



ADDENDUM # 1

FINANCE DEPARTMENT

GREGORY N. L'HEUREUX
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Bid #29-18

REQUEST FOR PROPOSALS

SOUTH PORTLAND OPEN SPACE PLAN

Please see the responses below to the questions received in reference to the above stated RFP due to opened 3:00 P.M., Monday, October 30, 2017.

- 1. What is the budget allocation for this project?** The City is not disclosing its estimated budget for this project so as not to prejudice responses from prospective bidders. While the City will need to ensure that the successful proposal fits within its budget, cost will be but one factor in scoring the responses.
- 2. How deep would the city like to go for community engagement? Anything beyond the stakeholders and one public meeting?** Community input into the plan will be important but the City is not committed to a specific number of meetings in order to obtain such input. Bidders should feel free to propose a certain number of outreach meetings in their proposal or provide a cost for any additional meetings that the City may request that would be supplemental to their proposal.
- 3. Has the city done a community survey on this topic in the last five years?** There has not been a survey on this in the past five years. The City's 2012 Comprehensive Plan included wide input from the community and gives some guidance for open space planning. Recently, an inventory of city-owned public spaces was completed.
- 4. What is the status of the habitat inventory mentioned in the RFP?** Although there is mention of "a greater emphasis on preserving habitats" as an item to be included in the new Open Space Plan, there is not a habitat inventory.
- 5. Can we get clarification on roles/responsibilities of the Ad-Hoc Committee? We assume they will 'convene and augment' the committee with appropriate stakeholders. Will the consultant be responsible for convening this group? Will the committee be actively assisting with the project?** The winning bidder will be expected to help determine the final make-up of the Open Space Committee. We will also look to the winning bidder to determine best practices for involving the committee members and defining specific individual responsibilities within their overall charge. The committee and staff will assist the winning bidder with the project.

6. **Will the Committee assume logistics planning for all public meetings? reserving space, meeting invitations...etc.** The committee and/or staff will take care of these logistics.
7. **What is the expected public review process? In addition to public meetings, would we will be presenting to Planning Board and Council?** At a minimum the report will be presented to the City Council after other public meeting(s) are held to ensure opportunity for public input. See also response #2 above.
8. **Is the 2001 Open Space Strategic Plan available online? If not, is it available in hard copy?** Yes. An electronic copy has been uploaded to the website in conjunction with this addendum.
9. **We noticed that there is no task in the Scope of Work that mentions drafting the Open Space Plan. We assume this is an oversight and that should be added as a key task.** Under the “Deliverables” section on page 4 of the RFP, we are requiring the winning bidder to present a Draft Plan and a Final Plan, so we believe this is covered already.
10. **Will the City provide a list of stakeholders and participants for the project?** We will work with the winning bidder to help identify appropriate stakeholders.
11. **What level of public engagement does the City expect?** See #2 above.
12. **What GIS system is the City using and what version?** We are using ESRI ArcGIS v10.3.
13. **Will the selected consultant have access to the parcel layer plus attributes?** Yes.
14. **The Schedule section refers to the delivery of a final product – is this the open space plan or the adoption of new/revised ordinances?** The Final Open Space Plan is the final product. However, the winning bidder shall also work to help create an Open Space Plan Implementation Committee. This committee will help ensure the new plan is adopted and implemented, including any needed ordinance amendments. While the winning bidder will help to form this committee, they are not responsible for assisting it or producing any further work product, such as ordinance amendments.

Colleen C. Selberg
Purchasing Agent

Please sign and return with your proposal.

Receipt of Addendum #1 to the City of South Portland Bid #29-18 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 must bear the handwritten signature of a duly authorized member or employee of the organization making the bid.