

CERTIFICATE OF ACKNOWLEDGMENT OF RECEIPT OF ADDENDUM

THE CITY OF READING

ADDENDUM NO.1

RFP: Engineering and Planning Review Services

DUE DATE: July 14, 2021
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. Is there an opportunity to extend the contract time?

A1. *The initial contract term is anticipated to run through December 31, 2021, and may be extended for a period of twelve (12) months by written agreement between the City and Consultant.*

Q2. To what extent is detailed traffic engineering review expected?

A2. *The Consultant will be required to provide traffic engineering to the extent stated in City ordinances with respect to subdivision and land development traffic planning. This would include, but not limited to, the SALDO and Zoning ordinances that relate to traffic planning. Other ordinances, such as Chapter 508 Streets and Sidewalks, would apply where those ordinances should be considered during the planning stage. The consultant will be expected to determine when a traffic impact study is needed, and shall provide experienced advice related to the review of impact studies and parking studies with an emphasis on traffic safety and traffic congestion reduction. The Consultant shall provide review of the developer's traffic signal permits during the land development phase. The Consultant will not be required to manage city street vacations, conduct field surveys, or provide traffic signal or intersection designs.*

Q3. Relative to Act 537 compliance and planning modules, to what extent will City staff provide conveyance and treatment capacity information?

A3. *The Consultant will be expected to evaluate land development plans to determine when DEP sewer planning is required, and shall advise the developer of what documentation is required to be provided. The Consultant shall coordinate closely with Public Works during the planning process. For those applications where sewer planning is required, the Consultant shall review and relay the conveyance and treatment components from the developer to Public Works for processing. Public Works will complete the conveyance and treatment engineering, will prepare and process the requisite resolution through City Council, and will return the completed components back to the Consultant. The Consultant shall ensure that the developer properly completes all of the planning modules and submits a complete module package to the DEP. The Consultant shall notify Public Works when the submission is made to PA DEP and when additional information is required for DEP approval. It is assumed that all documentation*

will be handled electronically.

Q4. To what extent will the consultant be expected to provide daily construction observation for developer improvements for which financial security has been provided?

A4. The Consultant is expected to conduct all necessary field inspections for the required improvements in accordance with the terms of the Developer's Improvement Agreement. The Consultant shall provide a written report to the City Engineer of the condition of the improvements and shall make recommendations as to whether the work is acceptable. Continuous inspection is not required, but it will be the Consultant's responsibility to coordinate with the developer and their contractor to determine the best schedule for conducting the field inspections.

Q5. What turnaround time will be expected for plan reviews, from the date a submission is received to the date a review letter is issued?

A5. Application reviews will be expected within a reasonable period to allow the City to comply with all relevant deadlines in its ordinances and the Municipalities Planning Code. Typical review time should be provided within fourteen (14) days; however, a shorter turnaround period may be required in some cases.

Q6. Will the selected consultant be allowed to prepare Land Development and/or Subdivision Plans for projects in the City, with the understanding that another entity (not the consultant) would review the plans in those cases?

A6. The City may agree to allow consultants to prepare subdivision and/or land development application for projects in the City, subject to advance approval by the City and appropriate steps for recusal.

Q7. Is the City amenable to the submission of legal exceptions to the Terms and Conditions of the template Agreement with our Proposal or will any potential Agreement negotiations be addressed subsequent to selection?

A7. The Proposal should include any proposed exceptions to the template Agreement, which the City will consider in making its selection.

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_____