

**SCARBOROUGH
MAINE**



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Questions and Responses RFP 252018 Professional Consulting Services

1. Within the RFP item #7 identifies that "The Town's preference is for exclusive services within Scarborough, however the ability for firms to represent private clients on a limited basis will be considered." My question pertains to the consideration of private clients on a limited basis. Could you advise if the Town has a threshold for this consideration? For example is the limited basis determined by frequency of project, type of project or value of project? As consultants within a state such as Maine, it would be very difficult to exclude an entire community from development services to provide exclusive representation. In the past how has the Town managed to exclusivity for general services and specific service offerings. Are there areas of specific services that are less restricted to exclusive representation such as Construction Inspection, Landscape Architecture or other disciplines that may fall under a multi-disciplinary firm such as ours that would have interest in submitting?

Response: The Town's preference for "exclusive services" is primarily related to firms interested in providing peer review services to review materials submitted as part of an development review application such as; General Engineering, Traffic Engineering, and Environmental Services. Those firms interested in being considered for these services should do so with the understanding that private development application work within the Town should be for limited, existing clients. This is intended to provide a smoother and more consistent review process, however staff understands that each of the firms interested in providing peer review services may have an anchor client or existing contracts with developers or firms that may develop in the future in Scarborough. Staff is requesting that if selected, firms disclose those companies or developers that the consultant would like to continue to work with in Scarborough and understands that further conversations will take place as development projects are advanced by these clients.

2. Can a bidder use someone from the Town of Scarborough as one of the 4 references requested?

Response: Yes.

3. The RFP asks for a fee proposal to be included, with hourly rates for all personnel/positions who may be assigned to this contract. We typically review our hourly rates on an annual basis. Is the town looking for

us to provide our current rates for 2018 that may be adjusted for inflation each year during the contact period? We understand that fees may be adjusted after negotiations with the town.

Response: The Town is requesting a rate sheet which includes hourly rates for key personnel for the four year period. Any agreed upon extension of the contract would allow for negotiation of rates.

4. Is it the intent of the Town that General Engineering firms would form a team which would include the specialty services listed in Section 1, B through E, or other services not listed in this section, as part of their proposal?

Response: The Town is requesting that firms provide qualifications for in-house capabilities only. It is not the intent that firms would assemble a team of sub consultants as part of this process. If firms have multiple areas of focus in-house those should be clearly stated and capabilities highlighted. In addition to those speciality services listed in Section 1, a firm may include other capabilities that they offer in-house. Examples of these services may include but are not limited to, survey or geotechnical engineering.