

CERTIFICATE OF ACKNOWLEDGMENT OF RECEIPT OF ADDENDUM

THE CITY OF READING

ADDENDUM NO.1

RFP: Citywide Traffic Signal Operation and  
Maintenance Program – Consulting  
Services

DUE DATE: March 22, 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. Can the ARLE grant information and City Signal Maintenance Plan be provided?

A1. These two documents were uploaded to the PennBid site and the City's website following the pre-bid meeting.

Q2. The RFP states that a copy of the Signal Maintenance Plan and the City's ARLE agreement are attached, however there are no attachments to the RFP.

A2. Refer to A.1

Q3. Please provide a copy of the City's "Traffic Signal Maintenance Plan" or Signal Maintenance Plan mentioned as attached on page 1 of the RFP.

A3. Refer to A.1

Q4. Please provide a copy of the City's ARLE agreement mentioned as attached on page 2 of the RFP.

A4. Refer to A.1

Q5. Would the ARLE Agreement and the Signal Maintenance Program both be shared/provided?

A5. Refer to A.1

Q6. Please provide the Zoom information for the pre-proposal meeting scheduled for Monday March 1st.

A6. This was provided.

Q7. There is no specific mention within the RFP regarding DBE/WBE percentage requirements for participation however one of the evaluation criteria does make mention of certifications as a DBE or WBE. Clarify whether there is DBE/WBE requirement and if so, what is the percentage?

A7. The City sets DBE/WBE goals, and the consultant evaluation criteria will consider the firm's DBE/WBE qualifications as a selection criteria. The company who is owned by a DBE/MBE will receive five extra points to their score.

Q8. Has the 2021-2023 Annual Signal Maintenance Budget been established? The Maintenance Plan references a 2020 budget of \$140k.

A8. The City's 2021 signals maintenance budget is \$140,000. We expect this to be increased depending on the recommendations from the Consultant.

Q9. The Maintenance Plan refers to permit plans being marked up and in folders at the City. Assuming these would be available for use/reference. Are the permit plans that were marked-up when the inventory was conducted going to be updated electronically and submitted through PennDOT for approval and added to TSAMS or will this be a task for this RFP once the deficiencies are addressed by the maintenance contractor? Assuming the latter but please clarify.

A9. The permit plan deficiencies were quantified with qualified assessments into Excel spreadsheets. These spreadsheets will be made available to the selected Consultant. Permit plans were not modified as part of the PennDOT inventory and assessment project. We understand that all of the inventory work has been updated in TSAMS. Future maintenance will require permit modifications. The Consultant will be required to update all signal permit modifications as needed as part of the Citywide Signal O&M Program. All records will be digital with updates provided through TSAMS, upon approval by PennDOT.

Q10. What is the process today for receipt of issues/complaints regarding the traffic signals in the City? How are they received, how are they handled, on average how many on a weekly basis, etc...?

A10. Signal malfunctions are reported to Public Works by Police, City staff and concerned citizens. They are corrected by the Signal Contractor in a timely manner in accordance with the terms of the contractor's agreement.

Q11. Does the City maintain any signal equipment inventory? How is the equipment procured (City procure directly with the supplier or does the City reimburse the maintenance contractor who procures the equipment with the supplier)?

A11. The signal permits and the updated inventory is available on TSAMS. Routine repairs are procured by the signal contractor who bills the City. Large repairs and replacements are procured through the City's procurement policy. Also, over the past several years many signals have been prepared or replaced under PennDOT projects.

Q12. Provide more clarity on the current process in which the City follows when providing work assignments to the maintenance contractor to address. Specific forms and approvals required?

A12. The City receives the maintenance notice, typically via email, and then issues the service order to the contractor, by phone or email, who then responds to the order. The subsequent invoice or follow-up email confirms the completion of the order.

Q13. Page 36 of the Reading Signal Maintenance Plan.pdf mentions "spreadsheet containing this detailed MUTCD compliance information has been created for each intersection and can be found in Attachment B." Page 49 mentions "detailed review of Attachment A and all the comments is strongly recommended. Below is a summarized list of additional suggestions" Will Attachments A and B be made available?

A13. All of the attachments related to the Reading Signal Maintenance Plan will be made available to the selected Consultant.

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\_\_\_\_\_