

## **Bidder #1**

The request for proposals for Owner's Project Manager services to develop a Program Plan for the Kennebunk Free Library appears to be requesting services that may overlap or straddle Architectural and additional Project Management services, and we wanted to clarify the intent as we consider submitting a proposal.

Part I-A. (see below) of the RFP request services that could ideally be offered by an architectural firm with specific expertise in the library space programming and project delivery needs, while Part II-A.4. (see below) indicates the selected 'Firm' offering OPM services may assist in the selection of Architectural design firms.

Would the Kennebunk Free Library be open to Architectural design firms offering OPM services inclusive of Space planning, Project management, and Concept design?

Under Part I - Introduction - A. Purpose and Background

'..to begin working on a concept design to include development of timelines and overall project budget estimates as well as a capital campaign plan.'

Under Part II - Scope of Service to be Provided - A. Objective

4. 'Based on the project's size and complexity, identify appropriate architectural design firms or construction managers/general contractors that will be considered in a bid process. Develop an RFP, review proposals, and participate in the evaluation/interview of top companies.'

### ***Kennebunk Free Library***

*Yes, Kennebunk Free Library is open to Architectural design firms offering OPM services inclusive of Space planning, Project management, and Concept design.*

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## **Bidder #2**

We are slightly confused by the language in the and want to make sure we understand your intention correctly.

The Scope of Services outlined are well within our capabilities and experience. The language states that you are seeking an Owner's Project Manager, however, and Task 4 states that the manager would help seek appropriate architectural firms.

I am just asking to make sure that it is appropriate for us to propose these services as an architectural firm, or whether you'd prefer that we team with an individual who would

explicitly serve as an Owner's Representative. An Owner's Rep. would likely need to hire a design team to complete many of the tasks listed under B. Considerations, anyway, so it makes sense to us that we would serve in this capacity.

We just like make sure that we're responding appropriately to your request, and that by clarifying this for all prospective bidders you will receive proposals that can be compared "apples to apples," so to speak!

### ***Kennebunk Free Library***

*Yes, it is appropriate for you to propose these services as an architectural firm, you don't have to team with an individual who would explicitly serve as an Owner's Representative.*

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### **Bidder #3**

Will the selected proposer be precluded from eligibility to submit to provide design services when the project enters the design phase?

KFL: No.

What is the library's planned budget for this planning phase of the work?

KFL: *We're looking for help determining our budget.*

What is the library's planned budget for subsequent phases of the work?

KFL: *This varies depending on the proposal.*

Is the funding secured for the planning phase of the work, or will it need to be raised based on the winning proposal?

KFL: Yes.

What will the review process be to determine if the winning proposer can continue to work on subsequent phases/years?

KFL: *We plan to issue another RFP for subsequent phases. Regarding years, following the initial term of the contract, KFL may opt to renew the contract for 2 renewal periods if mutually agreed upon by both parties. Estimated dates are on page 6 of the RFP.*

The RFP appears to be looking for a firm that can do two things: provide facilities assessment/project plan, and act as an Owner's Project Manager. These are two potentially separate activities, are we correct in understanding that both will be part of the proposal work?

<i>KFL: Yes, they are both part of the proposal.</i>
Can you provide access to previous reports and evaluations of the library facility? <i>KFL: We don't have any that help in terms of the proposal.</i>
Do you have existing conditions/documents to your facility? <i>KFL: Only what is available publicly.</i>
Will the library be seeking historic funding or grants for this project? <i>KFL: Yes, we would like to seek historic funding grants and other grants.</i>
Is there an historic consultant who will provide assistance with grants and the National Park Service's review process identified for this project? What are the library's plans for this important consultancy? <i>KFL: We are going to look for someone we can consult with on these types of grants.</i>
Will there be a referendum process associated with the funding or approval of this project? <i>KFL: There won't be a referendum for the planning phase.</i>
Is the library wanting to have a public workshop process for any of this work? <i>KFL: Some of these steps have already been taken during the Strategic Planning process but further public input may be required.</i>
What project delivery process is the library contemplating for the project? Examples are: Design/Bid/Build, Construction Manager as Constructor, or Design/Build. <i>KFL: We're looking for help determining this aspect.</i>

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*Site visits are permitted. We are a public building, and our hours can be found on [our website](#). Our property at 1 Fletcher Street is occupied by tenants and access to this building is not guaranteed.*