

CERTIFICATE OF ACKNOWLEDGMENT OF RECEIPT OF ADDENDUM

THE CITY OF READING

ADDENDUM NO. 1

RFP: General Engineering Services

DUE DATE: November 1, 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 table of contents on page 2 of the RFP lists “Proposal Submission” and “Qualification Criteria” as RFP sections, but these sections are not included in the RFP. Please confirm.
- A1. The Proposal Submission and Qualification Criteria are the bidders Proposal and Qualification criteria. These documents submitted by Firms will be included in the final contracting phase.
- Q2. On page 10 of the RFP, there is a list of five areas that will be considered by the City in selecting the best qualified firm. The second criteria listed is “Performance of proficiency testing.” Can the City clarify what documentation it is seeking to support this area of consideration? Is the City looking for copies of licenses and certifications of key staff?
- A2. All City Proposals are evaluated by committee on the same criteria- Scope, Firm Capacity, Assigned Personnel, Availability, Cost & Work hours, MBE/WBE. Firms shall submit the qualifications of their staff in resume type format. The Firms Licenses and Certifications from a State or Federal Level entity, i.e. WBE or MBE, shall be submitted for the Firm’s Qualifications.
- Q3. Hello, for the upload of the final proposal, the RFP says that one document inclusive of all materials and documentation should be uploaded, but in the upload area of PennBid, it says that the technical and cost have to be uploaded separately and that this is a mandated task. The RFP has asked for hourly rates but not cost. How should we proceed?
- A3. The City evaluates Firm characteristics in their entirety prior to reviewing price structures. Price Structures should be submitted separately as employee hourly rates based on assigned job titles and expertise.
- Q4. Can you please provide Attachment 1: Sample Contract as listed on page 27 of the General Engineering Services RFP?

- A4. There will be a contract award for the Firm to perform Bulk Engineering Services but each individual project will have its own terms of engagement, Project proposal from the selected firms. The proposal agreements will contain all aspects from evaluation, design engineering and construction management under a single project. In this manner the City can utilize preapproved firms to complete projects as they arise.
- Q5. It is implied that multiple firms will be selected for this contract, can you estimate how many firms are expected to be selected?
- A5. The City will determine the number of Firms needed based upon the project lineup during the duration of the contracted period.
- Q6. Is the City looking to select team(s) that can provide all services listed within the scope of work or will the City consider firms who are able to provide the majority of the services since individual projects will be assigned to the firm(s)?
- A6. Firms should be able to provide as many services as possible within the scope. Not having a specific focus does not disqualify a Firm.
- Q7. The RFP mentions that there is a page limitation for the proposal on Page 13 but does not specifically lay out page requirements. Can you please specify how many pages we are allowed for the proposal, if you are requesting page limits?
- A7. Page limit is lifted in this project- Firms can provide as much qualifying information as necessary.
- Q8. There is not Sample Contract attached to the RFP. Can you please send this Sample Contract out to be reviewed?
- A8. See A4
- Q9. On Page 10 of the RFP under “Evaluation and Selection Process”, the City references that firms will be evaluated on the “Performance of Proficiency Testing”. Can the City confirm this is an error or specify what testing is intended for the contract?
- A9. See A2
- Q10. On page 3 under “Use and Qualifications of Subcontractors” and within the Subcontractors’ Surety Agreement, the City references the use of a laboratory. Can the City please specify what the intent is for the laboratory?
- A10. If a laboratory, or other specialty, analysis is necessary for the completion of a task assigned, the firm should seek a qualified subcontractor if not within their qualifications. Examples include but are not limited to; Lead Analysis, Asbestos Analysis, Water Testing, Concrete Testing etc. Firms may subcontract these firms per individual awarded project and do not need to represent them in the initial submission. However, Firms should identify

if there is a prime focus that they are not capable of performing, i.e. Structural Engineer will be subcontracted, and then a Firm should submit qualification of any Sub-Contractor to be utilized.

Q11. On Page 14, the City requests acknowledgement of Addenda or Amendments on the “appropriate City form”. Will this form be found on the Addenda or Amendments? If not, can you please attach the city form?

A11. This form will be available when addendums and attachments are issued.

Q12. If we are an engineering firm and not a contractor, are we exempt from signing and submitting the Subcontractors’ Surety Agreement?

A12. Yes

Q13. On Page 13 of the proposal under “Preparation of Proposals”, the City requests that each copy of the proposal and all documentation be bound in a single volume. Are you requesting hard copies be mailed in? If yes, can you please specify how many hard copies you’d like and where and who to send them to?

A13. Hard Copies are not required- Submission via Penn Bid Electronically is accepted

Q14. The section “Qualification Criteria” is stated in the Table of Contents of the RFP but is missing. Can the City please send out this section?

A14. See A1

Q15. The “Use and Qualifications of Subcontractors” paragraph on page 3 is focused on laboratory services. Is this paragraph relevant?

A15. See A10

Q16. The following paragraphs all appear to relate to construction services contracts and not to professional service contracts. Please confirm that they do not apply to this contract: a. WAGES AND EMPLOYMENT REQUIREMENTS page 5, b. SUPERVISION OF WORKERS on page 6, c. SUBCONTRACTS, on page 6, d. QUALITY on page 7, h. OBSERVANCE OF LAWS, ORDINANCES AND REGULATIONS, on page 7, I. EXECUTION OF CONTRACT, on page 8, j.

A16. All sections shall be considered relevant and applicable.

Q17. Page 13 of the RFP indicates that the information should be provided within the page limitations. However, no page limitations were found. Is there a page limitation?

A17. See A7

Q18. In the insurance section, under Worker’s Compensation on page 5, the RFP states, “Worker’s Compensation – Statutory limits in each state in which the Service Provider is required to provide the Workers Compensation coverage including “All States” and “Voluntary Compensation” endorsement, and a Waiver of Subrogation endorsement in favor of the County”. Is the City willing to waive the Voluntary Compensation Endorsement?

A18. Yes

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 _____