

CERTIFICATE OF ACKNOWLEDGMENT OF RECEIPT OF ADDENDUM

THE CITY OF READING

ADDENDUM NO.2

RFP: Comprehensive Parking Plan

DUE DATE: January 12, 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. The City issued a similar RFP in summer 2018 and requested BAFOs for that RFP in summer 2019. Is it to be assumed that no award was made? If not, what were the conditions that led the City to not award a contract?

A1. The City did not award the previous Comprehensive Parking Study. The new incoming Administration took effect in January of 2020 and opted to evaluate other essential economic development priorities in view of the changes to the downtown landscape.

Q2. The submittal requirement found in section IV.A says that all proposals must be organized and presented in the exact order as outlined within the section. The outlined section does not include anything related to project approach or understanding. However, the consultant evaluation states that one of the evaluation criteria is "understanding of the requested work; merits of the described approach" and that the selection will be based on a combination of approach, qualifications and price. It seems as if an approach is being requested. Can you confirm where within the submittal outline should the approach be included?

A2. The approach for developing the comprehensive parking plan is imperative for the success of the study. The City requests that applicants outline the approach they will utilize for developing the plan, thereby demonstrating their understanding of the requested work. This should be included in the proposal as an additional item (g), added to the end of RFP section IV.B: Qualifications and Experience.

Q3. The study area map included in the RFP is hard to read. Could you please upload a map with higher resolution?

A3. The study map has been posted to the City website and is available at: [Document has been sent to Purchasing to be added to website; please add link when available.]

Q4. Can you please confirm that supply and demand data collection is to be conducted throughout the entire City, in all of the different study area map?

A4. Supply and demand data collection should include the study areas shown on the study area map (see A3) as well as all arterial streets leading in and out of the City.

Q5. The submittal requirement found in section IV.A says that all proposals must be organized and presented in the exact order as outlined within the section. The outlined section does not include anything related to project approach or understanding. However, the consultant evaluation states that one of the evaluation criteria is "understanding of the requested work; merits of the described approach" and that the selection will be based on a combination of approach, qualifications and price. It seems as if an approach is being requested. Can you confirm where within the submittal outline should the approach be included?

A5. Please refer to the answer given under A2.

Q6. Tammi Reinhart, Purchasing Coordinator 815 Washington Street, Room 2-45 Reading, PA 19601 Tammi.Reinhart@readingpa.gov We would like to submit the following question: Could you please clarify what is expected for the assessment of on-street parking? The scope identifies accumulation counts and turnover for public parking facilities – which is defined as parking garages and surface parking lots. Is the accumulation and turnover analysis also intended for the on-street parking?

A6. The City is only requesting accumulation counts and turnover rates for parking garages and surface parking lots. Parking demand, both current and future, should be assessed for on and off-street parking.

Q7. Tammi Reinhart, Purchasing Coordinator 815 Washington Street, Room 2-45 Reading, PA 19601 Tammi.Reinhart@readingpa.gov We would like to submit the following questions: 1. As we read the RFP, the scope seems similar to previous proposals that we don't believe went forward. Was this due to funding issues or proposals that were beyond the anticipated budget? 2. What is the anticipated award date for this RFP?

A7. The new incoming administration in January of 2020 noticed significant changes in the landscape of downtown, including the closing of the Reading Eagle, the use of existing buildings to place CollegeTown in the downtown district, and the development of market rate apartments as well as an international student's campus. These are among the many factors that resulted in reissuing an RFP for a Comprehensive Parking Study. Selection of qualified candidate will commence shortly after receiving competitive bids.

Q8. Please confirm parking counts are only required for garage and surface parking lots and that the City is no longer requesting on-street parking accumulation counts.

A8. Confirmed: parking counts are only required for garages and surface parking lots.

Q9. Does the City require only weekday counts or weekday and weekend counts for all or portions of the study area?

A9. Both weekday and weekend counts are required.

Q10. Please clarify that the Study Area is all color-shaded areas contained in the map provided as Appendix F.

A10. Yes, please refer to the link provided in A3 for a PDF of the study area map.

Q11. The current COVID-19 pandemic has impacted travel and parking activity that could result in undercounts in business/retail areas and overcounts in residential areas while people are limiting travel. The City indicates they will issue a NTP within 2 weeks of consultant selection. What is the timeframe for project completions and preferred data accumulation?

A11. Consultants will develop and provide their schedule based on the scope of work and their understanding of the tasks listed in the RFP. However, the project will be completed no later than the end of September 2021 with recommendation to City Council by October 2021.

Q12. Is electronic data collected at each public facility that could be mined to determine facility usage and duration?

A12. Any electronic data available from the Reading Parking Authority which is public will be made available for purposes of completing this study.

Q13. Can you provide a clearer version of the Appendix F study area map?

A13. Yes, please refer to the link provided in A3 for a PDF of the study area map.

Q14. Will firms presently providing consulting services to the Parking Authority and may have specific, not publicly available information be conflicted from participating in this bid?

A14. Proposals will be evaluated on the knowledge, experience and ability to deliver in timely manner.

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 _____