

ADDENDUM NO. 001

Project: Cape Elizabeth School System Program – Request for Designer Qualifications

Owner: Town of Cape Elizabeth, ME

Date: August 25, 2023

Please see the questions listed below received by prospective respondents to the Request for Designer Qualifications. We have included responses to these questions as part of this Addendum 001. Any information noted as part of this Addendum is to supersede any conflicting information included in the original RFQ.

Questions pertaining to Attachment E

1) Question:

- Re: Designer Application Form, 9(a) - Our understanding is that this list is to consist of only projects that were performed for public agencies in MA, ME and/or NH with construction values of \$60M - \$120M. Is that correct?

Answer:

- Respondents are not limited to the range of \$60m-\$120m. The list should contain projects from MA, ME, and/or NH with ***similar*** value and scope.

2) Question:

- Re: Attachment E Designer Subconsultant List Form - The form does not have a space for Interior Design, which is listed in #3 of section G. Should Interior Design be included in Attachment E?

Answer:

- Respondents are to utilize the updated ATTACHMENT E - Designer Subconsultant List Form included in this Addendum 1.

3) Question:

- Re: Designer Application Form, 9(b). Our understanding is that this is to be a list of all active projects, regardless of location, type, or size, within our firm. Is this correct?

Answer:

- Correct.

4) Question:

- Please verify that the proposal must be submitted using the provided Attachment E. This seems to be a standard Massachusetts form, which is not typical of Maine K-12 proposals.

Answer:

- While not a typical requirement of Maine K-12 proposals, Respondent submissions are to use the forms provided in Attachment E of the RFQ.

5) Question:

- Some of the categories of work listed in the RFQ and on the last page of Attachment E do not require professional registration or licensure. Please verify that it is acceptable to list N/A as appropriate.

Answer:

- Respondents are to provide professional registration or licensure as is applicable to each specific subconsultant as required by applicable law.

Questions pertaining to Existing Data

6) Question:

- Are existing building drawings available to the selected firm in AutoCAD or REVIT format, or will the selected firm have to generate these drawings?

Answer:

- The School District is not in possession of any such files at this time.

7) Question:

- Is the school space programming (existing & proposed) that was completed by the prior firm, finished, or will that effort need to be revisited by the selected firm?

Answer:

- The school space programming will be reviewed and updated as needed based on the review of the updated educational program which is currently being assembled by the school department and the review and validation of the existing facilities assessment data.

8) Question:

- Were Topographic and Boundary surveys completed with the prior work?

Answer:

- Yes. Please refer to the Project History and information provided via the link on page 3 of the RFQ.

9) Question:

- Was any geotechnical work completed by the prior work?

Answer:

- Yes. Please refer to the Project History and information provided via the link on page 3 of the RFQ.

Questions pertaining to Environmental Permitting

10) Question:

- Based on the prior work, is it yet known what level of State DEP permitting will be required?

Answer:

- DEP permitting will be based on the selected design.

11) Question:

- Does the site currently have an up-to-date Site Location of Development Law (SLODA) permit?

Answer:

- The School District is not in possession of any such files at this time.

Questions pertaining to Supplier Diversity

12) Question:

- The RFP references M/WBE percentage goals: “the amount of participation should match the State of Maine and Department of Education guidelines.” We were not able to find guidelines for these departments in an online search, what is the DBE percentage requirement for your project?

Answer:

- There are no set MBE/WBE requirements required by Respondents as part of their submissions. Section F-3 of the RFQ is to be revised as follows:
 - The Firm shall make an attempt to include minority (MBE) and women-owned (WBE) businesses within their project team. ~~The amount of participation should match the State of Maine and Department of Education guidelines.~~

13) Question:

- Please verify the requirement to include M/WBE consultants on the team as this is not a typical requirement of Maine K-12 projects.

Answer:

- See answer to Question 12 above.

Questions pertaining to Number of Copies

14) Question:

- On page 10, the RFQ states that 3 hard copies are required on Proposal Requirements Bullet 1, and 12 hard copies are required on Proposal Requirements Bullet 8. What is the correct number of hard copies?

15) Question:

- Please verify the number of copies required – there are conflicting numbers on page 10 of the RFQ (12 vs. 3).

Answer to Questions 14 & 15:

- The number of hard copies required to be submitted by Respondents is twelve (12). Section H-1 of the RFQ is to be revised as follows:
 - Applications should be printed double-side and bound in such a manner that the pages lie and remain flat when opened. The specific organization and orientation of the proposal is at the applicant’s discretion, but it is recommended that the proposal be laid out in such a manner that the reader doesn’t need to be constantly rotating the proposal. A total of twelve (12)

hard copies of the Applicant's Response shall be sent to the appropriate contact noted below.

Questions pertaining to the List of Pre-Proposal Meeting Attendees

16) Question:

- Will a copy of the August 23rd pre-proposal meeting attendees be included in the addendum?

Answer:

- A copy of this sign-in sheet has been added to the same Town website hosting the RFQ and Addendum.

Questions pertaining to Schedule

17) Question:

- How much flexibility is there in the listed schedule?

Answer:

- Respondents should utilize the schedule provided in the RFQ as a general guideline for milestone dates.

Questions pertaining to Certifications

18) Question:

- Regarding Section F of the RFQ (p.7), item 2. Can you verify which certifications are required?

Answer:

- Please refer to Attachment C for required certifications.

Questions pertaining to RFQ Submission Schedule

19) Question:

- In light of the fact that the pre-proposal meeting is not until 8/23, would you consider extending the due date to 9/8 or later?

Answer:

- Deadline is to remain as outlined in the RFQ.

ATTACHMENT E - Designer Subconsultant List Form

Cape Elizabeth School Project

*Please indicate if discipline is being performed by the Firm

No.	RFQ Required Categories of Work	Subconsultant Firm Name & Address	Subconsultant Prime Contact	Professional Registration/License #	MBE/WBE
1	Architecture				
2	Educational Programming				
3	Interior Design				
4	Civil Engineering				
5	Landscape Architecture				
6	Structural Engineering				
7	Fire Protection Engineering				
8	Plumbing Engineering				
9	HVAC Engineering				
10	Electrical/Lighting				
11	Data/Communications				
12	Environmental Permitting				
13	Geotechnical Engineering				
14	Geoenvironmental Engineering				
15	Hazardous Materials				
16	Cost Estimating				
17	Kitchen/Food Service Consultant				
18	Acoustical Consultant				
19	Specifications Consultant				
20	Library/Media				
21	Technology Consultant/Audio Visual Consultant				
22	Sustainable/Green Design/Renewable Energy Consultant				
23	Code Consultant				
24	Accessibility Consultant				
25	Traffic Consultant				
26	Furniture, Fixtures and Equipment Consultant				
27	Site Surveying				
28	Security Consultant				

End of Addendum No. 001