

CERTIFICATE OF ACKNOWLEDGMENT OF RECEIPT OF ADDENDUM

THE CITY OF READING

ADDENDUM NO. 2

**BID:** EVALUATION, DESIGN ENGINEERING, AND  
CONSTRUCTION MANAGEMENT CITY HALL  
HVAC

**DUE DATE:** August 9, 2022

3:00 P.M. Prevailing Time

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. The RFP and the Bid Events of PennBid state the prebid meeting is on 7/11, but the text of the PennBid description states 7/7. Please confirm which date the prebid meeting is on.

A1. Prebid was held on the 7<sup>th</sup> of July.

Q2. Is a performance bond required for this contract?

A2. No this is professional services and does not have a bond

Q3. Must our bid be submitted on a special bid form, or can we use our own format?

A3. Proposals should be submitted in the firms format and should include all the qualify documentation required.

Q4. Are there existing drawings that firms are to use, or will the proposals need to include a model to use as a base drawing?

A4. The existing drawings are paper files- firms will create additional drawings throughout the process

Q5. What is the approximate size of the facility (gross floor area)?

A5. 2 floors are approximately 33,000 sq ft each and lower level is approximately 33,000 sq ft, 3rd floor is approximately 12,000 sq ft.

Q6. Is a project budget established?

A6. Yes there is an allocated budget of \$2,500,000 for evaluation, design, and construction.

Q7. Are existing HVAC drawings available?

A7. They will be posted with the addendum.

Q8. Are annual energy cost records available? (gas, oil, and electric)

A8. Yes they can be provided 2019 to present.

Q9. During construction of the police department addition, was the remainder of the original building renovated?

A9. There have been numerous generations of renovations it is unknown the extent that each has had into the entirety of the building.

Q10. In consideration of temporary relocation of staff during construction, will it be possible to vacate large areas of typical office floors? (Noted exception to Police Department)

A10. Vacation of staff can and will be coordinated during all phases of the construction. Close communication with City staff and preparatory planning are keys to success.

Q11. Were there any recent ESCO projects performed (energy service contracts, ie, LED lighting replacement, ATC upgrades)?

A11. None that are known

Q12. Can you describe what is the basic type of HVAC system (ie, 4-pipe with chillers and boilers; VAV air distribution)?

A12. There are a multitude of systems in the building including, chillers, boilers, mini splits valve and distribution units.

Q13. Are there any maintenance service contractors involved or is routine maintenance performed by in-house personnel?

A13. Honeywell is on contract for maintenance and the filters are performed in house personnel.

Q14. Is there a Building Management contractor involved in maintaining the existing control system?

A14. Honeywell is working with the older program system that is proprietary but no completely functional. There is no preference to future control system but they must be open source.

Q15. Is the existing underground oil storage tank still in use?

A15. No

Q16. Are there any environmental studies, if so, can you please share the information?

A16. There was a City.

Q17. Is any staging space available adjacent to City Hall?

A17. Staging space can be made available during construction.

Q18. Are there any existing ceiling systems above the existing finished ceilings?

A18. There are multiple levels of ceilings in some areas.

Q19. Will the mandatory pre-proposal sign-in sheet be shared in the addenda?

A19. It will be attached to the addendum.

Q20. Is the city considering an extension to the proposal deadline due to the clarifications getting answered & posted so close to the proposal deadline of 7/27?

A20. It is an option to add a second round of questions if needed

Q21. Could you clarify the "\$500/day in liquidated damages" on page 23? Is this targeted for construction contractors or does this encompass all professional services?

A21. This pertains to construction evolution.

Q22. Good afternoon, have the HVAC drawings been uploaded?

A22. They will be included in the addendum.

Q23.Would it be possible to get the addenda with the clarifications to our questions out prior to the 22nd to allow for ample time to use that information for our proposals?

A23.Unfortunately this did not occur. If additional time is needed to have a second round of question the period can be extended.

Q24.Please verify that this fee proposal is only for the “Phase 1 – Evaluation and Study” and that the fee and scope for the “Phase 2- Construction Documents” and “Phase 3- CA Services” will be negotiated with the successful firm as a change order to this contract upon completion of the Phase 1 work.

A24.The above is correct. The process will begin with Evaluation and Study to provide options and recommendations prior to design engineering.

Q25.Does the City require the cost proposal to be submitted in a particular format or form? None is provided.

A25.The format is defined by the prospective bidder. How they break down the cost structure and report to the City is their decision.

Q26.Are A/E consulting firms required to answer all questions on the Statement of Bidder’s Qualifications form, including 10 (List your major equipment available for this contract), 17 (present proof of a DEP-approved solid waste disposal method), etc?

A26.Answer the relevant questions and submit. Some are construction related.

Q27.Does the City require any forms provided in the Contract Documents section to be submitted with the RFP?

A27.Those indicated as disclosures.

Q28.Does the City have a preferred format for the technical proposal or qualifications besides the provided form?

A28.No specific format is required.

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\_\_\_\_\_