 Signatory with recent reporting history, demonstrated portfolio-wide improvement, and methodology for continuous improvement.” Our firm is not a signatory and several that we have considered partnering with for the project would not be able to meet the additional reporting and improvement requirements in time. Would the City consider dropping this requirement?

***A. The City has agreed while preferred this will not be a mandatory requirement. Respondents should provide a description of the “Firms” philosophy and commitment to sustainable design beyond that which may be required by a projects Owner. Describe your firm’s practices, and continuing education as it relates to sustainability and the built environment.***



4) The RFP requires a firm fixed price for Phase 1 services. Later, it describes that the City expects to negotiate the fee and all services with the selected designer. Can you clarify how the fixed price fee will be handled within the selection process and if the City anticipates negotiating the fee or accepting fixed price bids for the work?

***A. The fixed price for phase one will be evaluated as part of the submission and as it relates to the teams qualifications and project approach. The city will negotiate any future phases or additional services as the project progresses. See Scope of Work Section on pg. 5***

5) The RFP mentions that the hazmat services would be procured by the City directly. Can you provide further guidance for any other services the City intends to furnish directly outside of the design team (i.e. survey, geotechnical, environmental, etc.) so that we may assemble the correct team to suit your expectations?

***A. The City will procure Survey, Geotechnical, and LSP/Hazmat Consulting services that may be needed to support the project. Respondents should list any other consultants included or excluded from their proposal.***

6) We seem to be missing Appendix 1 from the RFP, as mentioned on page two of the RFP:

***A. That should read Appendix A, not Appendix #1***

7) We see the projects listed as being distinct from one another and would like to confirm that it is acceptable for us to provide two separate responses to the RFP – one for the City Hall and one for the Fire and Police.

***A. Respondents can submit separate or combined RFP responses indicating their intent to be considered for a single, or both projects in their cover letter. Firms seeking to be selected for both projects can submit a single response providing staffing and team members that have significant experience and capacity to support a concurrent schedule for collective City Facilities Project.***

8) The RFP mentions Net Zero and LEED v4.2 under Phase One of the scope. Can you please clarify the City's sustainability goals for this project? The level of LEED or Net Zero (Ready) design will have an impact on the A/E fees for Phase One.

***A. Respondents should visit the City's Sustainability website at:***

***<https://www.southportland.gov/313/Sustainability>***

***RFP responses should identify recent and relevant projects that meet or exceed the City's sustainability goals. The specific goals and objectives will be reviewed by the City throughout the design process. The City's goal is to develop building projects that are Net-zero ready.***

9) Will the City require a Traffic Study as a part of the project scope for the new Police Station and the Main Fire Station?

***A. Respondents should not include traffic study services for this submission.***



10) What is the projected scope of Environmental Services so we can provide an appropriate fee – site, building envelope, building interior, other? Will all three existing buildings require environmental services/testing or just a specific building(s)?

***A: The scope and extent are unknown at this time and should not be included in Phase 1 Services. As the Study phase progress the Owner will negotiate with the selected firm based on the scope identified at that time.***

11) Will the selected A/E be required to provide a property survey for each of the proposed sites?

***A. No, the Owner will directly contract for Survey, Geotechnical and LSP/Hazardous Materials consultants.***

12) Please confirm the level of Sustainability the City wishes to meet for the projects – Net Zero, LEED Silver or Gold level, etc.

***A. Net-zero is the minimum base line for the intended project.***

13) How many Owner review meetings/work sessions and formal presentation meetings should we include in Phase One scope and in our fee proposal?

***A: This is a public project, and as such, will require meetings with various groups, including but not limited to the Building Committee the Owner will not set or accept a number of meeting. It is the Designers responsibility prepare and manage a design schedule for the activities meeting the City's goal of completing Phase 1 by November 2026.***

14) Is any programming information available for the Community Arts Center use included in the Mahoney School re-use scope?

***A: No, Programming of these use groups are part of the designer scope of work. All background information that is available can be found at City's website at:***

***<https://www.southportland.gov/>***

15) Please confirm the availability of existing floor plans (PDF or paper) for the Main Fire Station and the Mahoney School buildings.

***A. Respondents are directed to the City provided websites at:***

***<https://www.southportland.gov/724/Mahoney-Reimagined>***

***[https://drive.google.com/drive/folders/1UeaQwcbBXDO5zN8bUSiwlI9Rn2LTyV1V?usp=drive\\_link](https://drive.google.com/drive/folders/1UeaQwcbBXDO5zN8bUSiwlI9Rn2LTyV1V?usp=drive_link)***

***<https://drive.google.com/drive/folders/1-6CSxOtuRHOUC4WQFdFMJkkidpBmiyqT?usp=sharing>***

Date: April 9, 2025

Matthew F. Fitzgerald  
Purchasing Agent

**See following page.**



**Please sign and return with your proposal.**

Receipt of Addendum #2 to the City of South Portland Bid/RFP #28-25 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.**