

**City of Portland, Maine  
Parks, Recreation, and Facilities Department**

**Structural Analysis of James A. Banks, Sr. Exposition Building  
RFP #24037**

Sealed proposals from firms interested in providing a structural engineering analysis of the James A. Banks, Sr. Exposition Building shall be submitted electronically to [bidssubmit@portlandmaine.gov](mailto:bidssubmit@portlandmaine.gov) with the name of the Proposer, Contract Name and RFP number in the subject line and will be received until 3:30 p.m., Wednesday, February 7, 2024, at which time they will be opened and read. Proposals may also be submitted via USPS, UPS, FedEx or in-person to the City of Portland, Purchasing Rm. 103, 389 Congress St., Portland ME 04101. It is the proposer's sole responsibility to ensure that their proposal is submitted prior to the date and time specified. Late or unsigned proposals shall not be accepted.

Copies of the above documents will be available by contacting the City of Portland Purchasing Office either via e-mail at [jrl@portlandmaine.gov](mailto:jrl@portlandmaine.gov) , or phone (207) 874-8654. Each prospective bidder will be required to obtain from the City each copy of the proposal forms.