

CERTIFICATE OF ACKNOWLEDGMENT OF RECEIPT OF ADDENDUM

THE CITY OF READING

ADDENDUM NO. 2

RFP: HVAC Design and Construction
Oversight - 3rd and Spruce Recreation
Center

DUE DATE: August 26, 2020
3:00 P.M. Prevailing Time

NOTICE

This addendum must be signed, attached to, and returned with your proposal to the City of Reading by the time and date indicated ABOVE:

Q1. Does the inability to attend the Pre-Proposal Meeting mandate a rejection of a submitted proposal?

A1. Yes

Q2. There was discussion during the walk-thru regarding UV lights. Would that be limited to within the new equipment and not be a general healthcare style space UV light system?

A2. UV Lights should be considered for the new equipment as an option during design.

Q3. With the entry/foyer being an intermediate level between the upper and lower levels connected by an open stairway, can we get an interpretation from the City code officials that this **WOULD NOT** be construed as an atrium connecting more than two levels under the 2015 International Building Code?

A1. Yes – Prior to preliminary design, the City **WILL** issue an opinion to the selected consultant.

Q4. What is the budget for the project? (Construction budget and/or overall project budget.)

A4. The City is committed to funding the entire HVAC replacement.

Q5. Is there a schedule / milestone dates for the project? (Such as anticipated Notice to Proceed date for the consultant, duration of time for the consultant to complete the design, target date to advertise construction bids, target dates to start / finish construction, etc.)

A5. Yes - ASAP, the project must be completed in 2021, with AC functioning prior to the summer!!!

Q6. RFP page 7 calls for the consultant to “Provide an ‘opinion of cost’ for construction based on the final design”. Is there a specific degree of accuracy / tolerance desired for this opinion of cost?

- A6. All the City can ask for based on best practices, the Consultant's expertise will create the opinion. The contractors will determine costs thru the bidding process. The City shall expect change orders be kept to a minimum.
- Q7. RFP page 7 calls for the consultant to "Provide drawings to the Owner that shall be used for bidding purposes" – is there a specific number of hard copy sets to be provided?
- A7. 2
- Q8. RFP page 7 calls for the consultant to "Assist owner in bid process...", but does not specifically mention a Pre-Bid meeting. Is the consultant required to attend a Pre-Bid meeting with contractors?
- A8. YES
- Q9. RFP page 8 calls for the consultant to "Provide active oversight / inspection during the course of construction..." Is there a specific number or frequency of meetings required?
- A9. As needed during critical to ensure successful installation as this as this is a building providing youth services
- Q10. RFP page 8 calls for the consultant to "...lead final inspection, commissioning and closeout services." Will the project require the services of a Commissioning Agent / Commissioning Authority? If so, will they be engaged directly by the owner, or will they be a sub to the consultant? If a Commissioning Agent / Authority is engaged by the owner, does the consultant need to lead the commissioning services?
- A10. Consultant shall lead commissioning, create the punch lists ensuring the systems is installed and functioning correctly,
- Q11. RFP page 9 lists five criteria for evaluation of the proposals. Are the five criteria listed in order of importance? Are they weighted equally? If not, what is the relative importance / weighting of each?
- A11. The City uses an evaluation system that is fair to the City and the Consultants
- Q12. During the pre-proposal meeting, the discussion was focused on the four packaged rooftop unit and two indoor air handling units, which are all to be replaced under this project. The FCA report indicates that there are also two split systems serving the building, with condensing units having zero Remaining Useful Life. a. Please confirm that these split systems should also be replaced.
- A12. The entire HVAC system needs to be replaced, yes include.
- Q13. Please confirm that these condensing units serve interior air handling units AHU-5 and AHU-6 (and if not, please provide as much information as possible on what they do serve).
- A13. The entire HVAC system needs to be replaced

- Q14. During the pre-proposal meeting, it was suggested by the owner that the existing ductwork systems should be retained and re-used, due to concerns with coordinating new ductwork with the existing structural tees. The FCA prepared in 2018 stated that the ductwork had a remaining useful life of 12 years. Please confirm that the project anticipates retaining and reusing the existing ductwork.
- A14. If the Consultant determines the HVAC replacement dictates duct replacement, the City will replace.
- Q15. Please confirm that the scope of work includes replacement of the following items from the FCA:
a. Centrifugal Exhaust Fan in the Storage Room. b. Rooftop Exhaust Fans (general and kitchen).
c. Electric Cabinet Heater(s). d. Electric Unit Heaters(s).
- A15. The useful life of the above mentioned items shall be addressed by the consultant, if replacement is suggested, then the City will replace.
- Q16. The building does not have a Building Management System or other central means of controlling temperatures. a. Is adding a BMS part of the scope of the project? b. If so, should the BMS be compatible with existing BMS systems at other facilities in the city, and what are the specific requirements?
- A16. HVAC replacement shall include a new control system for the HVAC. An entire BMS would be too costly.
- Q17. Are there specific qualification requirements for contractors that must be confirmed?
- A17. To be determined at a later date, though Contractor will need to be licensed by the City and with a strong history.
- Q18. Is there a specific limit on overhead markup for subcontractors?
- A18. No
- Q19. Are specifications on drawings acceptable, or are book specifications required?
- A19. Consultant shall confirm submittals are suitable for successful operation, book is preferred.
- Q20. Is all equipment to be replaced “in kind”? Will HVAC load calculations be required to confirm loads?
- A20. Equipment shall be confirmed by the consultant. AND YES
- Q21. Is the Statement of Bidder’s Qualifications form on p. 22-24 of the RFP required for this submittal? It appears some questions pertain more to contractors than designers (# 10, 11, and 18).
- A21. True, please answer as best possible.

Q22. Is an overhead rate required, or is a fee schedule sufficient for this submittal?

A22. Fee Schedule will suffice

Q23. Does the City have a testing adjusting and balancing (TAB) report available?

A23. NO

Q24. Is the City is willing to utilize an agreement more appropriate for Engineering Services?

A24. Yes

Q25. 1. The RFP states that work should not be subcontracted without approval by the city. We are proposing that JLL partners with an engineering firm to design the new HVAC system. Please confirm this arrangement is acceptable. Contract arrangement between JLL and engineering firm is TBD. 2. What is the proposed schedule for design and construction? 3. What is the total budget for this project? 4. The RFP notes possible modifications / upgrades to the electrical system. Please confirm this will only be upgrades necessary for the new HVAC equipment. 5. You mentioned during the walk through that there will be a new walk in cooler, when is this expected to take place? 6. Please confirm the work will occur while the building is fully occupied. 7. Can you please provide the terms and conditions of various documents listed on page 9 of the RFP?

A25. 1. Yes
2. AC installation prior to the summer
3. TBD by Consultant
4. Correct
5. Installed
6. Yes
7. These are required by the City, all interpretation shall be addressed by Consultant as a condition of submittal.

I, HEREBY CERTIFY THAT THE CHANGES COVERED BY THIS ADDENDUM HAVE BEEN TAKEN INTO ACCOUNT.

Firm Name (Type or Print) _____

Authorized Signature _____

Title _____

Name (Type or Print) _____

Date _____