

CERTIFICATE OF ACKNOWLEDGMENT OF RECEIPT OF ADDENDUM

THE CITY OF READING

ADDENDUM NO. 1

BID #9002-09: PD Training and Special Operations  
Facility Engineering

DUE DATE: 3:00 P.M. Prevailing Time  
April 14, 2022

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. The intent of this RFP is unclear. It asks for project and construction management, and engineering design, but no Architectural services. However, the review and management of the architectural and engineering design process is also listed. It is not clear how the firm awarded this contract could both provide the engineering design and oversee what is inferred by the RFP to be both architectural and engineering design by others. Please further clarify the intent of this RFP.
- A1. The City of Reading is seeking a full service company to take the project from a bare ground to completed project. This will include self-performance or sub-contraction of Design, Engineering, Architectural, Storm Water, Site Civil, Project Management and Construction Management to recognize a few disciplines. Additionally, the project will require the future bidding of 3 prime contractors, in conformance with regulations, to construct the project. The proposal of services should include these aspects in the consideration of the proposal price.
- Q2. Can the city confirm what services are being awarded from this contract? Is it full architectural/MEP/Structural etc.? Or just for construction management services?
- A2. See A1.
- Q3. Can the City confirm whether or not there is a pre-proposal meeting? On page 4 under professional services, it says a list of all requested renovations will be provided at the mandatory pre-proposal meeting, but the following paragraph says there will not be one.
- A3. No pre-proposal meeting.
- Q4. Can you share the contacts of the designated City team and the Architect and Engineers who have been contracted for the facility design?
- A4. The current team consists of Police and Public Works Administrative members.
- Q5. Why are there no bid documents? What good is a posting when there is no description?

- A5. The current process is requesting a proposal from firms to complete the described project. Please submit a proposal of services with the firm's accomplishments and qualifications as requested.
- Q6. Can you share the contacts of the designated City team and the Architect and engineers who have been contracted for the facility design?
- A6. The current team consists of Police and Public Works Administrative members. Upon acceptance of the proposal the accepted proposal firm and the City will have a design kick off meeting to convey contacts.
- Q7. Can you provide the construction documents (or whatever level of design documents) that exist in order to evaluate the full scope of the effort?
- A7. There is no existing documents, drawings, or design. The purpose of this proposal is to solicit a firm to assist in the creation of said documents for construction purposes.
- Q8. If no design team or documents exist, is it the intent of this RFP to solicit professional design services for the entire facility as well as the PM/CM portion of the work?
- A8. Yes
- Q9. Does the City have a budget for this project?
- A9. The City has a services budget allocated of \$500,000.
- Q10. Does the City have a preliminary schedule and/or timeframe they want the facility occupied?
- A10. It is estimated that the occupancy would be achieved in an estimated 18-24 months after design award has been issued.
- Q11. The Professional services section of proposal says "supply design engineering services" and it is eluded too in other sections of the RFP. However, the scope of services for Precon/Design Phase Services does not include design services. Are any design services included in this RFP (i.e. architectural, site/civil, etc.)?
- A11. See A1
- Q12. Under professional services section it mentions a mandatory pre-proposal meeting, but under pre-proposal meeting section, it mentions there will not be a mandatory pre-proposal meeting. Is there a pre-proposal meeting for this RFP?
- A12. There is no preproposal meeting.
- Q13. What are the funding requirements for this project? Will there be grant funding, if so, can you please advise on what government entity will be providing funding (i.e. RCAP, DCED, etc.)
- A13. There are external grant funding source currently obtained.

- Q14. We may have some follow-up questions depending on how the above questions are answered. Can we submit these follow-up questions to an email if PennBid is closed to clarifications?
- A14. A second question period will be open for one week. This will also extend the proposal due date by one week. The new due date for questions is March 30, 2022. The new addendum, if necessary, will be issued on April 6, 2022 and the new due date for this will be April 14, 2022.
- Q15. The RFP states that the Construction Manager will “supply design engineering services.” Please clarify the extent of “engineering services.” Does that include Civil Engineering, Architectural Design, Structural Engineering, Mechanical/Electrical Engineering, etc.?
- A15. See A1
- Q16. Will the design/engineering team be contracted through the Construction Manager or directly with the City of Reading?
- A16. See A1
- Q17. Is the second paragraph under *Professional Services*, referring to the Firehouse a mistake? Please clarify the purpose of this information.
- A17. Yes, Fire house should be Police
- Q18. The CM will be responsible for obtaining the Permit but please clarify who will be paying for the permit. Please confirm that the City will be responsible for payment or reimbursement of the final permit fees / amounts.
- A18. Permits and Inspections will be the responsibility of the PM/CM to require through Prime Contractors when the construction bidding occurs. Permit fees are to be included on Prime bids for reimbursement.
- Q19. “Firms will be responsible for all aspects of the construction process...” Does this mean the Firm is responsible for “managing” these items? Storm water management will be designed by the Civil Engineering firm and the actual work will be the responsibility of one of the bidding prime contractors.
- A19. The proposal firm will be responsible for the design aspect, prime contractors will be responsible for the construction aspect. The proposal firm will assure the prime contractor installs per the design.
- Q20. What level of as-builts are expected? Fully updated digital drawings or hand noted as-builts from the various prime contractors?
- A20. Red lined original drawings will be acceptable for As-Built conditions.
- Q21. Page 6: Is it required that the *Construction Manager* provide a full-time onsite Supervisor or Superintendent during the construction phase? (Each prime contractor would also have

a full-time Supervisor/Forman/Superintendent) Please clarify/confirm.

- A21. While there is active work on the site there will be a representative of the proposal firm's company overseeing the operation.
- Q22. Who is responsible for Geotechnical and Environmental studies? What is the CM's role in the studies?
- A22. The studies should be included as part of the proposal firm's design of the facility.
- Q23. Please clarify the extent or level of "Site Security during construction."
- A23. The site of the project is within public view- contractors should make secure the site and their equipment or supplies in a manner which prevents theft or damages during the construction.
- Q24. Is there any anticipated "Historical Review" expected for this site?
- A24. There is no expected Historical Review
- Q25. The bulleted items list Prime Contractors. Please clarify that the CM will be responsible for managing the multiple primes. Listing them as "included" is confusing.
- A25. During the construction phase the accepted proposal firm will be responsible to assure the compliance of sub-contractors to designs and schedules.
- Q26. Please confirm that bi-weekly meetings are required between the CM/Design Team and the City of Reading on a bi-weekly basis.
- A26. Bi-weekly will be the basis of the meeting schedule. This may be increased or decreased as necessary to match project flow and needs.
- Q27. Are the insurance certificates required as part of the RFP proposal or when the actual contract is executed? We can provide a draft certificate as part of the proposal so the City of Reading can see the level of insurance our company carries. Please clarify.
- A27. Insurance will be required with the City's acceptance of the proposal. A draft certificate will be acceptable as an initial proposal document
- Q28. Most of the language on this page appears to be more appropriate for the Prime Contractor level of work. Please clarify.
- A28. There is no reference to page number please clarify in round two if necessary.
- Q29. The last portion of this page mentions that questions be sent to Tammy Reinhart in Purchasing but the earlier part of the RFP says to send them through Penn Bid. Please clarify.
- A29. The questions are submitted via Penn Bid which is accessed by Tammi Reinhart. Submit

via Penn Bid.

- Q30. Please clarify item #17 regarding proof of acceptable disposal method. How does this relate to the CM and Design Team?
- A30. This is a standard language which pertains to most of the City's projects which require demolition of older buildings that may contain hazardous materials. There is a minor component of demolition in this project, existing barn structure which will require cursory review of hazardous materials presence or absence prior to demolition and disposal.
- Q31. The Construction Manager is typically not bonded on a public project. The bonding is most likely required of the multiple Primes. Please clarify.
- A31. The accepted proposal firm may be bonded for their contracted work. Prime contractors will be bonded individually.
- Q32. Will the City be amenable to discussions and modifications to the contract terms and conditions?
- A32. Typically terms are set. Change orders will be addressed as needed and accepted or rejected through a review by City Administration.

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 \_\_\_\_\_