

1. Can the Town share an example of their standard engineering services contract?

Answer: See attached.

2. What types of services are anticipated under the landscape architecture category?

Answer: Graphic renderings, planting plans, and schematic design.

3. The RFP includes standard terms and conditions - will those terms be able to be negotiated if selected? We can include language in the RFP response highlighting the concerns.

Answer: Include any proposed language for consideration in your response to the RFP.

4. Understanding there are no guarantees, what is the estimate for work per discipline under the service agreement?

Answer: The amount of work depends on the adopted budgets each fiscal year and for each department. Projects also depend on the approval of the Capital Improvement Plans (CIP) for each department. We anticipate no more than one or two projects per consultant per year.

5. We have some specialized disciplines (namely, marine and floodproofing). Is that something you have a need for and would be interested in us including?

Answer: Include any additional specialties that are available within your firm.

6. In the case that a firm can only provide some of the services of *Category A- General Engineering Services*, is it acceptable for them to join a team despite the following clause in the RFP, "The Town discourages team submissions that include multiple firms under one proposal?"

Answer: Team submissions will not be accepted. See Question 7 below.

7. If not, is it acceptable for a firm to submit if it can only provide some of the services listed in Category A?

Answer: Yes

8. Would the Town consider a two-week extension to address responses to these fundamental questions that determine firm eligibility?

Answer: Yes. The new proposal due date is August 31, 2026. Review of proposals will be August 31, 2026 to September 17, 2026. Interviews for top qualifying firms will be September 21-24, 2026. Final evaluation by the selection committee will be September 30, 2026.

9. The RFP identifies several engineering disciplines to support the Town on an on-call basis. Please confirm whether the Town anticipates utilizing the selected consultant(s) for wastewater, drinking water, and transportation engineering-related projects during the contract term. If these services are expected, should respondents highlight those

qualifications under General Engineering Services (Category A) or elsewhere in their proposal?

Answer: The Town will not need services for drinking water design. Typically, the Town does not need services for wastewater design, but if the firm is designing a drainage and/or transportation project for the Town, the Scarborough Sanitary District may want to include wastewater design in the project. The firm should highlight qualifications for drainage and transportation projects under the General Engineering Services Category.

10. The RFP for the Professional Consulting Services asks to follow a specific order, and there seems to be some overlap between "4. A brief summary of experience of individual(s) who will be working with the Town of Scarborough ..." and "7. Names and qualifications of key individuals who will be responsible ..."

Answer: See answer to #11 below.

11. Can the Town please provide clarity on the different expectations for these two sections?

Answer: Section 4 should include resumes for all staff who will be involved in the work.

#7 shall be replaced in its entirety with the following language:

From the individuals provided in #4, provide the name of the key individual who will be responsible for conducting the design, plan review, and inspections. This individual will be considered the primary point of contact.

The Town prefers the individual to have prior municipal experience and be willing to provide exclusive services to the Town within municipal boundaries; however, representing private clients on a limited basis will be considered. Town staff will review requests on a case-by-case basis with consideration taken to existing clients, and the ability to keep the volume of private projects within town to a minimum.

Note: The key individuals identified in the proposal are considered by the Town to be essential to the work being performed under the contract. Prior to changing key individual roles and responsibilities, or adding new key individuals to the contract with the Town, the firm shall notify the Town in advance and shall submit justification in sufficient detail to permit evaluation of the impact on the program. No change or addition of new personnel shall be made without the Town's written consent.

12. For Section A – General Engineering Services

a. Peer Review

- i. Assumption is that this role will review projects to ensure that the plans are in compliance with any applicable Town Subdivision and Land Development & Stormwater Regulations. Will the consulting firm also be responsible for performing zoning review?

Answer: No

- ii. What is the required meeting attendance? Monthly Planning Commission Meetings? Or occasional meetings? Would virtual attendance be acceptable?

Answer: Meetings (virtual or in-person) will be based on specific project needs; including meetings during work hours or occasional public informational meetings. No committee or board meetings are anticipated.

- iii. What is the turnaround timeframe for review letters?

Answer: Turnaround for review letters is typically 2 weeks.

- 13. Could the Town clarify what is meant by "exclusive services" within Scarborough? Specifically, would the Town permit the consultant to continue serving existing private clients and/or accept new private-sector work within the Town during the contract term? Additionally, could the Town provide further guidance on what constitutes a "limited basis" (e.g., existing clients only, project volume, conflict-of-interest considerations, or other criteria)?

Answer: See the answer to #11 above.