

ADDENDUM NO. 1  
TO  
CITY OF AUBURN, MAINE  
2023-009 RFQ  
October 24, 2022

This addendum amends and /or supplements the bid documents as indicated below. Only these items alter the bid documents. Any verbal discussions or responses are hereby declared null and void. Please acknowledge this addendum on the attached Bid Form – Addendum #1.

A/E firms will be required and expected to work with the “committee”, which also includes 2 planning board members. There will be (4) opportunities for the committee to comment on design and scope. Project kick-off, Sketch Plan Phase (25%), Preliminary Plan Phase (75%) Final Plan Phase (100%). In addition, the Committee will be given the RFP proposals to score. Based upon the established scoring matrix, so everyone is scoring the same way. The outline of the matrix is found on page 6 of the RFP under the Proposal Evaluation Criteria

Estimates must include a 15% contingency to include design and bid contingency.



## City of Auburn, Maine

Office of Planning & Permitting

Eric Cousens, Director

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1. There is a requirement for a list of equipment to be used in performance of the work. Is this question pertaining to software or actual equipment that the design team would use such as computers, etc? **Computers, CADD Software, Sketch-up Ect..**
2. Could you elaborate on what “shovel ready” includes for this project? Funding, site approvals, etc. **None required in terms of site plans, funding ect.. funding has been approved for the design.**
3. If funding is already in place, could you share the funding source(s)? Funding has been identified for design only. **These are for builders, landowners who live in Auburn to use as guiding building documents.**
4. If site approvals have been obtained for the project could the approved permitting drawings be shared? No site approvals. **No specific site in mind**
5. If site approvals have not been obtained, is the goal to have this phase of the project be included in the December 1, 2022 – February 28, 2023 timeframe outlined in the RFP? **No site associated with this this project.**
6. If a specific site has already been selected, could a site plan be shared? **No site associated with this project.**
7. Is the intent for the HVAC and electrical design to be design/build or does full engineered drawings and specs need to be included in the scope of work? **No HVAC or electrical associated with this project.**
8. Is the intent to have specifications included as part of the scope of services or only drawings? **Please attend the required pre-submission meeting. We will cover the scope.**
9. Why does this RFP document refer to “Contractor”, and “Construction”, and not just Architectural/Engineering design scope & work? The RFP and Draft Contract language is confusing in this regard. We feel that the numerous discrepancies may have a negative effect on achieving “apples to apples” RFP responses. **Please refer the RFP proposal as AE proposal and not contractor**
10. Why does “Bonding” language appear in this RFP? A/E Consultants are never required to provide Bidding, Performance or Payment Bonds, those items are a General Contractor’s responsibility. **Bonding not required.**
11. We see no mention of project bidding, or construction administrative services in the RFP. Therefore, how can the A/E Consultant team be held responsible for the quality and correctness of a work of construction without being hired to provide to execute and observe typical industry standard bidding and construction administration services? **There is no construction associated with this project.**
12. Since the scope is certainly for prototypical housing A/E Design, will there be a repetition use clause(s) (regarding the Instruments of Service), included in the A/E contract(s)? We recommend using AIA appropriate to the project scope and intentions. **We will consult with City Procurement rules for contract requirements.**

14. Have specific sites already been selected by the City of Auburn, or is the design work based purely on “worst case” scenarios? If so, will the City determine the worst case scenario requirements, or at least verify them early in the A/E design process? **No sites associated with this project.**

15. PAGE 1/PARA 1: We are unclear about the statement “Vendors/Consultants shall be current on all amounts due to the City of Auburn prior to the city entering into any contract agreement”. Please clarify. **If they are property taxpayers within the city only.**
16. PAGE 3/ITEM 6: TRANSPORT ETC.: This language appears to be related to construction activities, not A/E Design Services. **Please do not consider this information.**
17. PAGE 4/ITEM 4: WARRANTY: Does this language apply to the A/E Design work? How do you envision enforcing correctness of construction implementation performed by others (post A/E design activities), without hiring the A/E team for a full service package (SD/DD/CD/BID/CA)? **Please do not consider this information.**
18. PAGE 4/ITEM 5: SAFETY: This language pertains to construction activities under a GC’s responsibility, not A/E Design Services. **Please do not consider this information.**
19. PAGE 5/SCOPE OF WORK: What is the content of the 8<sup>th</sup> Package mentioned here? **The 8 different plans.**
20. PAGE 5/WORK TO BE PERFORMED: This language seems to imply construction work, not A/E Design Services. **Please regard this RFP as a A/E Design services.**
21. PAGE 6/REQUIREMENTS & FORMAT OF THE PROPOSAL:
  - a. Why are you interested in our equipment? This appears to be GC construction related, not A/E Design Services. **Interested in software for sharing plans and data.**
  - b. If our proposal is required to remain valid for thirty (30) days after the submission deadline, will the A/E Design schedule be adjusted if a decision and contracting is delayed? **Yes with Council Approval.**
22. PAGE 8/GUARANTEE: This appears to be GC Construction related, not A/E Design Services. **Please do not consider this information.**
23. PAGE 8/PERMITS & LICENCES: Since it appears that the City of Auburn will not be immediately implementing these seven (7) projects, permitting will be required prior to construction and the costs should not be the responsibility of A/E Design Services. Permitting & Licensing fee costs are typically borne by the Owner, not the consultant. **Please do not consider this information.**
24. PAGE 11/USE OF PREMISE S & CLEANING UP: Both appear to be GC Construction related, not A/E Design Services. **Please do not consider this information.**
25. **A/E firms will be required and expected to work with the “committee”, which also includes 2 planning board members. There will be (4) opportunities for the committee to comment on design and scope. Project kick-off, Sketch Plan Phase (25%), Preliminary Plan Phase (75%) Final Plan Phase (100%). In addition, the Committee will be given the RFP proposals to score. Based upon the established scoring matrix, so everyone is scoring the same way. The outline of the matrix is found on page 6 of the RFP under the Proposal Evaluation Criteria.**
26. **All question must be submitted by Thursday, October 20<sup>th</sup> at 12:00PM (noon) to [jblais@auburnmaine.gov](mailto:jblais@auburnmaine.gov).**
27. For this RFP, how many bedrooms do you envision for the single family units / duplexes? **Minimum of two bedroom** With the triple stacked unit, were you looking that the third floor was the finished attic or the third floor had a “second” level to it? **3 units, 1<sup>st</sup> and 2nd floor two-bedroom, third floor 1 bedroom.**

