

③  
2013

**C O N T R A C T**

**Between**

**CITY OF READING**

**and**

**OLSEN DESIGN GROUP ARCHITECTS, INC.**

**For providing the design engineering services at the 11<sup>th</sup> and Pike Field House, Operations Division, Department of Public Works, and Department of Community Development, City of Reading, Pennsylvania.**

RECEIVED: 7/1/2013

REVIEWED: \_\_\_\_\_

### CERTIFICATE OF APPROPRIATION

We, Matthew Bembenick Director of Finance, and  
David Cituk City Auditor, of the City of Reading, Pennsylvania, do  
hereby certify:

That item, 32-10-00-4216 PROJECT 32-10-38-01  
of an appropriation to the Department of Department of Public Works and  
Department of Community Development for the fiscal  
year 2013 designated I the foregoing contract, involving an appropriation of money, as the

item of appropriation upon which said contract is founded, is the item of appropriation upon  
which said contract is founded.

That the estimated amount of the expenditures to be made under said contract, **SHALL**  
**BE:** sixteen thousand, seven hundred ninety-five dollars and no cents DOLLARS,  
\$16,795.00

AS FOLLOWS: Providing the design engineering services at the 11th and Pike Field House,  
Operations Division, Department of Public Works, and Department of  
Community Development.

OLSEN DESIGN GROUP ARCHITECTS, INC CONTRACTOR

shall be charged against said item and that a sufficient appropriation has been made for the  
payment thereof.

*Matthew M. Bembenick*

Director of Finance

*David M. Cituk 7-8-13*

City Auditor

Reading, PA, 7/1, 20 13



CITY OF READING, PENNSYLVANIA

DEPARTMENT OF ADMINISTRATIVE SERVICES  
PURCHASING DIVISION  
ROOM 2-45  
815 WASHINGTON STREET  
READING, PA 19601-3690  
(610) 655-6207

TAMMI REINHART  
PURCHASING COORDINATOR

May 14, 2013

Olsen Design Group  
2345 Bernville Road  
Reading, PA 19605

Dear Madam or Sir:

The City of Reading has awarded you the contract for the 11<sup>th</sup> and Pike Playground Project in the amount of \$16,795.00 for the City of Reading.

This award is made in accordance with proposals received in the Office of the Purchasing Coordinator.

The City Solicitor will notify you when the necessary papers are ready for signature.

Sincerely,

Tammi Reinhart  
Purchasing Coordinator

cc: Charles Jones, Public Works Director  
Dave Ruyak, Acting Operations Division Manager  
Neil Nemeth, CD Specialist  
Cindy DeGroote, Grants Coordinator

DEPARTMENT OF LAW

MAY 14 2013  
11:45 AM

RECEIVED

from Purchasing



CERTIFICATE OF ACKNOWLEDGMENT OF RECEIPT OF ADDENDUM

THE CITY OF READING

ADDENDUM NO. 1

RFP: 11<sup>th</sup> and Pike Field House

DUE DATE: 3:00 P.M. Prevailing Time,  
December 14, 2012

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. COULD YOU PLEASE PROVIDE A COPY OF THE RECORDED ATTENDANCE SHEET FROM THE PRE-PROPOSAL CONFERENCE HELD LAST MON., MARCH 18**
- A1. ATTACHED IS THE SIGN IN SHEET.**
- Q2. ARE THERE ANY ELECTRONIC CAD FILES AVAILABLE FOR OUR USE IN COMPLETING OUR DESIGN DOCUMENTS (IN THE FORM OF .DWG COMPATIBLE WITH AUTOCAD)?**
- A2. NO**
- Q3. WHERE ARE THE CURRENT PENNSYLVANIA DEPARTMENT OF ENVIRONMENTAL PROTECTION AND UNITED STATES DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT BLOCK GRANT REQUIREMENTS TO BE FOUND FOR OUR REVIEW?**
- A3. CHECK RESPECTIVE WEB PAGES**
- Q4. ARE THE CONSULTANTS RESPONSIBLE FOR MAKING APPLICATION FOR CONSTRUCTION PERMITS, OR JUST PROVIDING THE PERMIT DOCUMENTS?**
- A4. CONTRACTOR MAKE APPLICATIONS**
- Q5. WHAT IS THE INTENDED BUDGET SET ASIDE FOR CONSTRUCTION OF THIS PROJECT?**
- A5. APPROXIMATELY \$90,000 FOR DESIGN AND CONSTRUCTION**
- Q6. WHAT IS THE ANTICIPATED TIME SCHEDULE "ESTABLISHED AT THE ORIENTATION MEETING" FOR THE COMPLETION OF THE SUBMISSIONS INCLUDING THE ANTICIPATED SCHEDULE TO BEGIN/COMPLETE CONSTRUCTION OF THIS PROJECT?**

- A6. COMPLETED SEPTEMBER 2013
- Q7. THE EXISTING HVAC SYSTEM APPEARS TO BE STANDARD GAS FIRED ROOFTOP AIR HANDLING UNITS. DOES THE CITY HAVE ANY PREFERENCES AS TO WHAT "MORE ENERGY EFFICIENT" HVAC SYSTEM IS TO BE CONSIDERED IN COMPARISON TO THE EXISTING SYSTEM TYPE? ALTERNATE HVAC SYSTEMS SUCH AS WATER SOURCE OR GEOTHERMAL SYSTEMS WILL REQUIRE A SIGNIFICANT DIFFERENCE IN DESIGN EFFORT AS WELL AS AN INCREASED ANTICIPATED COST OF CONSTRUCTION.
- A7. ENERGY EFFICIENCY TO MEET CITY'S PROJECT BUDGET
- Q8. P. 4 / 2. DESIGN SERVICES: REFERENCES THAT THE CONSULTANT SHALL ALSO PERFORM ALL SURVEYS NECESSARY TO PROVIDE INFORMATION FOR THE PREPARATION OF PLANS AND SPECIFICATIONS. CONFIRM THAT SURVEYING SERVICES WILL NOT BE NEEDED IF THIS IS AN INTERIOR RENOVATION PROJECT.
- A8. NO SURVEYING SERVICES NECESSARY
- Q9. P. 4 / 3. SOILS AND SUBSURFACE INVESTIGATIONS: REFERENCES THAT THE CONSULTANT SHALL PROVIDE ALL NECESSARY INVESTIGATIONS OF SUBSURFACE SOIL CONDITIONS FOR THE DESIGN OF THE PROJECT AS NEEDED. CONFIRM THAT GEOTECHNICAL ENGINEERING & TESTING SERVICES WILL NOT BE NEEDED IF THIS IS AN INTERIOR RENOVATION PROJECT.
- A9. NO SERVICES NECESSARY
- Q10. P. 5 / 5 RECORD DRAWINGS: REFERENCES: PREPARE CONTRACT DOCUMENTATION FOR ENGINEERING, LANDSCAPE AND SITE DESIGN. CONFIRM THAT LANDSCAPING OR SITE DESIGN WILL NOT BE NEEDED IF THIS IS AN INTERIOR RENOVATION PROJECT.
- A10. DESIGNS NEEDED ARE THOSE REQUIRED TO COMPLETE THE PROJECT
- Q11. P. 6 / 5. RECORD DRAWINGS: REFERENCES THE DESIGN TEAM SHALL BE RESPONSIBLE FOR SITE SURVEYING. CONFIRM THAT SURVEYING SERVICES WILL NOT BE NEEDED IF THIS IS AN INTERIOR RENOVATION PROJECT.
- A11. NO SURVEYING SERVICES NECESSARY
- Q12. WILL THE HVAC REPLACEMENT EFFORT INCLUDE ALL AIR DISTRIBUTION SYSTEMS THROUGHOUT THE BUILDING SUCH AS ABOVE-CEILING DUCTWORK, CEILING AIR DEVICES, WALL LOUVERS, TEMPERATURE CONTROLS, ETC.?
- A12. IF NEEDED TO COMPLETE THE PROJECT
- Q13. SHOULD THE ARCHITECTURAL WORK INCLUDE ANY MODIFICATIONS

TO THE BUILDING IN SUPPORT OF THE HVAC REPLACEMENT SUCH AS EXISTING CEILING MODIFICATIONS, CONSTRUCTION OF BULKHEADS, DUCT CHASES, MECHANICAL CLOSETS, OR MODIFICATIONS TO EXTERIOR/ROOF BUILDING ELEMENTS?

- A13. IF NEEDED TO COMPLETE THE PROJECT
- Q14. CAN EXISTING MEP DRAWINGS BE MADE AVAILABLE PRIOR TO BIDDING?
- A14. NOT SURE IF WE HAVE THEM.
- Q15. CAN THE HVAC SCOPE BE MORE DEFINED. WHAT IS THE GOAL OF A "MORE EFFICIENT HVAC SYSTEM"?
- A15. THE MOST ENERGY EFFICIENT HVAC SYSTEM THAT OUR BUDGET WILL AFFORD.

I, HEREBY CERTIFY THAT THE CHANGES COVERED BY THIS ADDENDUM HAVE BEEN TAKEN INTO ACCOUNT.

Firm Name (Type or Print) Olsen Design Group Architects, Inc.  
Authorized Signature   
Title President/CEO  
Name (Type or Print) Lee C. Olsen, AIA  
Date \_\_\_\_\_

*This Agreement*, Made and concluded this 10<sup>th</sup> day of July A.D. two thousand and thirteen (2013) by and between the City of Reading, a municipal corporation of the State of Pennsylvania, located in the County of Berks, said State, hereinafter called the "CITY", and OLSEN DESIGN GROUP ARCHITECTS, INC., a corporation duly organized and existing under the laws of the State of Pennsylvania, with its principal office in Reading, PA hereinafter called the "VENDOR," pursuant to law and to the provisions and requirements of the ordinances and resolutions of the City of Reading.

WITNESSETH, That the parties to these presents each in consideration of the agreements on the part of the other herein contained, have agreed, and hereby do agree, the City for itself, its successors and assigns, and the Vendor for itself, himself or themselves, its successors, or his or their executors and administrators, as follows:

The Vendor covenants, promises and agrees to and with the City, for the consideration hereinafter mentioned and contained, to furnish as directed to the City of Reading, Pennsylvania, in accordance with the bid of the Vendor No. \_\_\_\_\_ dated \_\_\_\_\_ submitted to the City, attached hereto and made a part hereof the following merchandise as per specifications:

**For providing the design engineering services at the 11<sup>th</sup> and Pike Field House, Operations Division, Department of Public Works, and Department of Community Development, City of Reading, Pennsylvania.**

The Vendor agrees to furnish only such merchandise which shall have fully met the specifications herein contained, or hereto attached and made a part hereof. In the event the Vendor shall fail to comply, in any respect, with said specifications or this contract, the City may terminate this contract by giving the Vendor written notice.

Upon the said merchandise being duly tested and accepted by the proper City employees as meeting with the specifications and conditions, the City shall pay for the quantities thereof currently ordered and delivered, at the end of each calendar month, upon an invoice being presented by the Vendor setting forth the exact quantities thereof delivered during said month.

The Vendor agrees to indemnify and save harmless the City from all suits or actions of every name and description brought against it for or on account of use of patented appliances or for any damages or injuries received or sustained by any person or persons in the performance of the work under the contract. The Vendor further agrees that in case any such suits or actions are brought or threatened all or as much of the monies due it, him or them under this contract as shall or may be considered necessary by the City shall or may be retained without any liability of the City to the Vendor for interest thereon because of such retention until all such suits or claims shall have been settled and satisfactory evidence to that effect furnished.

32-10-38-01

BASIS OF CONTRACT. This contract is founded on Item acc code 32-10-00-4216  
Division of Operations, Department of Public Works and Department of  
Community Development, in the annual appropriations  
for the fiscal year 2013.

IN WITNESS WHEREOF, the said City of Reading has caused this agreement to be executed by its Mayor, and its corporate seal to be hereunto affixed, duly attested by its City Clerk, and the Vendor has caused this agreement to be executed by its President and its corporate seal to be hereunto affixed, duly attested by its Secretary, has hereunto set his/their hand(s) and seal(s) the day and year first above written.

Signed and sealed in the  
presence of

CITY OF READING

By: /s/ Vaughn D. Spencer  
Mayor

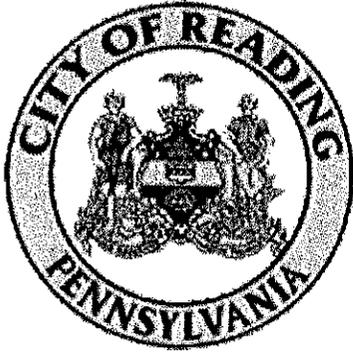
Attest: /s/ Linda A. Kelleher  
City Clerk

Signed and sealed in the  
presence of

OLSEN DESIGN GROUP ARCHITECTS, INC.

By: [Signature]  
President

Attest: [Signature]  
Secretary



# Architectural and Engineering Design Technical Proposal

11th and Pike Field House Improvements  
Reading, PA

April 12, 2013



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WITH ORGANIZATION CHART & RESUMES**
- **PROJECT TIME SCHEDULE**
- **PROJECT EXPERIENCE**
- **SAMPLE CONTRACT  
B105 - 2007**
- **COMPENSATION (under separate cover)**
- **ATTACHMENTS**



April 12, 2013

**CITY OF READING**

Division of Purchasing  
815 Washington Street  
Reading, PA 19601

**RE: ARCHITECTURAL & ENGINEERING  
DESIGN SERVICES PROPOSAL  
11th AND PIKE FIELD HOUSE IMPROVEMENTS  
READING, PA**

Lee C. Olsen, AIA

Larry W. Smith

Scott W. Weber

Gentlemen:

On behalf of our design team it is my pleasure to submit this proposal to you for the design services required for the 11th and Pike Field House Improvements.

Our team has read the RFP, toured the site and is familiar with all of the aspects of this project. Our design team has decades of project experience working with the various departments, reviewing commissions and agencies in City Hall. As well as in-depth experience in the permitting and inspection process.

For this project we have engaged the services of Consolidated Engineers, a local Mechanical / Electrical / Plumbing Engineering firm.

Our collective team experience has covered multiple renovation projects of this nature. That experience is outlined in this proposal.

We welcome the opportunity to present our credentials to your selection committee to further demonstrate our ability to do the project.

Respectfully submitted,  
**Olsen Design Group Architects, Inc.**

Lee C. Olsen, AIA, NCARB  
President / CEO

LCO/car

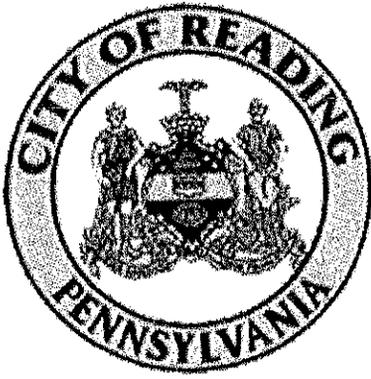
2345 Bernville Road

Reading, PA 19605

610.371.9606

Fax 610.371.9607

[www.odgarchitects.com](http://www.odgarchitects.com)



# PROJECT METHODOLOGY

# Firm History and Values

Olsen Design Group Architects, Inc. was founded in 1993 on the concept of providing the highest level of service to each and every client; this is still our number one priority today. Our firm was established as a corporation in Pennsylvania for the practice of architecture, interior design and planning and is licensed to practice in ten states. Lee C. Olsen, AIA is the principal owner of the firm; Larry W. Smith and Scott W. Weber are associate owners of the firm.

## *Mission Statement*

*"Creatively design quality built environments that are socially responsible, ecologically sustainable and improve the human condition"*

## **WE LISTEN**

We do not impose preconceived design solutions onto our clients. Our design team will work closely with your staff to carefully define your project goals and pursue possible solutions that are mindful of your philosophy.

## **TEAM CONCEPT**

Teamwork is an essential part of successful execution and completion of a project. We believe that the client must be a participant and not a bystander in the design process. We encourage the client to join us with a roll of sketch paper and pencil in hand to explore all of the relevant project issues.

## **COMMITMENT**

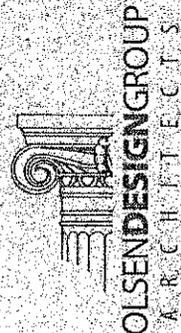
Collectively, we pride ourselves on our high level of commitment to each project. We attend to every task and detail carefully, listening and responding to the concerns of all team members quickly. Our designs are functional, imaginative and make the best use of available technology without sacrificing cost effectiveness. As a testimonial, we have a high percentage of repeat and referral work from our clients.

## **ENTHUSIASM**

We cannot overemphasize the importance of an enthusiastic staff. Facts and figures establish a program; enthusiasm generates the design and talent transforms those numbers into reality. Our design consulting team will meet your challenges effectively, accurately, creatively, and enthusiastically. Together we can create a finished product of outstanding quality.

## **WE BELIEVE**

Architecture is a reflection of time and place. Our design team strives to design buildings that are individually exciting yet appropriately scaled, proportioned and respectful of their surroundings. Using this philosophy, Olsen Design Group Architects, coupled with their clients, are able to create designs with an enduring quality.



# Philosophy

## **DESIGN PHILOSOPHY**

Olsen Design Group Architects design philosophy is based on the belief that successful architecture can only result from a close interaction between the client and the architect. Each commission brings with it new opportunities and challenges, and therefore demands a fresh approach that addresses the correct balance of functional, technical, economic and aesthetic factors to best suite the client's needs. Using this philosophy, Olsen Design Group Architects is able to create designs with an enduring quality that reflect the client's ideas and goals, for both the present and the future.

## **SERVICE PHILOSOPHY**

We believe that the quality of service is not an issue that can be taken lightly, and it requires an unconditional commitment. Providing this level of service involves an overall attitude toward service, from issues such as returning telephone calls in a timely manner to actively representing a client's interests on the construction site.

Olsen Design Group Architects is a firm of qualified and experienced professionals who are committed to excellence and who understand the importance of each individual client. Our office location allows us to comfortably serve the geographical area of southeastern Pennsylvania and the northeastern United States. It also gives us the ability to be available for an impromptu meeting or site visit to resolve a situation as quickly as possible in order to best serve our clients.

## **TEAM PHILOSOPHY**

We alone, as architects, cannot solve the challenges of our projects. We need the valued input of our consultants and our clients too! We always insist that clients provide team members to participate in the process... to roll up their sleeves, grab a marker and a roll of tracing paper and become an integral part of the decision making process.



# Project Methodology

## Project Description

The City of Reading is seeking quotations from qualified firms to provide engineering design services for the 11th and Pike Field House Improvements. The improvements include but are not limited to the installation of a more energy efficient HVAC system, a new synthetic gym floor, gym ceiling netting, a kitchen hand sink, and a stage floor resurfacing.

All improvements will be designed in accordance with the Community Development Block Grant regulations and the Secretary of Interiors Guideline for the City of Reading, Pennsylvania.

## Project Methodology (Scope of Work)

### DESIGN PHASE

- Plans
- Specifications
- Bidding Documents
- Agency coordination
- Meetings
- Bidding Process
- Award Contract

### CONSTRUCTION PHASE

- Site Visits
  - ODGA = Every two (2) weeks and a final punch list
- Change Orders
- Review Payment Applications
- Shop Drawing Review
- Clarification
- Record Drawings.

# Qualification Criteria

In response to your RFP requirements for firm specific information, as outlined on page 7, the following narrative addresses the bullet points:

## **Firm Information**

The headquarters of Olsen Design Group Architects, Inc. is located at 2345 Bernville Road, Reading, PA 19605.

The firm does not have any satellite offices; however, we are licensed to practice architecture in 8 states in the United States besides Pennsylvania, which is our primary state of registration.

The total number of employees employed by our firm is 7, 6 of which are technical as follows;

- 2 Registered Architects
- 2 Project Managers
- 2 CADD Operators
- 1 Administrative Assistant

The bulk of our project work over the past 18 years of being in business, has been in Reading and Berks County, with work in other parts of Pennsylvania and other states along the eastern seaboard, i.e. New York, New Jersey, Delaware, Maryland and Virginia.

## **Project References**

The firm has many projects that incorporate functions similar to those of the Schlegel Park Pool.

- Private residence pool and pool house  
Name, location and construction cost withheld at the request of the client.
- Wyomissing Community Pool, Concession Stand Addition
- DoubleTree Convention Center Hotel  
Indoor Swimming Pool (project design complete, not publically bid)
- Schlegel Park Pool  
Variety of minor rehabilitation to the facility and property

Over the last 10 years, Olsen Design Group has executed a variety of projects. The 5 most important projects are the following;

- GoggleWorks Apartments  
2<sup>nd</sup> & Washington Streets  
Reading, PA  
Client: Our City Reading, Inc.  
Architect-of-Record: Lee C. Olsen, AIA  
Project Manager: Scott W. Weber, Assoc. AIA  
CADD Manager: Cheryl Renninger

- GoggleWorks Center for the Arts  
 2<sup>nd</sup> & Washington Streets  
 Reading, PA  
 Client: Our City Reading, Inc.  
 Architect-of-Record: Lee C. Olsen, AIA  
 Project Manager: Scott W. Weber, Assoc. AIA  
 CADD Manager: Cheryl Renninger
- Sovereign Plaza Office Building  
 5<sup>th</sup> & Penn Square  
 Reading, PA  
 Client: Our City Reading, Inc.  
 Architect-of-Record: Lee C. Olsen, AIA  
 Project Manager: Scott W. Weber, Assoc. AIA  
 CADD Manager: Cheryl Renninger
- Caron Foundation  
 Adolescent Dining Commons  
 Wernersville Campus  
 Client: Caron Foundation  
 Architect-of-Record: Lee C. Olsen, AIA  
 Project Manager: Larry W. Smith, Assoc. AIA  
 CADD Manager: Cheryl Renninger
- Caron Foundation  
 Physical Fitness Center  
 Wernersville Campus  
 Client: Caron Foundation  
 Architect-of-Record: Lee C. Olsen, AIA  
 Project Manager: Larry W. Smith, Assoc. AIA  
 CADD Manager: Cheryl Renninger

### **Projects Currently Under Contract**

- Phoebe Richland Assisted Living Facility  
 100 Bed Complex  
 Richland, PA
- Caron Foundation  
 20 Bed Detox. & Admissions Center  
 Wernersville, PA
- ILEAD Charter School  
 4<sup>th</sup> floor tenant fit-out  
 8<sup>th</sup> & Walnut Streets  
 Reading, PA

- Veterans Administration Office Location  
8<sup>th</sup> & Cherry Streets  
Reading, PA  
Client: County of Berks
- DoubleTree Convention Center Hotel  
7<sup>th</sup> & Penn Streets  
Reading, PA  
Client: Our City Reading, Inc.
- County of Berks  
Redevelopment Authority  
Annual multiple projects contract

## **Key Personnel**

Key individuals assigned to the project from Olsen Design Group Architects, Inc.;

Architect-of-Record: Lee C. Olsen, AIA  
Years with Firm: 18 years, 2 months

Project Manager: Scott W. Weber, Assoc. AIA  
Years with Firm: 18 years, 2 months

CADD Manager: Cheryl Renninger  
Years with Firm: 9 years, 3 months

With respect to these Olsen Design Group Architects employees and the sub contractors identified in the project team section of this proposal, please review the team's resumes in that section for individual specific data related to experience, credentials and expertise.

## **City of Reading Experience**

Our working relationship with City of Reading has been a long standing and positive experience. Over our 18+ years of being in business we have designed and built a significant portfolio of projects in the city. A partial list of those projects includes;

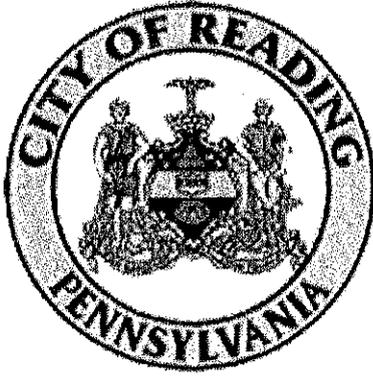
- Holy Name High School Additions and Renovations (now Berks Catholic)
- 3 major buildings on Alvernia University's campus in the 18<sup>th</sup> ward:
  - Student Center and Dining Commons.
  - Claire Residence Hall
  - Judge Residence Hall
- PAL Performing Arts Center
- GoggleWorks Center for the Arts

- GoggleWorks Apartments
- Sovereign Plaza
- Gordan Houdock Playing Field and Grand Stand
- ILEAD Charter School Tenant fit-out
- DoubleTree Convention Center Hotel
- Pearle Vision Center Building Façade Restoration and Environmental enclosure

All of these projects have required us to interface with the following departments, agencies, and commissions within the city for review and approval;

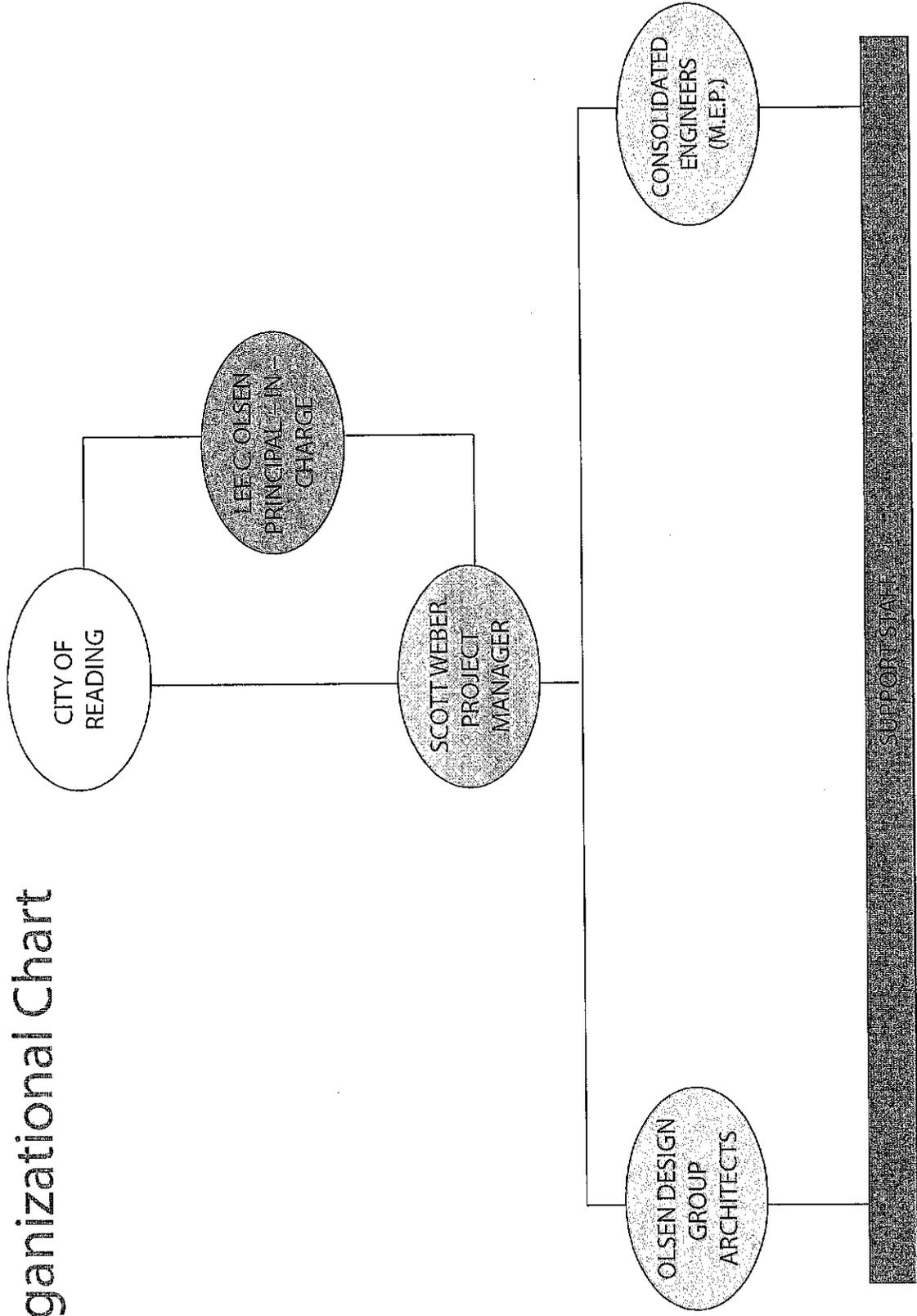
- Fire Marshal's Office
- Codes Services
- Engineering Department
- Zoning Hearing Board
- Planning Commission
- Historical Architectural Review Board
- City Council

All of these interfacings have ended with positive results, approvals and occupancy permits.



PROJECT  
TEAM

# City of Reading – 11<sup>TH</sup> and Pike Field house Improvements Organizational Chart





# RESUMÉ

## Lee C. Olsen, AIA, NCARB, SEED

President/CEO, Olsen Design Group Architects, Inc.

Page 1 of 1

### Education

- Pennsylvania State University, School of Architecture 1961 through 1965
- Pratt Institute, Evening School of Building Science, 1969 through 1971

### Credentials

- Licensed to practice architecture in Pennsylvania, Connecticut, Maryland, Massachusetts, New Jersey, New York, Vermont and Virginia
- National Council of Architectural Registration Boards
- Member of the American Institute of Architects

### Community Affiliations

- Board of Directors, Berks Community Television
- Board of Directors, Easy Does It, Inc.
- Board of Directors, RACC Foundation Board
- Board of Directors, Berks Arts Council
- Board of Directors, Penn Corridor Initiative
- Board of Directors, Fairview Counseling Services
- Member of Treatment Committee and Planned Giving Committee, Caron Treatment Centers
- Member of Berks County Planning Commission

### Work Experience

#### **President / CEO, Olsen Design Group Architects, Inc.**

From October 1993 to present: President and CEO of architecture firm engaged in a regional practice of architecture, master planning and interiors for a range of projects that include commercial/industrial, institutional/educational, residential, and research and development facilities.

- Principal in charge of management, motivation, and development of the company's personnel, resources, and corporate culture.
- Business development: Responsible for overall marketing and business development strategies; identifying strengths within markets, clients and project types.
- Project Director: Responsible for overall project direction including design and management to ensure that project schedules and budgets are met and procedures are being followed.

#### **President, UAI Architects**

#### **Vice President of Business Development, Ulshafer Associates, Inc.**

From September 1991 to October 1993: President of architectural subsidiary of 60 person architecture and engineering firm engaged in the multi-discipline practice for a wide range of projects, including commercial, industrial, institutional, and with emphasis on high technology clients

#### **Managing Partner, The Weber Group**

From December 1989 to August 1990, managing partner in charge of all aspects of the operations of the firm, including design, scheduling, project management, construction management, quality assurance, and direct participation in all marketing efforts.

#### **Corporate Director of Facility Planning, The Caron Foundation**

From July 1987 to November 1989 had primary responsibility for the total management of all construction and renovation projects and building services corporate-wide. Reported directly to Chief Executive Officer and member of executive staff.



# RESUMÉ

## **Scott W. Weber, Associate AIA**

Associate, Olsen Design Group Architects, Inc.

Page 1 of 1

### **Education**

- Pennsylvania State University, Continuing Education Program, Courses encompassing Construction Management, Real Estate and AutoCad Computer Application 1982, 1983, 1987 and 1989
- Berks Vocational Technical School - West, Architectural Drafting, June 1974
- Graduate of Wilson High School, West Lawn, Pennsylvania, June 1974

### **Credentials**

- Received Outstanding Senior Award from Berks Vocational Technical School - West, May 1974
- Received American Business Club Award for Architectural Drafting, June 1974

### **Community Affiliations**

- Berks County Chamber of Commerce
- Easter Seals Eastern PA, Golf Tournament Committee
- Flying Dutchmen Ski Club
- National Ski Patrol Auxiliary
- Rajah Shriners A.A.O.N.M.S. of Reading
- Reading Blue Lodge No. 549 F.A.M.

### **Work Experience**

#### **Olsen Design Group Architects, Inc.**

From November 1993 to present: Treasurer of architecture firm engaged in a regional and local practice of architecture, planning and interior design for a wide range of projects including commercial, industrial, institutional, residential, high technology and research and development facilities.

- Corporate Treasurer and Member of Board of Directors
- Lead architectural designer and director of documentation and graphics
- Project Manager

#### **Ulshafer Associates, Inc.**

From November 1990 to November 1993: Instrumental in the development of the architectural department of 60 person architecture and engineering firm engaged in a multi-discipline practice for a wide range of buildings and projects, including commercial, industrial, institutional, and with emphasis on high technology clients

#### **The Weber Group**

From January 1984 to November 1990: Project coordinator, architectural designer and draftsman for an architecture / land planning / interior design / construction firm engaged in a wide range of projects including commercial, residential and institutional.

#### **The Wagner Group**

From August 1975 to January 1984: Experience in developing preliminary designs and contract documents for a wide range of projects including commercial, educational, medical and industrial facilities for a large architecture and engineering firm

#### **Singer Equipment Company**

From May 1975 to August 1975: Draftsman and designer for a company providing design and support services for commercial kitchens



# RESUMÉ

## Cheryl Renninger

CADD Technology Manager, Olsen Design Group Architects, Inc.

Page 1 of 1

- Education**
- Associates Degree in Specialized Technology, Lincoln Technical Institute, 1991
- Credentials**
- Associates Degree in Applied Science, Computer Networking, Reading Area Community College
- Community Affiliations**
- Member of Oley Valley Library Committee
  - Volunteer at Humane Society of Berks County

### Work

#### **CADD Technology Manager, Olsen Design Group Architects, Inc.**

**Experience** From August 2002 to present: CADD Technology Manager. Over 18 years of experience with AutoCAD and 3D rendering programs. Ms. Renninger is extremely capable of generating design, presentation, bidding, construction, and as-built drawings from design sketches and other documents in accordance with company drafting standards without supervision. She is also responsible for conducting materials research and analysis, developing project details, conducting field measuring and survey work on project sites, and assisting in the supervision of the CADD operators. Her creative duties also include producing marketing materials, Power Point presentations as well as keeping the website updated.

#### **Drafter, Peerless Heater Company, Inc.**

From 1998 to 2002: Drafter responsible for creating manufacturing drawings for all cast iron boiler components, creating installation and instruction manuals and assisting the engineering department with new product designs and improvements.

#### **Engineering Technician, Bally Refrigerated Boxes, Inc.**

From 1995 to 1996: Engineering technician responsible for created manufacturing drawings in 2D and 3D forms, designed architectural plan view layouts, and developed instruction packages for customer distribution.

#### **CAD Draftsperson, Facilities Engineering and Design Consultants**

From Jan 1995 to May 1995: CAD Draftsperson responsible for creating architectural working plans of HVAC, electrical and plumbing layouts; creating manufacturing drawings for new shop equipment, designs, layouts and field investigation for existing conditions.

#### **CAD Operator /Designer, Technical Products and Precision Manufacturing**

From Feb 1993 to Oct 1993: CAD Operator/Designer responsible for creating scaled manufacturing drawings, assemblies and details in 2D and 3D forms. She was also responsible for assisting the engineer in expanding product lines and creating new products to meet customer needs.

#### **Draftsperson, North American Drager**

From 1991 to 1993: Draftsperson responsible for creating scaled manufacturing drawings, assemblies, and details in 2D and 3D forms, created instruction manuals and assisted with technical writing for creating manuals and documents.

## Frank Bisaccia, Principal

Principal in Charge/Project Manager

### Introduction

Offering 26 years in design and project management for mechanical design contracts, Mr. Bisaccia is responsible for complete design and observation of various mechanical systems, including schools, office buildings, and various industrial and commercial buildings. He is also responsible for coordinating work with other designers to make sure deadlines are met, resolving various problems which may arise during construction. His experience includes complete systems evaluations, energy audits and all facets of mechanical systems design. He is responsible for all phases of projects, including conceptual design through project completion, in addition to client interface, manpower scheduling, establishment of construction cost estimates and field observation. Other job responsibilities include project contact with clients, bidding of projects and field observation of those projects.

### Relevant Experience

- Womelsdorf Community Library, Womelsdorf, PA -- Renovations
- Jenkins Arboretum Education Center, Devon, PA – New Construction/LEED™ GOLD CERTIFICATION
- Longswamp Township, Mertztown, PA – Municipal Building Additions & Renovations
- Utilities Employees Credit Union, Wyomissing, PA – New Office Building
- The Goggleworks, Reading, PA – Renovated Factory Building
- Sovereign Plaza, Reading, PA – Renovations
- Dauphin County Library, Harrisburg, PA - Renovations
- Reading Public Museum, West Reading, PA – Master Plan & Renovations
- Reading Public Museum, West Reading, PA – Arts Collection Preservation Center
- High Concrete Maintenance Facility, Denver, PA – Renovations/LEED™ SILVER CERTIFICATION
- Doubletree Hotel, Reading, PA - Renovations

### Education

Pennsylvania State University/Berks & Delaware County Campuses

American Institute of Design/Philadelphia

Trane Air Conditioning & Refrigeration Course

Several courses offered by various equipment manufacturers

## John E. Schulze, Principal

Electrical Department Supervisor

### Introduction

Offering 26 years in design and project management for electrical design contracts, Mr. Schulze is responsible for design, layout and drawing for lighting, power, distribution systems, emergency systems, communications, fire alarm, and security systems for systems for commercial, industrial, health care and educational facilities. He is responsible for all phases of projects, including conceptual design through project completion, in addition to client interface, manpower scheduling, establishment of construction cost estimates and field observation. Mr. Schulze has experience with high voltage systems and knowledge of National Electric Code and Pennsylvania Department of Labor & Industry Codes. Other job responsibilities include project contact with clients, bidding of projects and field observation of those projects.

### Relevant Experience

- The Goggleworks, Reading, PA – Renovated Factory Building
- Longswamp Township, Mertztown, PA – Municipal building Additions & Renovations
- Douglass Township, Douglassville, PA - Municipal Building Addition
- Great Valley School District Administration Building, Malvern, PA – HVAC System Replacement
- Manheim Township School District, Lancaster, PA – Administration Offices Renovations
- Manheim Township School District, Lancaster, PA – New High School/ LEED™ CERTIFIED
- Womelsdorf Community Library, Womelsdorf, PA - Renovations
- High Concrete Maintenance Facility, Denver, PA – Renovations/LEED™ SILVER CERTIFICATION
- Reading Public Museum, West Reading, PA – Arts Collection Preservation Center
- Reading Public Museum, West Reading, PA – Ground Floor HVAC Renovations
- Hamburg Borough Hall, Hamburg, PA – Emergency Power Upgrade
- AEM Architects, Inc., Reading, PA – new Office Building
- Doubletree Hotel, Reading, PA - Renovations
- Berks County Community Foundation, Reading, PA – Electrical Engineering Services
- Wyomissing Borough, Wyomissing, PA – Building Study

# Adam N. Moser, P.E., LEED AP

Mechanical Engineer

adamnm@cemec.com

## Introduction

Mr. Moser serves as a mechanical engineer responsible for HVAC and plumbing design for entire building systems on renovation, addition, and new construction projects. Mr. Moser designs systems for occupied spaces with a focus on indoor air quality, acoustics, and aesthetics. He prepares construction documents for central building systems to maximize life cycle, construction costs, and operation costs. Utilizing building modeling software to compare heating and cooling loads and energy costs of various HVAC system options, Mr. Moser also coordinates building and site layout between architects, interior designers, structural engineers, civil engineers and contractors.

## Relevant Experience

- New Municipal Buildings - Bethel Township, PA
- New Veterans Affairs Offices - County of Berks Reading, PA
- New EPR Center Reading City Hall – County of Berks Reading, PA
- New Data Center Cooling Upgrades - Berks Career & Technology Center Leesport, PA
- Courthouse Emergency Generator Replacement County of Berks Reading, PA.
- New Maintenance and Operations Building - Wilson School District West lawn, PA
- County of Schuylkill - Existing Building HVAC & Electrical Systems Assessment, Pottsville, PA
- Maintenance and Fuel Dispensing Facility, Muhlenberg School District Reading, PA

## Education

Bachelor of Science in Industrial Engineering  
Pennsylvania State University, 2000

## Registration

Professional Engineer – Pennsylvania, 2006; Delaware, 2009; New Jersey, 2010; New York, 2010  
LEED™ 2.0 Accredited Professional, 2004

## Organizations

DVGBC (Delaware Valley Green Building Council)  
ASHRAE (American Society of Heating, Refrigerating and Air-Conditioning Engineers)



# Christopher D. VanCampen, P.E., LEED AP

Certified: DGCP

Electrical Engineer

chrisv@cemec.com

## Introduction

Christopher is responsible for design of power system and lighting layouts. He designs and coordinates low voltage systems, including fire alarm, telephone/data communication, lighting control, clock, access control, security, television, and multimedia control systems. Christopher also coordinates electrical (low and medium voltage), telephone, and cable television services with utility companies. In addition, he coordinates electrical connection of HVAC equipment and is responsible for writing specifications.

Christopher specializes in integrated building design, including electrical, HVAC, plumbing, and structural design through the Accreditation Board of Engineering Technology (ABET), an accredited Architectural Engineering Program at The Pennsylvania State University. While attending Penn State, he was introduced to Green Building Design strategies and participated in all three LEED workshops as part of an Integrated Design course offered to Architecture, Landscape Architecture, and Architectural Engineering students.

## Relevant Experience

- New Municipal Buildings - Bethel Township, PA
- New Veterans Affairs Offices - County of Berks Reading, PA
- New EPR Center Reading City Hall – County of Berks Reading, PA
- New Data Center Cooling Upgrades - Berks Career & Technology Center Leesport, PA
- Courthouse Emergency Generator Replacement County of Berks Reading, PA.
- New Maintenance and Operations Building - Wilson School District West lawn, PA
- County of Schuylkill - Existing Building HVAC & Electrical Systems Assessment, Pottsville, PA
- Maintenance and Fuel Dispensing Facility, Muhlenberg School District Reading, PA

## Education

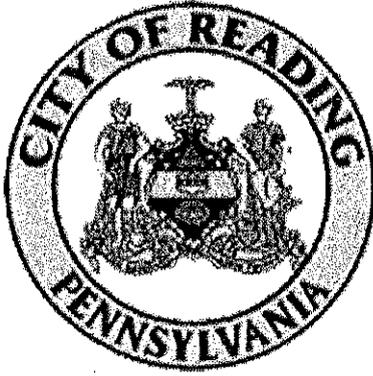
The Pennsylvania State University, Bachelor of Architectural Engineering (Mechanical Option), 2003  
ABET Accredited

## Certification

Registered Professional Engineer (PE): Pennsylvania, 2008; Delaware, 2009; New Jersey, 2009; Maryland, 2009; New York, 2009  
LEED 2.0 Accredited Professional (LEED™ AP), 2003

## Organizations

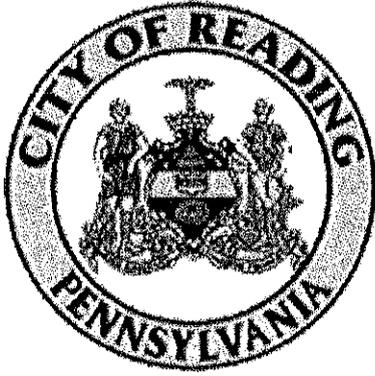
NFPA (National Fire Protection Association)



# PROJECT TIME SCHEDULE

# Time Schedule

- **ACCEPTED ON OR BEFORE:** **May 15, 2013**
- **PROGRAMMING:** **May 16 – May 23, 2013**
- **SCHEMATIC:** **May 24 – May 31, 2013**
- **DESIGN DEVELOPMENT:** **June 1 – June 21, 2013**
- **INTERIM CONSTRUCTION DOCUMENTS:** **June 22 – June 30, 2013**
- **CONSTRUCTION DOCUMENTS:** **July 1 – July 31, 2013**
- **ANTICIPATED BID OPENING DATE:** **August 15, 2013**
- **ANTICIPATED FINAL INSPECTION:** **September 30, 2013**



# PROJECT EXPERIENCE

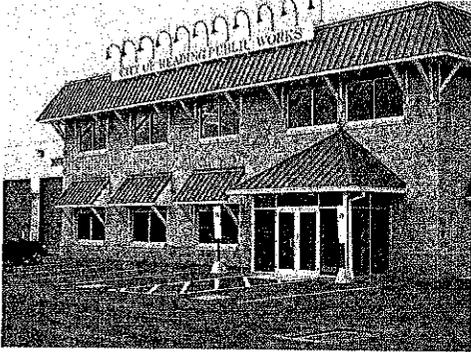
# Project Experience

In this section we present a cross section of the variety of projects our team has executed over the past years.

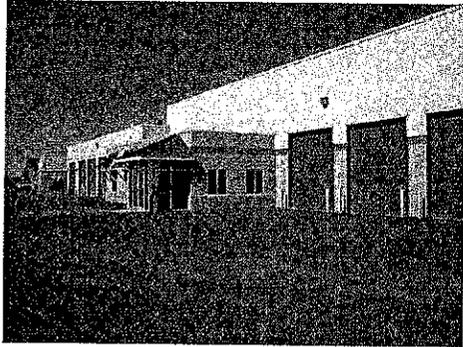
They are large and small, simple and complicated, new versus renovated construction and a combination of both.

# Reading Public Works

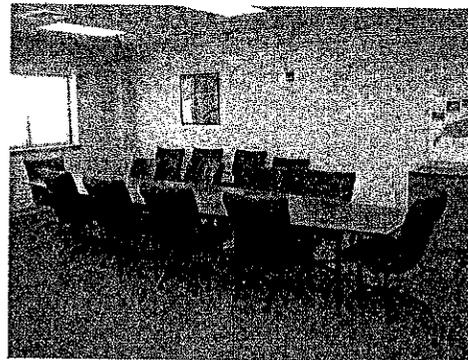
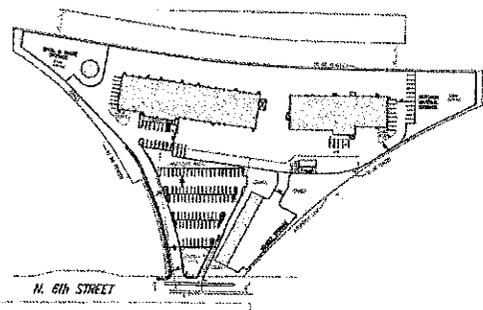
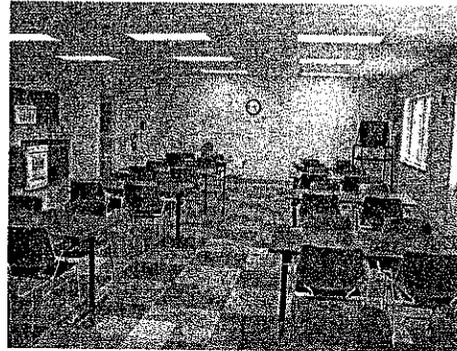
Location: Reading, PA  
Square Feet: 72,400  
Cost: \$6,000,000  
Date Completed: 2004



This project for the Reading Public Works Department of the City of Reading consists of several buildings located on the site of a former railroad station. The 34,000 square foot headquarters building (photo at middle left) houses the administrative functions for the Public Works as well as the workspaces for the Traffic, Property Management, Parks, Sewers, and Streets Departments. The complex also contains a nine-bay, 22,000 square foot garage building for the maintenance of the city's fleet of vehicles (photo at bottom left). In addition, the project also provides a vehicle storage facility and a salt storage facility.



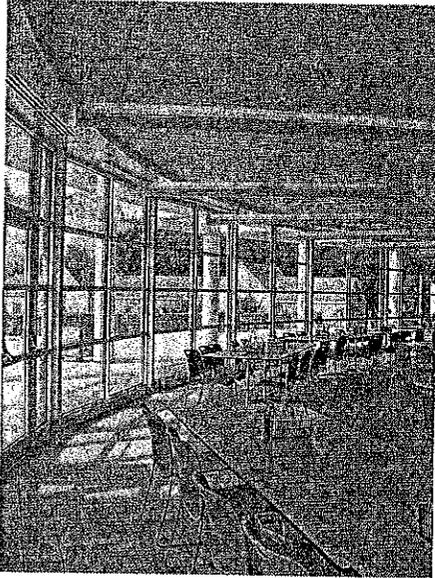
The buildings, surrounded by railroad tracks on three sides, were designed to echo the architecture of the former railroad buildings at this site.



SUSTAINABLE PLANNING, ARCHITECTURE & INTERIOR DESIGN

# Alvernia College Student Center

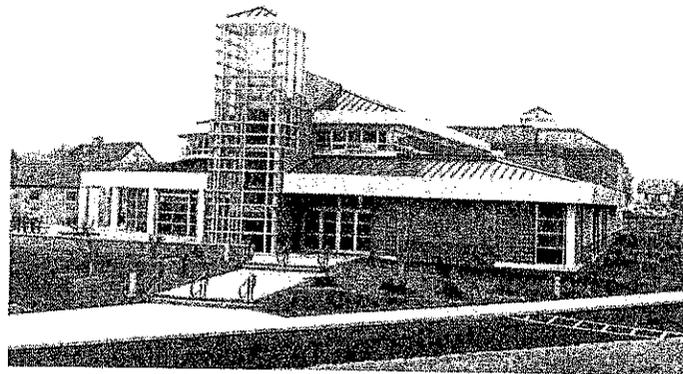
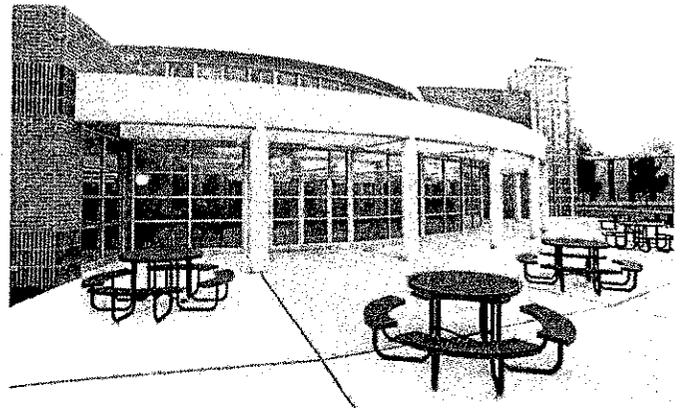
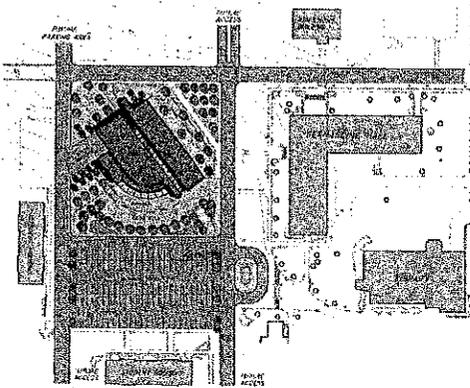
Location: Reading, PA  
Square Feet: 24,000  
Cost: \$4,500,000  
Date Completed: 1999



The design and construction of the student campus center is the first step in realizing the Campus Master Plan Study completed in 1996.

The layout of the building takes advantage of the campus views of the nearby rolling countryside by opening the large dining room to the views and an expansive patio through a large curving glass wall. The building's program includes a 250 seat dining commons; student bookstore, campus services center, "Crusader Café", lounge, recreation center, student affairs offices, student activities offices, four seminar rooms, and campus security office.

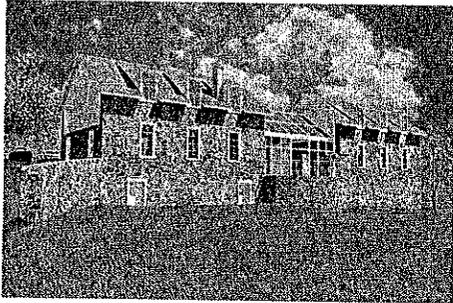
The building's spaces are organized around a central spine that functions as an interior street linking the campus entrance and residential and academic buildings beyond. Two glass stair towers anchor this spine and invite building users to linger to enjoy the view or read a book. The towers also respond architecturally to a tower in an older Italianate building on campus



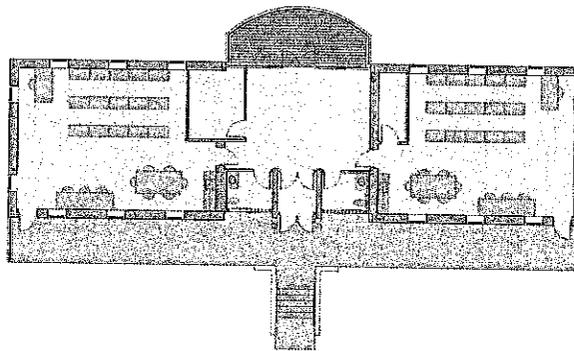
SUSTAINABLE PLANNING, ARCHITECTURE & INTERIOR DESIGN

# Caron Treatment Centers Alley Learning Center

Location: Wernersville, PA  
Square Feet: 2,800  
Cost: \$400,000  
Date Completed: 2003



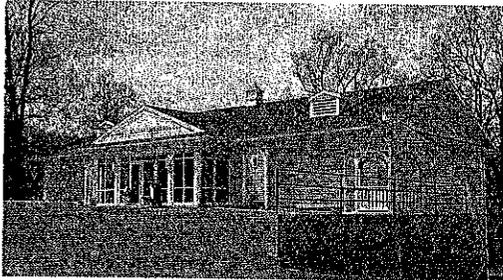
This adolescent education facility is a carefully detailed renovation and expansion of an existing barn building on the campus of the Caron Treatment Center. The addition is designed to replicate the existing barn structure and is joined to the original structure by a dramatic atrium space and patio. The building provides classroom space for the education of adolescent patients during treatment.



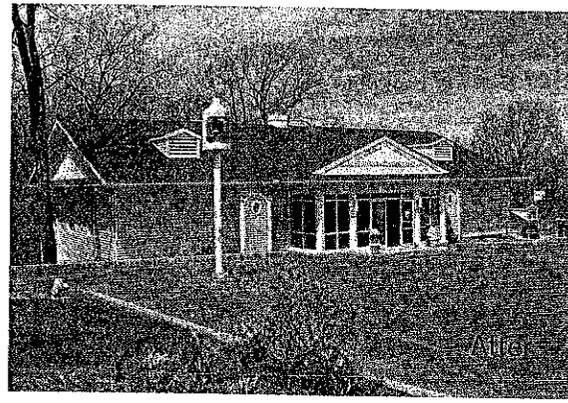
SUSTAINABLE PLANNING, ARCHITECTURE & INTERIOR DESIGN

# Caron Treatment Centers - Serena Hall

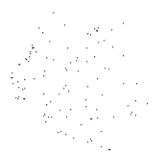
Location: Wernersville, PA  
Square Feet: 7,000  
Cost: \$ N/A  
Date Completed: 2003



Serena Hall is an existing two story building in the center of the Caron north campus. The building totals approximately 7,000 square feet. The renovation of this building provided Caron Treatment Centers with a meeting facility to hold up to 75 people, staff offices and restrooms on the upper level and a flexible lower level floor plan that has been home to the fitness program and most recently group therapy spaces.



SUSTAINABLE PLANNING, ARCHITECTURE & INTERIOR DESIGN



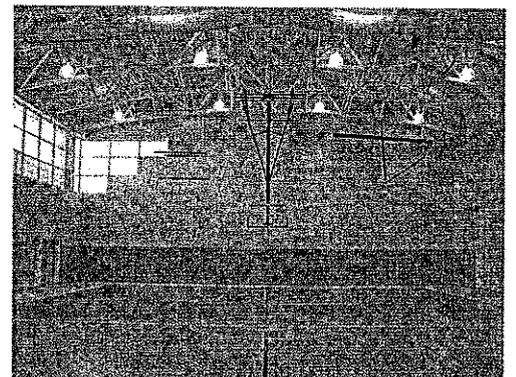
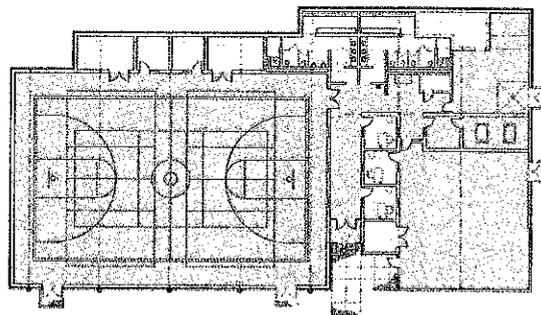
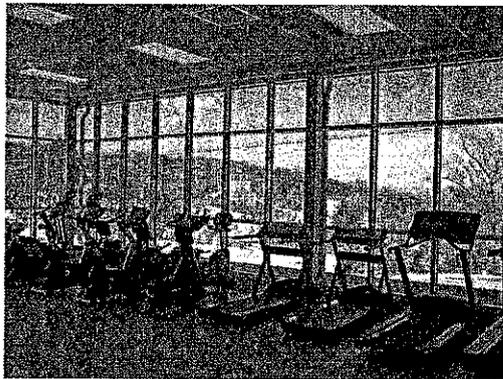
# Caron Treatment Centers Fitness Center

Location: Wernersville, PA  
Square Feet: 13,000  
Cost: \$2,000,000  
Date Completed: 2006

This 13,000 s.f. facility is designed to provide Caron patients and staff with modern facilities for recreational sport activities, along with health and fitness training equipment. The main gymnasium space in the building houses a PIAA sized basketball court that can be easily divided for multi-activity uses including volleyball. The court perimeter features a synthetic sport surface for indoor jogging.

Translucent sunlight fills the space from tall clearstory panels along the Northern elevation of the Gymnasium. An Aerobic area and circuit training equipment are provided in the Exercise Area. This space features sport flooring and amazing views of the Caron Campus and the South Mountain.

The fitness areas are complimented by Men's and Women's shower and locker facilities and a hydrotherapy area for sport or injury related treatment.



# GoggleWorks Center for the Arts

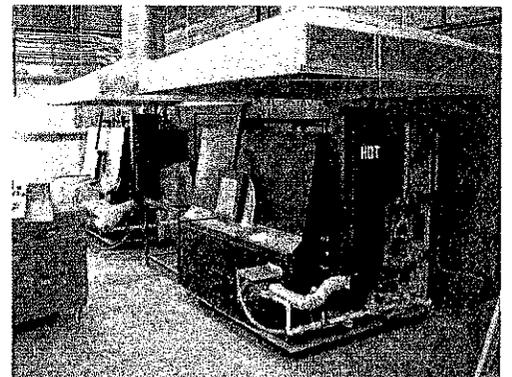
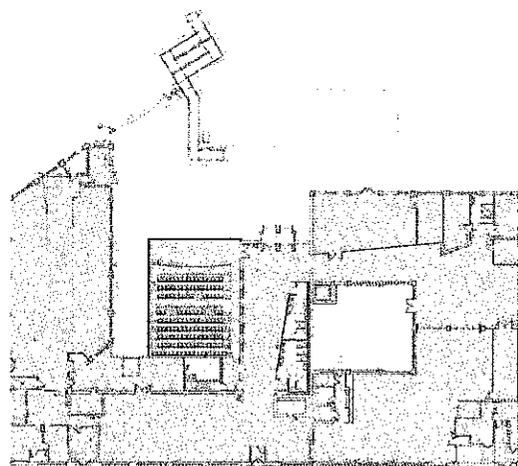
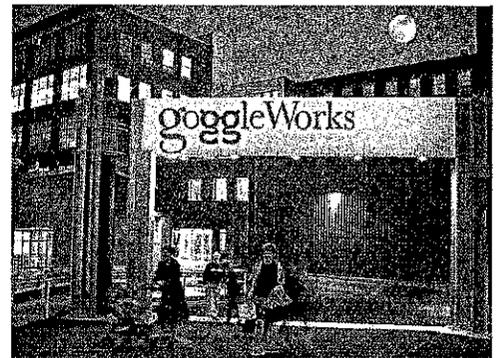
Location: Reading, PA

Square Feet: 150,000

Cost: \$N/A

Date Completed: 2005

The GoggleWorks Center for the Arts is housed in the former Wilson Safety Products building where goggles and safety glasses had been manufactured since 1871. Studio, gallery, office and support facilities were created through extensive renovations for the fine arts and performing arts. The building houses 32 artist studios, a 3,000 square foot glass blowing facility, a 4,000 square foot warm and cold glass studio/classroom, a 4,000 square foot ceramics studio, a 4,000 square foot wood shop, a jewelry workshop, a 130-seat film theater, photography classroom, and dance and music classrooms. Four galleries feature the work of local, regional and national artists. Other facilities and programs include an arts supply store, a café, and educational opportunities available to area schools, universities, neighborhood organizations and community members.

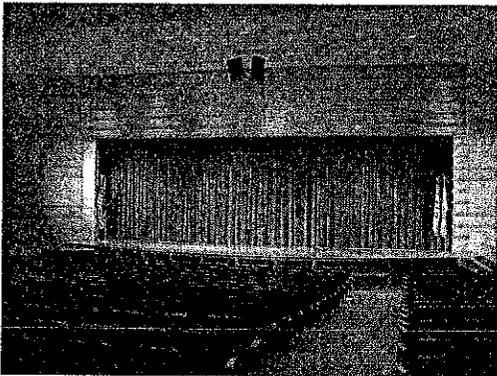
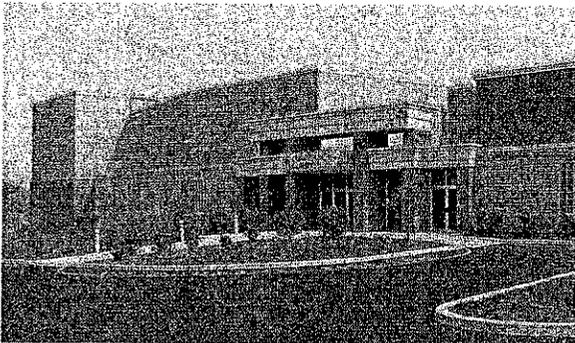


**OLSEDESIGNGROUP**  
ARCHITECTS

SUSTAINABLE PLANNING, ARCHITECTURE & INTERIOR DESIGN

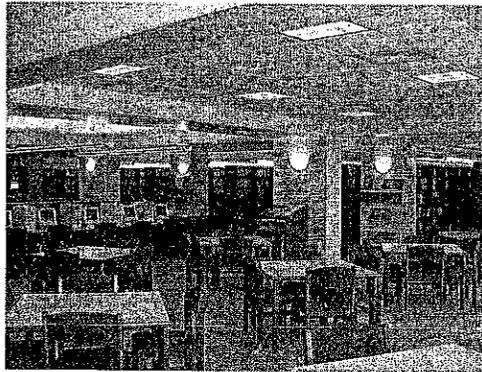
# Holy Name High School Additions and Renovations

Location: Reading, PA  
Square Feet: 105,000  
Cost: \$10,600,000  
Date Completed: 1999



Holy Name High School is a 105,000 square foot private high school that underwent a series of additions and renovations. After completing a Master Plan Study for the 25-acre campus in 1997, a multi-phase project was done for the future academic, athletic, and spiritual needs of the school. Three additions were added to the school to expand its library, and computer facilities; add a new 900 seat auditorium; and provide new administration, chapel, and classroom areas. The renovations completely remodeled the existing science laboratories, classrooms, art room, physical education facilities, and food service areas. The renovations also provided new mechanical, electrical, plumbing, and life safety systems.

A new sports complex was constructed providing a new football and soccer stadium, five new tennis courts, and new baseball, softball and hockey fields. Additional parking was also provided.



SUSTAINABLE PLANNING, ARCHITECTURE & INTERIOR DESIGN

# Consolidated Engineers Historical Projects List

Relevant Experience

## COMPANY EXPERIENCE – MUNICIPAL FACILITIES

BOROUGH OF ADAMSTOWN - Lancaster County, PA  
Municipal Building & Library

AKRON BOROUGH - Akron, PA  
Borough Hall/Renovations

AMITY TOWNSHIP COMMUNITY PARK - Amity, PA  
Outside Lighting/Electrical Services  
Irrigation System Design

ASHLAND AREA MUNICIPAL AUTHORITY - Ashland, PA  
No. 3 Well House and Control Reconstruction - Drawing Review

BIRDSBORO BOROUGH HALL - Birdsboro, PA  
New Building  
Phase II - Additional Service for Owner Requested Emergency Generator

BIRDSBORO CITY HALL - Birdsboro, PA  
M/E Renovations

CAERNARVON TOWNSHIP - Berks County, PA  
New Library

CLEONA BOROUGH HALL - Cleona, PA  
Borough Hall/Addition & Renovations

COATESVILLE CITY HALL - Coatesville, PA  
Telephone, Security & Data Systems

COCALICO TOWNSHIP - Lancaster County, PA  
Township Building/Renovations

CORNWALL TOWNSHIP - Lebanon County, PA  
Township Building/Addition & Renovations

DOUGLASS TOWNSHIP - Berks County, PA  
Municipal Building

EAST LAMPETER TOWNSHIP - Lancaster County, PA  
New Administration/Police Facility  
New Public Works Garage



# Consolidated Engineers Historical Projects List

Relevant Experience

## COMPANY EXPERIENCE – MUNICIPAL FACILITIES

ELIZABETHTOWN MUNICIPAL BUILDING - Elizabethtown, PA  
Municipal Building/Addition & Renovations

EPHRATA BOROUGH - Ephrata, PA  
Conversion of Library to Police Department Headquarters  
Recreation Center/Addition & Alterations

EXETER TOWNSHIP - Berks County, PA  
Municipal Building/Addition & Renovations

FRACKVILLE BOROUGH - Frackville, PA  
New Borough Hall Building

HAMBURG MUNICIPAL AUTHORITY - Hamburg, PA  
Wastewater Treatment Plant Expansion/Upgrade  
Pump Station Renovations

LANCASTER CITY - Lancaster, PA  
Tower Lighting/City Hall

LEACOCK TOWNSHIP - Lancaster County, PA  
Park Pavilions

LONGSWAMP TOWNSHIP – Mertztown, PA  
Municipal Building Additions & Renovations

LEBANON DISTRICT JUSTICE - Lebanon, PA  
New District Justice Office

MAIDENCREEK TOWNSHIP AUTHORITY - Berks County, PA  
Well no. 5

MANHEIM TOWNSHIP MUNICIPAL BUILDING - Lancaster, PA  
HVAC Feasibility Study  
Renovations - Engineering Services  
Addition - Engineering Services

MUHLENBERG TOWNSHIP BUILDING - Reading, PA  
Site Lighting

NESQUEHONING BOROUGH AUTHORITY - Nesquehoning, PA  
Electrical & Heating Design

# Consolidated Engineers Historical Projects List

Relevant Experience

## COMPANY EXPERIENCE – MUNICIPAL FACILITIES

BOROUGH OF NEW RINGGOLD - Berks County, PA  
Wastewater Treatment Plant Facility

NORTH CORNWALL TOWNSHIP - Lebanon County, PA  
Addition & Renovations

NORTHERN LEBANON MUNICIPAL BUILDING - Lebanon County, PA  
Addition & Renovations

CITY OF READING - Reading, PA  
New Public Works Facility  
Schlegel Park  
Rotary Park

SCHUYLKILL COUNTY MUNICIPAL AUTHORITY - Pottsville, PA  
I-81 Pump Station Renovation

BOROUGH OF SHILLINGTON - Shillington, PA  
Modifications to Summit Heights Pump Station  
Police/Maintenance Building  
Borough Hall Renovations

SASSAMANSVILLE - Berks County, PA  
Pump Station/Electrical

SOUTH MANHEIM TOWNSHIP BUILDING - Schuylkill County, PA  
New Addition

TOWNSHIP OF SPRING - Sinking Spring, PA  
Renovations to Township Building

WEST BRADFORD TOWNSHIP - Downingtown, PA  
Evaluation of Existing HVAC System

WEST DONEGAL TOWNSHIP BUILDING - Lancaster County, PA  
Addition & Renovations

BOROUGH OF WEST READING - West Reading, PA  
Heritage Park

# Consolidated Engineers Historical Projects List

Relevant Experience

## COMPANY EXPERIENCE (LAST 5 YEARS) – MUNICIPAL FACILITIES

### CITY OF READING – Reading, PA

Angelical Park Environmental Center

### EAST LAMPETER TOWNSHIP – Lancaster County, PA

New Administration /Police Facility

New Public Works Garage

### EASTON SUBURBAN WATER AUTHORITY – Easton, PA

Engineering Services

### HAMBURG MUNICIPAL AUTHORITY – Hamburg, PA

Wastewater Treatment Plant Expansion/Upgrade

Pump Station Renovations

### LEACOCK TOWNSHIP – Lancaster County, PA

Park Pavilions

### LONGSWAMP TOWNSHIP – Mertztown, PA

Municipal Building Additions & Renovations

### MAIDENCREEK TOWNSHIP AUTHORITY – Berks County, PA

Well No. 5

### STRAUSSTOWN BOROUGH – Strausstown, PA

Wastewater Treatment Expansion

### TOWNSHIP OF SPRING - Sinking Spring, PA

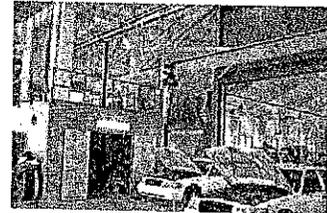
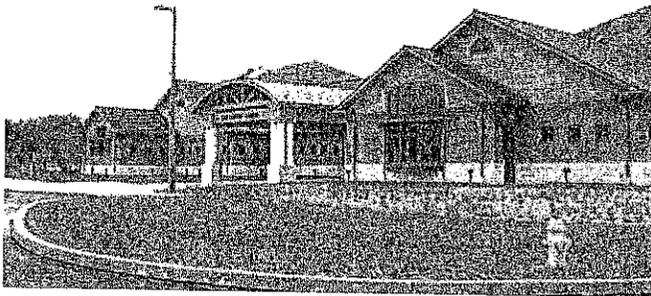
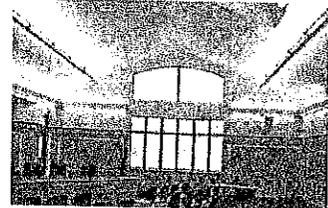
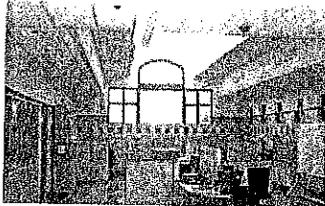
Municipal Garage Building

### WYOMISSING BOROUGH – Wyomissing, PA

Municipal Building Study

# East Lampeter Township

## Administration Building



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E

East Lampeter Township is located in Lancaster County, PA. A new Administration and Police Facility building and Public Works Garage was built to accommodate the business needs of the township officials.

Consolidated Engineers designed the HVAC, plumbing, fire protection, and electrical systems for this facility. The HVAC system uses rooftop units and VAV boxes. Throughout the Administration and Police Facility, pendant mounted fixtures were used for the interior lighting. Also included in the electrical design was power, voice (telephone) system and cabling, data cabling, broadband television distribution system, access control, security, closed circuit television (CCTV), site lighting, and a remote sound system with visual presenter for the Public Meeting Room.

### PROJECT SUMMARY

Location: Lancaster, PA

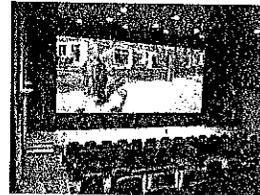
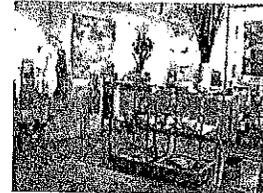
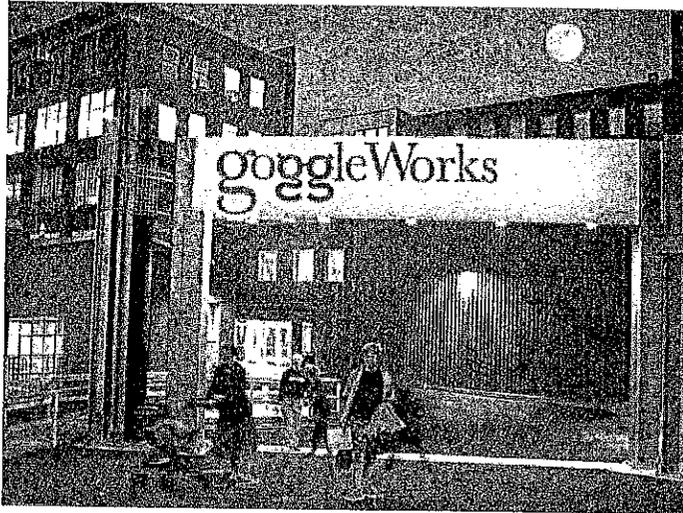
Completion: August, 2005

Square Footage: Police Facility  
34,000 sf  
Garage  
29,000 sf

Total MIE  
Construction Cost: Police Facility  
\$1,428,000  
Garage  
\$615,000

Special Features:  
Remote sound system with visual presenter installed in the Public Meeting Room  
Card readers for access control  
Biometric security system

# The GoggleWorks



The GoggleWorks, a center for the arts, was conceived as the art focal point for Berks County, Pennsylvania. Housed in a renovated post World War II factory building, it was previously home to Willson Safety Products. The center contains multiple gallery spaces, studio spaces, a wood shop, theatre, dance studios, ceramics studio and a glass blowing facility.

Consolidated Engineers designed the HVAC, plumbing, fire protection, lighting and security systems for this building. A high efficient heat pump system with dehumidification cycles was used to maintain comfort and proper temperature and humidity conditions for artwork on display in the galleries. The ventilation system was designed to achieve comfort levels in difficult high heat areas including glass blowing and ceramics.

## PROJECT SUMMARY

**Location:** Reading, PA  
**Completed:** December 2005  
**Square Footage:** 138,000 sf  
**Total M/E Construction Cost:** \$3,465,000  
**Architects:** Oken Design Group  
Reading, PA

### Special Features:

Fully conditioned spaces with limited floor-to-floor heights and poor building envelope  
Flexible design to accommodate mixed use  
High efficient heat pump system with dehumidification  
Special track lighting and controls for gallery spaces

C  
E

# High Concrete Structures

## Maintenance Building

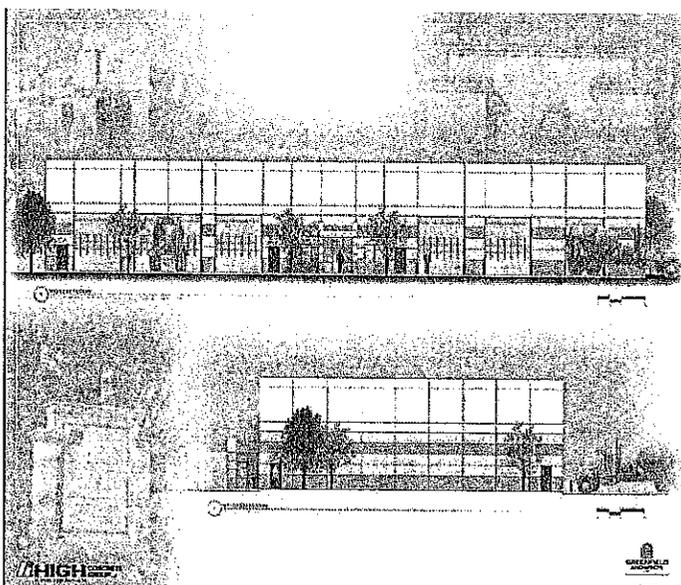
Consolidated Engineers provided mechanical and electrical design services for the lighting systems, power and HVAC for this 16,035 sf maintenance and office facility including a 3,033 sf mezzanine.

**HVAC** - The building's heating system utilizes the waste oil generated by the facility itself in order to fuel two waste oil boilers. A radiant floor heating system provides heat close to the occupants creating a comfortable work environment. Ventilation for the service bay area is provided by two 100% outdoor air energy recovery units with duct heating coils. Office space cooling and ventilation is provided by a packaged direct-expansion unit with energy recovery. A duct heating coil conditions the ventilation air to room neutral during the heating season.

**Plumbing** - The plumbing related systems for the building include the design of the sanitary and rainwater systems to a point five feet outside the building. The design also includes a sanitary system which connects to each of the trench drains within the building and routes the water to an underground oil/water separator. A dual flush valve for each water closet and reduced flow faucets decrease the building's potable water consumption.

**Electrical** - The lighting system was designed to meet 0.6 watts per square foot to meet the latest energy code. A lighting automation system was provided to automatically turn off any lights left on in the building and to control exterior building lighting. Lighting was also controlled by local occupancy sensors and day light sensors for additional energy savings. Fire alarm, data and communications wiring and special power for equipment supplied by the owner was provided.

LEED™ SILVER CERTIFIED



Rendering Courtesy of Greenfield Architects

### PROJECT SUMMARY

Location: Lancaster PA

Est. Completion: May 2008

Square Footage: 16,035 sf

Total Construction Cost: \$3,585,000

#### SPECIAL LEED™ FEATURES:

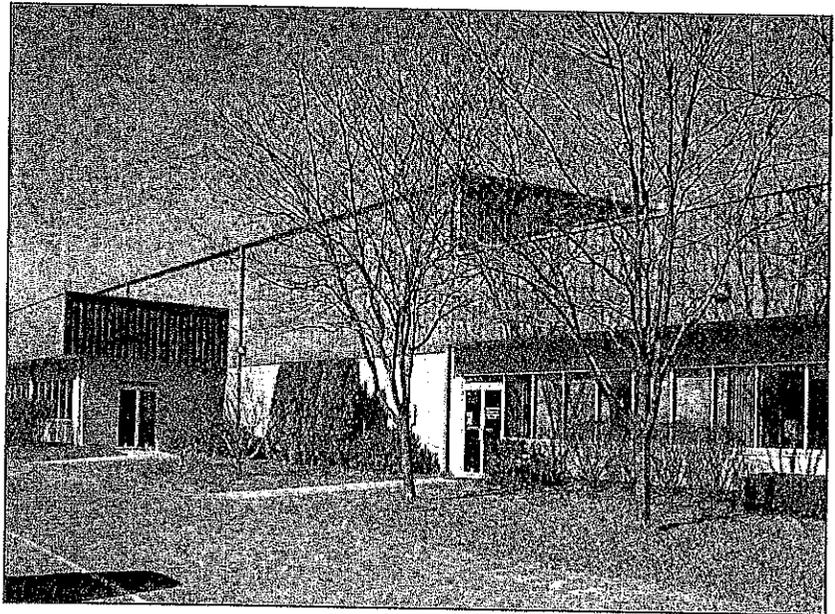
- High performance building envelope
- Conservation of non-renewable energy sources
- Daylight harvesting
- Improved occupant comfort features
- Zero use of CFC and HCFC
- Water conservation



# St. Joseph Medical Center

## Maintenance Building

Consolidated Engineers provided HVAC, plumbing, sprinkler and electrical systems for the St. Joseph Medical Center Maintenance Building.



**Electrical:** Services included a new lighting system with automatic lighting controls, a new emergency generator for life safety, mechanical, and office loads, and additional receptacles and dedicated power for owner equipment.

**HVAC:** CE provided high efficient gas fired heating and ventilating equipment for storage areas not requiring cooling. Areas requiring cooling were equipped high efficient gas equipment with cooling coil and high efficient condensing units. Ceiling paddle fans were provided and the paint shop unit was equipped with a humidification control.

**Plumbing:** Services were extended and upgraded as required for new fixtures.

**Fire protection:** The existing sprinkler system was maintained with minor modifications in coordination with new partitions.

### PROJECT SUMMARY

*Location:* Reading, PA

*Completed:* September, 2007

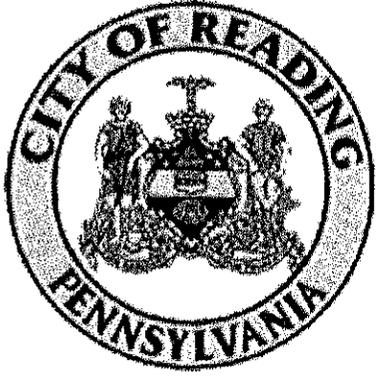
*Square Footage:* 38,550 sf

*Architects:* Olsen Design Group  
Reading, PA

*Special Features:*

*Lighting Automation System*





**SAMPLE  
CONTRACT**

# DRAFT AIA® Document B105™ - 2007

## Standard Form of Agreement Between Owner and Architect for a Residential or Small Commercial Project

AGREEMENT made as of the  day of  in the year   
(In words, indicate day, month and year.)

BETWEEN the Owner:  
(Name, legal status, address and other information)

« »  
« »  
« »  
« »

and the Architect:  
(Name, legal status, address and other information)

« »  
« »  
« »  
« »

for the following Project:  
(Name, location and detailed description)

« 11th and Pike field house »  
« »  
« »

The Owner and Architect agree as follows.

**ADDITIONS AND DELETIONS:**  
The author of this document has added information needed for its completion. The author may also have revised the text of the original AIA standard form. An Additions and Deletions Report that notes added information as well as revisions to the standard form text is available from the author and should be reviewed.

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

State or local law may impose requirements on contracts for home improvements. If this document will be used for work on the Owner's residence, the Owner should consult local authorities or an attorney to verify requirements applicable to this Agreement.

ELECTRONIC COPYING of any portion of this AIA® Document to another electronic file is prohibited and constitutes a violation of copyright laws as set forth in the footer of this document.

## ARTICLE 1 ARCHITECT'S RESPONSIBILITIES

The Architect shall provide architectural services for the Project as described in this Agreement in a manner consistent with locally accepted standards for professional skill and care. The Architect shall assist the Owner in determining consulting services required for the Project. The Architect's services include the following consulting services, if any:

During the Design Phase, the Architect shall review the Owner's scope of work, budget and schedule and reach an understanding with the Owner of the Project requirements. Based on the approved Project requirements, the Architect shall develop a design. Upon the Owner's approval of the design, the Architect shall prepare Construction Documents indicating requirements for construction of the Project and shall coordinate its services with any consulting services the Owner provides. The Architect shall assist the Owner in filing documents required for the approval of governmental authorities, in obtaining proposals and in awarding contracts for construction.

During the Construction Phase, the Architect shall act as the Owner's representative and provide administration of the Contract between the Owner and Contractor. The extent of the Architect's authority and responsibility during construction is described in AIA Document A105™-2007, Standard Form of Agreement Between Owner and Contractor for a Residential or Small Commercial Project. Generally, the Architect's services during construction include interpreting the Contract Documents, reviewing the Contractor's submittals, visiting the site, reviewing and certifying payments, and rejecting nonconforming Work.

## ARTICLE 2 OWNER'S RESPONSIBILITIES

The Owner shall provide full information about the objectives, schedule, constraints and existing conditions of the Project, and shall establish a budget that includes reasonable contingencies and meets the Project requirements. The Owner shall provide decisions and furnish required information as expeditiously as necessary for the orderly progress of the Project. The Architect shall be entitled to rely on the accuracy and completeness of the Owner's information. The Owner shall furnish consulting services not provided by the Architect, but required for the Project, such as surveying, which shall include property boundaries, topography, utilities, and wetlands information; geotechnical engineering; and environmental testing services. The Owner shall employ a Contractor, experienced in the type of Project to be constructed, to perform the construction Work and to provide price information.

## ARTICLE 3 USE OF DOCUMENTS

Drawings, specifications and other documents prepared by the Architect are instruments of the Architect's service and are for the Owner's use solely with respect to this Project. The Architect shall retain all common law, statutory and other reserved rights, including the copyright. Upon completion of the Project or termination of this Agreement, the Owner's right to use the instruments of service shall cease. When transmitting copyright-protected information for use on the Project, the transmitting party represents that it is either the copyright owner of the information, or has permission from the copyright owner to transmit the information for its use on the Project.

## ARTICLE 4 TERMINATION, SUSPENSION OR ABANDONMENT

In the event of termination, suspension or abandonment of the Project by the Owner, the Architect shall be compensated for services performed. The Owner's failure to make payments in accordance with this Agreement shall be considered substantial nonperformance and sufficient cause for the Architect to suspend or terminate services. Either the Architect or the Owner may terminate this Agreement after giving no less than seven days' written notice if the Project is suspended for more than 90 days, or if the other party substantially fails to perform in accordance with the terms of this Agreement.

## ARTICLE 5 MISCELLANEOUS PROVISIONS

This Agreement shall be governed by the law of the place where the Project is located. Terms in this Agreement shall have the same meaning as those in AIA Document A105-2007, Standard Form of Agreement Between Owner and Contractor for a Residential or Small Commercial Project. Neither party to this Agreement shall assign the contract as a whole without written consent of the other.

Nothing contained in this Agreement shall create a contractual relationship with, or a cause of action in favor of, a third party against either the Owner or the Architect.

The Architect and Architect's consultants shall have no responsibility for the identification, discovery, presence, handling, removal or disposal of, or exposure of persons to, hazardous materials in any form at the Project site.

#### ARTICLE 6 PAYMENTS AND COMPENSATION TO THE ARCHITECT

The Architect's Compensation shall be:

« »

The Owner shall pay the Architect an initial payment of « » (\$ « ») as a minimum payment under this Agreement. The initial payment shall be credited to the final invoice.

The Owner shall reimburse the Architect for expenses incurred in the interest of the Project, plus « » percent (« » %).

Payments are due and payable upon receipt of the Architect's monthly invoice. Amounts unpaid « » (« ») days after the invoice date shall bear interest from the date payment is due at the rate of « » percent (« » %) « », or in the absence thereof, at the legal rate prevailing at the principal place of business of the Architect.

At the request of the Owner, the Architect shall provide services not included in Article 1 for additional compensation. Such services may include providing or coordinating services of consultants not identified in Article 1; revisions due to changes in the scope, quality or budget; evaluating changes in the Work and Contractors' requests for substitutions of materials or systems; and services not completed within « » (« ») months of the date of this Agreement through no fault of the Architect.

#### ARTICLE 7 OTHER PROVISIONS

*(Insert descriptions of other services and modifications to the terms of this Agreement.)*

« »

This Agreement entered into as of the day and year first written above.

OWNER

ARCHITECT

*(Signature)*

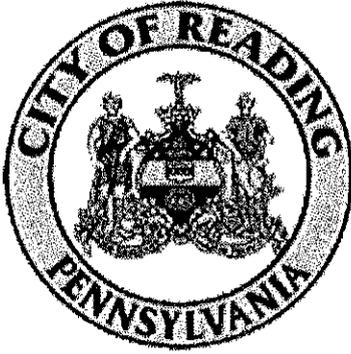
*(Signature)*

« »

« »

*(Printed name and title)*

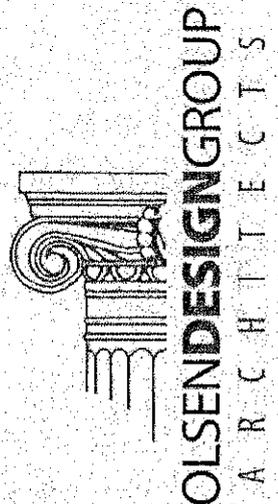
*(Printed name and title)*



# Architectural and Engineering Design Project Cost

11th and Pike Field House Improvements  
Reading, PA

April 12, 2013



# Compensation

Based on the tasks identified in the PROJECT METHODOLOGY section of this proposal, the architectural and engineering design services fee is ...

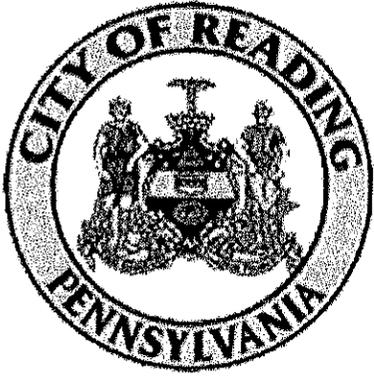
**NOT TO EXCEED PRICE**

**\$16,795.00**

This includes estimated Reimbursable expenses.

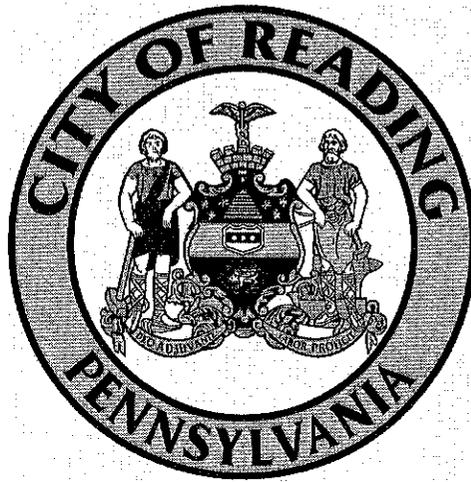
Not included in this fee are the following tasks:

- Full color rendering or 3-D models.
- Building permit fees
- Hazardous waste remediation
- Preparation of any code related variances.
- Service normally associated with obtaining variances from zoning or building code regulations
- Fire protection
- Process and controls design



ATTACHMENTS

**REQUEST FOR PROPOSALS**  
**DESIGN ENGINEERING SERVICES**  
**11<sup>TH</sup> AND PIKE FIELD HOUSE IMPROVEMENTS**  
**READING, PENNSYLVANIA**



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## **Introduction**

The City of Reading, Pennsylvania is seeking proposals from qualified firms to provide design engineering services for the rehabilitation of the 11<sup>th</sup> and Pike Field House. The improvements include but are not limited to the installation of a more energy efficient HVAC system, a new synthetic gym floor, gym ceiling netting, a kitchen hand sink, and stage floor resurfacing. The City seeks a consultant to provide design services in conformance with the federal Community Development Block Grant requirements.

All costs incurred by proposing firms are considered by the City to be marketing costs required in order to select a firm to perform this work, and the City will not be reimbursing for any costs incurred.

## **Mandatory Pre-Proposal Conference**

A mandatory pre-proposal meeting will be conducted on Monday, March 18, 2013 at 10:00 a.m. in the Penn Room located on the first floor of City Hall, 815 Washington Street, Reading, PA. Additional questions may be emailed to Tammi Reinhart at [tammi.reinhart@readingpa.org](mailto:tammi.reinhart@readingpa.org) no later than 2:00 p.m. on Thursday, March 28, 2013 with responses given to all firms as an addendum on Friday, April 5, 2013.

## **Proposal Submission**

Proposals are to be submitted as discussed in the following pages by 3:00 p.m., prevailing time, on Friday, April 12, 2013. Proposals received at the Office of the Purchasing Coordinator after the hour specified will not be considered.

## **Scope of Work**

The City seeks a consultant to provide design services in conformance with federal and state requirements.

After the consultant receives written authorization to proceed, they shall provide professional services as noted below.

## **GENERAL SCOPE OF SERVICES**

After the consultant receives written authorization to proceed, they shall provide professional services as noted below.

### **Scope of Work**

#### **A. Design Phase**

##### **1. Plans, Specifications, and Bidding Documents**

Prepare complete plans, specification, and bid documents necessary for contractor to construct the proposed improvements. The consultant shall prepare preliminary and final engineering reports, applications and cost estimates for the project. All plans shall be submitted in hard copy and electronically. Prepare all plans and specifications in accordance with current Pennsylvania Department of Environmental Protection and United States Department of Housing and Urban Development Community Development Block Grant requirements and any applicable requirements of other agencies having jurisdiction over the project. Include preparation of detailed construction drawings. City will provide input during the design phase and will review the construction plans, specifications and contract documents. Consultants shall furnish capital and operating cost estimates at the 30%, 80% and 100% complete stages of the design effort.

Submit four (4) copies of preliminary reports, plans and specifications and twenty (20) copies of final reports, plans and specifications.

## 2. Design Services

Consultant shall prepare all plans as provided to provide sufficient information for the design of the entire project. This includes but is not limited to alignments, control traverse, topography levels and other necessary data. The consultant shall also perform all surveys necessary to provide information for the preparation of plans and specifications. The survey and topographic information used for the design may be limited to the proposed field house area and access ramp areas. A full survey of the City's property is not necessary.

## 3. Soils and Subsurface Investigations

Provide all necessary investigations of subsurface soil conditions for the design of the project as needed. This information gathered may be limited to the proposed field house area.

## 4. Agency Coordination

Prepare for all necessary permits and obtain all necessary agency approvals. Furnish all agencies with four complete sets of plans and specifications for review and approval. Present plans to the Berks County Planning Commission for the playground for review and approval. The City is exempt for a review fee for County review of these plans. The City staff will present the plans to the City's Planning Commission for review. Include staff time to make any necessary revisions based on Agency review comments.

## 5. Meetings

Consultants shall attend three (3) meetings with City representatives.

## 6. Bidding Process

The City's Purchasing Department will assist in preparation of the Contract Documents and putting the plan/specifications (as supplied by the consultant) out for bid.

## 7. Award

Consultant shall prepare bid clarifications and addenda to the bidding document as may be required. The project manager will schedule and conduct pre-bid conferences with the perspective bidders, shall attend the bid opening and shall evaluate all bids and prepare recommendations for the City of Reading concerning the contract award.

### B. Construction Phase

#### 1. Site Visits

The consultant shall make periodic site visits as may be necessary to become generally familiar with the progress and quality of the work and to determine, in general, if the work is proceeding in accordance with the contract documents. On the basis of such on-site observations, the consultant shall take the appropriate steps to guard the City of Reading against defects and deficiencies in the work of the contractor. The consultant shall not be required to make exhaustive or full-time observation to check the quality or quantity of the work, but shall make as many observations as may be reasonably required to fulfill its obligation to the City. Periodic visits shall be made not less than once per month. Each engineering discipline (including, but not limited to, structural, mechanical, civil and electrical) shall make periodic visits no less than once every two weeks during the course of the work applicable to its discipline.

#### 2. Change Orders

The consultant shall review, sign, and verify the validity of all change orders and payment applications

#### 3. Shop Drawings

The consultant shall review and approve shop drawings, samples, and other submissions of the contractors, as well as work performed by the contractors in conformance with the design concept of the project and for compliance with contract documents.

#### 4. Clarification

The consultant shall make all interpretations of requirements in the contract document and shall prepare any necessary amendments of supplementary instructions.

#### 5. Record Drawings

The consultant shall prepare mylar as-built drawings based on the marked up contract drawings and any supplementary post design drawings. The City will supply the consultant with a marked up set of prints of the contract drawings indicating adjustments and/or changes made during construction. The consultant shall correct the mylar drawings to as-built conditions based on the marked up prints and revisions made during the course of construction. Prepare contract documentation for engineering, landscape, and site design so the project may be bid to qualified

site contractors. The design team shall be responsible for site surveying, design of all improvements including preparation of contract documents, and obtaining approvals from the City of Reading, Berks County Conservation District, DEP, and any other regulatory agency having jurisdiction over the project.

### **Assignment of Key Staff**

The key member(s) of the consultant's staff must be identified and assigned to the project for the duration of the contract, unless the City of Reading agrees in writing to modify the assignment. If a key member leaves during the course of the contract, the City must be notified immediately, and the contractor must submit the replacement's name and credentials for approval by the City prior to that person starting work on the contract.

### **Use and Qualifications of Subcontractors**

The City recognizes that subcontractors may be required or desired to design engineering components of the project. For each selected subcontractor proposed to be used by the firm, please provide details of the expertise and scope being provided by the firm as well as the firm's relevant experience and depth of qualified personnel as it relates to the project. This shall be no more than one page per subconsultant or firm. In the event that a firm is being selected based upon an individual who will be performing the majority of the work for the firm, please state this and provide this page of information related to this individual's experience as a key project team member, not the firm's experience.

In the event subcontractors are proposed to be used, they will be required to complete the attached Subcontractor Surety Agreement within ten days of the award of the contract.

### **Records Retention and Confidentiality**

The successful firm shall maintain all records for ten (10) years after final payment on the contract and any and all other pending matters are closed. After the ten (10) year retention period, the City shall have the option to take possession of the work papers, reports, plans, permits and documents, electronic and / or hard copy, whenever the successful firm decides to dispose of them. The successful firm shall notify the City in writing prior to any disposal of documents related to this contract.

All reports, information, data, etc., furnished by the City to the proposing firm shall remain confidential and shall not be released to any individual or organization without the prior written approval of the City.

### **Qualification Criteria**

The response to this RFP shall incorporate adequate information as detailed below for the City's selection committee to evaluate the firm's ability to meet the design needs specified in this proposal. To expedite the review process, please organize the technical information in the order listed below with the submission being concise. This technical evaluation for professional

services is strictly for firm and personnel qualifications so DO NOT include a rate sheet with this part of the submission.

Please provide the time and material not-to-exceed\* project cost as well as the applicable rate sheets in a separate sealed package simultaneous to the technical proposal. The technical proposal will be evaluated by the committee first with the project cost being opened later and included in to the rating criteria.

Please submit seven (7) sealed, bound copies of the firm's technical proposal and seven (7) sealed copies of the firm's project cost each with the notation of "City of Reading 11<sup>th</sup> and Pike Field House Renovation Project" as detailed below to:

City of Reading  
Attn: Tammi Reinhart, Purchasing Coordinator  
815 Washington Street, Room 2-45  
Reading, PA 19601-3690

**\*Specify the "Not To Exceed Price" for design engineering services for the activity:**

\$ \_\_\_\_\_

The response shall address firm specific information followed by personnel, reference projects, and local presence as detailed below:

- Provide general firm information including location of headquarters, number of offices, total number of employees, number of technical staff geographic location of project's primary client contact, and numbers of years firm has been performing similar site design projects.
- Provide a comprehensive list of similar recent projects Provide at least five project references in the past ten years. Details shall include: client name, client contact information, project location, key personnel, duration of project or portion of project if project involves other work beyond this scope, and projected and actual cost.
- Indicate number of projects currently under contract.
- Identify selected key team personnel with relevant qualifications and certifications as well as firm tenure.
- In the event of any proposed subcontractors, please provide details of the expertise and scope being provided by the firm as well as the firm's relevant experience and depth of qualified personnel as it relates to the project.
- Indicate the firm's experience with the City of Reading as well as clients in Berks County, Pennsylvania in the past ten years by client and contact information, type of

project, and project and firm scope. Indicate the firm's relevant utility engineering in adjoining counties in the past ten years by client and contact information, type of project, and project and firm scope.

- Provide a sample contract and terms for review by the City and its legal counsel.

#### TIME SCHEDULE

The time schedule established at the Orientation meeting for the completion of the several submission is:

Accepted on or Before

Programming \_\_\_\_\_

Schematic \_\_\_\_\_

Design Development \_\_\_\_\_

Interim Construction Documents \_\_\_\_\_

Construction Documents \_\_\_\_\_

Anticipated Bid Opening Date \_\_\_\_\_

Anticipated Final Inspection \_\_\_\_\_

The Bid Opening Date and the Final Inspection Date are tentative dates, subject to adjustment by the City of Reading.

#### ADHERENCE TO TIME SCHEDULE.

Time shall be of the essence of this Agreement and it is the responsibility of the Consultant to maintain and strictly adhere to the submission schedule set forth. If it appears any submission or stage of the Project will be delayed, the Consultant shall immediately notify the City of Reading, in writing, prior to the due date of that submission or stage, unless the dates cannot be met due to conditions imposed by the City of Reading.

The Consultant shall include in the written notice the reason(s) for the Consultant's inability to meet the deadline and a request that the City of Reading amend the time schedule.

The City of Reading will review the Consultant's notice and determine whether or not to amend the time schedule. If the City of Reading determines that the delay is due to the fault of the Consultant, the City of Reading may:

Amend the schedule and direct the Consultant to expeditiously proceed with the design of the Project, in which case the City of Reading may hold the Consultant responsible for any costs attributable to the delay; or

Terminate the Agreement for default of the Consultant

### **Questions Regarding Specifications or Proposal Process**

To ensure fair consideration for all firms, the City prohibits communication to or with any City department director, division manager, employee, or agent during the submission process with the exception of those questions relative to interpretation of specifications or the proposal process. Such communications initiated by a firm may be grounds for disqualifying the offending firm from consideration for award of the proposal and/or any future proposal.

No interpretations of the meaning of the RFP documents will be made to any bidder orally. Every request for such interpretation shall be in writing to the City of Reading Purchasing Office, and to be given consideration must be received in writing prior to Thursday, March 28, 2013.

Direct inquiries to:

Tammi Reinhart, Purchasing Coordinator  
City Hall, Rm. 2-45  
815 Washington Street  
Reading, PA 19601  
FAX - (610) 655-6427  
Email – tammi.reinhart@readingpa.org

Any and all such interpretation will be in the form of an Addendum to the Contract Documents and will be submitted electronically or faxed to all prospective firms at the number furnished by them on Friday, April 5, 2013.

### **Evaluation and Selection Process**

Firms shall submit a response to this RFP by 3:00 p.m., prevailing time, on Friday, April 12, 2013. The City will employ a selection committee that includes technical and non-technical personnel. The goal of this RFP is to select the best suited firm(s) using a quantitative ranking system followed by the interview of selected firm(s), if determined by the committee to be necessary. This process and the number of firms interviewed may be adjusted based upon the responses received, their evaluation, and the City's desires.

Until the final firm selection, negotiation, award, and contract execution all contact with the City of Reading regarding this topic is to be directed to the Finance Department – Purchasing Division or the designated legal counsel finalizing contractual details. Failure to comply with this request will result in the disqualification of the firm for further consideration.

The City and its designated committee will evaluate all proposals, determine whether oral discussions with individuals, firms, or organizations are necessary, and select the firm best qualified to perform the scope of work. A qualification based selection process will be used. Qualifications will outweigh all other considerations.

The evaluation will be based upon the following areas in no particular order:

- Firm Qualifications and Experience
- Staff Qualifications and Experience
- Relevant Project References
- Project Team
- Responsiveness to RFP
- Price

The City may choose to conduct interviews with finalists after the initial review of proposals are complete. If interviews are conducted, finalists will be contacted individually by the Purchasing Coordinator's office.

During the entire selection process, the firms shall only contact the Purchasing Coordinator regarding details of the work to be performed unless otherwise authorized. This will minimize missed information and duplication of effort.

The City has the responsibility to negotiate the most favorable cost terms and conditions to the City. The City will begin negotiations with the highest ranked firm and develop a final work scope and refine compensation. The negotiating process may involve one (1) or more RFP responses and may continue until the award of the contract. All proposals will become part of the official file on this matter without obligation to the City of Reading.

The City of Reading Purchasing Policy allows the City to base its selection on professional qualifications, experience, and familiarity with the nature of the service to be provided.

#### **Authorization of Invitation**

Article VIII, Section 801 (b), of the City of Reading City Charter, gives the City the ability to engage independent consultation to represent or advise on specific individual matters. This section further states that representation must be secured by the Request for Proposal (RFP) process. The City of Reading Purchasing Policy recognizes and states that the awarding of a contract for professional services cannot be based solely upon the selection of the lowest bidder. Emphasis is placed on factors such as professional qualifications, experience, and familiarity with the nature of the services to be performed.

This RFP is issued by the City of Reading. Any questions or clarifications concerning the RFP shall be directed to the Purchasing Coordinator.

All requests for additional information concerning the RFP process, acceptance and approval of a contract must be issued in written form by the same time as technical questions. Responses to all questions will be issued to all prospective proposers in the form of an addendum as discussed above.

### **Preparation of Proposals**

Firms are expected to examine any specifications, schedules or instructions included in the RFP package. Failure to do so will be at the firm's risk.

The applicant shall submit the requested information in a complete and concise manner within the page limitations discussed.

Proposals are to be prepared simply, providing a straightforward and concise description of the successful firm's, person's, or subcontractor's capabilities to satisfy the requirements of this proposal. Emphasis should be on completeness and clarity of content.

Each copy of the proposal and all documentation shall be bound in a single volume.

If erasures or other changes appear in the proposal, each erasure or change must be initialed by the person signing the submittal.

Receipt of amendments or addenda by a firm must be acknowledged on the appropriate City form and included in the proposal.

Ownership of all data, material, and documentation originated and prepared for the City pursuant to the RFP shall belong exclusively to the City and be subject to public inspection in accordance with the Freedom of Information Act and Pennsylvania Right to Know Act. Trade secrets or proprietary information submitted shall not be subject to the public disclosure; however, the firm must invoke this protection in writing. The proprietary or trade secret material submitted must be identified. The classification of an entire proposal, line item prices and/or total proposal prices as proprietary or trade secret is not acceptable and will result in rejection and return of proposal.

### **Modification or Withdrawal of RFPs**

An RFP that is in the possession of the Purchasing Manager may be amended by telegram, letter, or fax transmission bearing the signature or name of the person authorized for bidding, provided said request is in writing and properly signed or by telegram and is received at least two (2) hours prior to the time and date of opening. The communication shall not reveal the RFP price but should indicate the addition, subtraction or other change in the RFP.

An RFP that is in the possession of the Purchasing Manager may be withdrawn by the firm in person, by fax, or by written request provided said request is in writing and properly signed or by telegram and is received at least two (2) hours prior to the time and date set for the opening. Request by telegram must be confirmed in writing, properly signed, which must be delivered within twenty-four (24) hours of the time and date set for the opening. No proposals may be

withdrawn for a period of one hundred twenty (120) days following the formal opening and receipt of proposals by the City of Reading.

### **Right to Reject Proposals**

Submission of a proposal indicates the acceptance by the firm of the conditions contained in this RFP unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the City of Reading and the firm.

During the advertising process through the final firm selection and contract execution by both parties, any contact by proposing firms with any City representative, other than the Purchasing Manager, concerning the RFP is prohibited. Any such unauthorized contact may cause the disqualification of the firm from this procurement action.

The City of Reading reserves the right without prejudice to reject any or all proposals in whole or in part. It also reserves the right to waive any technical defects or minor irregularities, which in its discretion, is in the best interest of the City. The City further reserves the right to seek new proposals when such a procedure is reasonably in the best interest of the City to do so.

The City will not pay for any information required in the RFP, nor is liable for any cost incurred by a firm in responding to an RFP.

### **Disposition of Proposals**

All proposals submitted in response to the RFP become the property of the City and will not be returned to unsuccessful firms.

### **Minority and Women Business Enterprises**

The City notifies all firms that minority and women business enterprises will be afforded full opportunity to submit proposals in response to this RFP and will not be discriminated against on the basis of race, color, national origin or ancestry. Firms hereby agrees that upon the award of the contract, the firm will not discriminate against any person who performs work because of race, religion, color, sex, national origin or ancestry.

If the individual, firm or organization qualifies under any of these categories, the individual, firm or organization shall set forth the basis so that the City of Reading can determine which categories (s) are applicable.

- Minority owned business firm
- Woman owned business firm
- Labor surplus area business firm
- Section 3 business firm

The Offeror must insure that employees and applicants for employment are not discriminated against because of their race, color, religion, sex, national origin, disability, or familial status and those requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended, are met.

### **Equal Employment Opportunity**

During the performance of this Contract, the firm agrees as follows:

- The firm will not discriminate against any employees or applicant for employment because of race, color, religion, sex, or national origin. The firm will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to race, color, religion, sex, or national origin. Such action shall include, but not be limited to, the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The firm agrees to post in conspicuous places, available to employees and applicants for employment, notices which may be provided by the City of Reading setting forth the provisions of this nondiscrimination clause.
- The firm will, in all solicitations or advertisements for employees placed by or on behalf of the firm, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, or national origin.
- In the event of the firm's noncompliance with the non-discrimination clauses of this Contract or with any of the said rules, regulations, or orders, this Contract may be canceled, terminated, or suspended in whole, or in part and the Proposer may be declared ineligible for further City of Reading contracts.
- The firm will include the provisions of these paragraphs in every subcontract or purchase order unless exempted.

### **Employment of Certain Persons Prohibited**

No person who, at the time, is serving sentence in a penal or correctional institution shall be employed on the work covered by this Contract.

### **Subcontracts**

Joint proposals by multiple firms are allowed, and even encouraged if deemed necessary to balance new ideas and directions with the realities of the enabling statutes. However, the firm will not be allowed to subcontract work under this contract unless the subcontractor and its scope of work is clearly defined and outlined within the proposal or written approval is granted by the City of Reading. The subcontractor, as approved, shall be bound by the conditions of the contract between the City and the selected firm. The authorization of a subcontractor is to

perform in accordance with all terms of the contract and specifications. All required notices, work orders, directives, and requests for emergency services will be directed to the selected firm. All directions given to the subcontractor in the field shall bind the selected firm as if the notice had been given directly to the selected firm. Should the firm elect to use any subcontractors, they are to provide a payment bond as included in the following forms.

### **Independent Proposal**

The parties hereto expressly agree and understand that the successful firm may not be an employee or agent of the City of Reading in any sense. Furthermore, the successful firm may not be affiliated with any chemical, technology, process, vendor, or manufacturer related to wastewater treatment. Any and all potential conflicts of interest should be brought to the City's attention immediately. Contracts may be terminated should the situation warrant such action.

### **Execution of Contract**

The contract will be drafted by the City and executed by both the City and the successful firm. Incorporated into that contract will be this Request for Proposal for Professional Services and the Proposal accepted by the City.

The successful firm shall, within ten (10) calendar days after mailing of contract documents by the City to the Principal, enter into contract with the City.

The contract, when executed, shall be deemed to include the entire agreement between the parties; the firm shall not base any claim for modification of the contract upon any prior representation or promise made by the representatives or the City, or other persons. All attachments are considered as part of this document.

### **Contract Alterations or Modifications**

This contract will be under the direct supervision of the City and/or its authorized representatives. Any alterations or modifications of the work performed under this contract shall be made only by written agreement between the firm and the City's authorized representatives and shall be made prior to commencement of the altered or modified work. No claims for extra work or materials shall be allowed unless covered by written agreement.

### **Manner of Payment**

The successful firm will submit monthly invoices to the City of Reading before the payment of services. Those invoices shall be submitted to the Parks Department of Public Works Department of the City of Reading. Upon receiving the requisite authorizations, the City of Reading will process the successful firm's invoices less retainage and forward payment by check. The City requires the firm to provide detailed monthly status reports by the 15th of each month that discuss the firm's activities throughout the prior calendar month. This should also include any problems encountered as well as areas where a regulatory response is required or modifications are required due to a regulatory response and all areas impacted. Invoices

received for payment prior to the receipt of the monthly status report will not be processed until receipt of the report.

### **Contract Termination**

The City shall have the right to terminate the contract or any part thereof before the work is completed in the event:

- Previous unknown circumstances arise which make it desirable, in the best interest of the City, to void the contract.
- The firm does not adequately comply with the specifications of the RFP or of the contract.
- The firm refuses, neglects, or fails to supply properly trained or skilled supervisory personnel, personnel, and/or subcontractors, or proper equipment.
- The firm neglects to carryout the directions of the City.
- The firm in the judgment of the City is unnecessarily or willfully delaying the performance and the completion of the work.
- The firm refuses to proceed with work when and as directed by the City.
- The firm abandons the work.

### **Rights upon Termination of Contract**

Upon termination of the contract, the successful firm shall transfer, assign and make available to the City all property and materials in the firm's possession or subject to the firm's control that are the property of the City, subject to payment in full of amounts due to this contract.

Upon termination, the successful firm agrees to provide reasonable cooperation in arranging the transfer or approval of third party's interest in all contracts, agreements and other arrangements, and all rights and claims thereto and therein following appropriate release from the obligations therein.

### **TERMINATION FOR CONVENIENCE OF THE CITY OF READING.**

The City of Reading shall have the right at any time for any reason, to terminate the Consultant Agreement by written notice, which termination shall be effective as provided in said notice. The Consultant shall comply with all reasonable instructions of the City of Reading then or subsequently given, relating to such termination, including but not limited to: instructions concerning delivery of drawings, sketches, and other architectural/engineering data to the City of Reading; discontinuance of the Services on outstanding contracts; and furnishing to the City of Reading information concerning all action to be taken respecting outstanding agreements with consultants, contracts, awards, orders or other matters. The City of Reading may inform the Selection Committee regarding an explanation of the termination of a Consultant who has been terminated by reason of convenience.

### **TERMINATION UPON DISABILITY OF CONSULTANT.**

In the event of death or mental or physical disability of Consultant, or the Consultant's inability to complete the Consultant Agreement for any other reason over which Consultant has no control including military mobilization, or dissolution of the Consultant firm, the City of Reading may terminate the Consultant Agreement by written notice, which termination shall be effective as provided in said notice, and select and employ a new Consultant to complete the Services. The Consultant or its personal representative shall comply with all reasonable instructions of the City of Reading then or subsequently given, relating to such termination, including but not limited to: instructions concerning delivery of drawings, sketches, and other architectural/engineering data to the City of Reading; discontinuance of the Services on outstanding contracts; and furnishing to the City of Reading information concerning all action to be taken respecting outstanding agreements with Consultant's Consultants, contracts, awards, orders or other matters.

#### TERMINATION FOR DEFAULT OF CONSULTANT.

The City of Reading may terminate this Consultant Agreement for any material default of the Consultant, including default in making submissions or failing to take action within the time limits specified in the Consultant Agreement, by providing written notice to the Consultant. The notice shall apprise the Consultant that it shall cure the default within a period of not less than ten (10) days from the date of the letter of default and that failure to do so will result in termination by default of the Consultant. The Consultant shall comply with all reasonable instructions of the City of Reading then or subsequently given, relating to such termination, including but not limited to: instructions concerning delivery of drawings, sketches, and other architectural/engineering data to the City of Reading; discontinuance of the Services on outstanding contracts; and furnishing to the City of Reading information concerning all action to be taken respecting outstanding agreements with Consultant's Consultants, contracts, awards, orders or other matters. The City of Reading may refer a Consultant who has been terminated by reason of default to the Contractor Responsibility Program relating to suspension and debarment. A copy of such notice of default shall be sent to the Consultant Selections Committee.

#### ADJUSTMENT OF COMPENSATION UPON TERMINATION.

Upon termination of the Consultant Agreement, as herein provided, the compensation of the Consultant shall be adjusted in accordance with the following:

If the Consultant Agreement is terminated for any reason except the material default by the Consultant, at any time during the course of any Design Submission or the Construction Procurement Services Stage, all obligations of the City of Reading to the Consultant shall be discharged by the payment to the Consultant of all sums due and unpaid in respect of all completed design phases, plus any applicable reimbursable costs and an appropriate portion of the payment due for the phase in which the Consultant Agreement is terminated.

If the Consultant Agreement is terminated at any time during the Construction Contract Administration Stage, for any reason except the material default by the Consultant, the obligation of the City of Reading to the Consultant shall be discharged by the payment of the monthly

payment due for the month in which such termination occurs, plus any other unpaid items due and owing for work performed prior to the termination date.

If the Consultant Agreement is terminated by reason of death or incapacity of the Consultant, all payments due and owing shall be made to the Consultant's personal representative for a sole proprietorship or to the company/partnership which employed the deceased or incapacitated Consultant. If the Consultant Agreement is terminated by reason of the liquidation of a partnership, the dissolution of a corporation or the dissolution of a joint venture, payment shall be made in accordance with the articles of dissolution.

If the Consultant Agreement is terminated by reason of a material default of the Consultant, continuing for the period specified in the written notice of such default and demand for cure, the only payments which may be made shall be for Services deemed completed and acceptable at the time of termination, otherwise no further payments will be made until the City of Reading has engaged another Consultant to complete the Project. If another Consultant is engaged, the cost to the City of Reading of the compensation and expenses of such other Consultant will be deducted from the remainder of the compensation otherwise payable to the Consultant for completion of the Services under the Consultant Agreement. If the costs of furnishing the Services which the City of Reading has incurred in accordance with the Consultant Agreement exceeds the Contract Sum for the completion of the Services, the Consultant shall pay the difference to the City of Reading. .

Failure to give the required notification of delay or failure to meet the submission schedule constitutes failure to perform in accordance with the terms of this Agreement and may result in the following:

Termination of this Agreement;

A negative performance evaluation which could result in the loss of future projects with the City of Reading; or

An assessment of the Consultant's fee.

If the City of Reading determines that the delay is not due to the fault of the Consultant, the City of Reading may amend the time schedule. The Consultant agrees that such an amendment of the time schedule is the exclusive remedy for a delay and that a claim may not be made against the City of Reading for increased costs due to the delay. The period between the approval of the Construction Documents and authorization to prepare for the Construction Procurement Stage shall be considered a suspension, if the time has not been extended due to a fault of the Consultant. The length of the construction period shall, prior to the Bid Opening Date, be set by the City of Reading commensurate with the Project design and conditions. There shall be no adjustment in compensation due solely to the adjustment of the construction period from the time schedule.

### **Dissemination of Information**

During the term of the resulting contract, the successful firm may not release any information related to the services or performance of services under the contract, nor publish any reports, studies, or documents relating to the City of Reading, the account, or performance of services under the agreement without prior written consent of the City; and shall indemnify and hold harmless the City, its officers, agents, and employees from all liability which may be incurred by reason of dissemination, publication and distribution, or circulation, in any manner whatsoever, of any information, data, documents, or material pertaining to the City, the account, or the contract by the firm or its agents or employees.

### **Ownership and Use**

Firm shall ensure, to the fullest extent possible under law, that the City shall own any and all title and interest in and to, including copyrights, trade secret, patent and other intellectual property rights, with respect to any copy, photograph, advertisement, music, lyrics, or other work or thing created by firm or at the firm's direction for the City pursuant to this contract and utilized by the City.

### **Special Conditions**

It is the objective of this RFP to solicit proposals for a firm to perform professional services as described above.

It is the City's intent that this RFP will encourage competition. It shall be the proposer's responsibility to advise the City in writing of any language, requirements, specifications, etc., or any combination thereof that inadvertently restricts or limits the requirements stated in this RFP to a single source. Such notification must be received by the Purchasing Manager no later than one week prior to due date.

The City of Reading Purchasing Policy gives the ability to award a contract for professional services to be based solely on professional qualifications, experience, and familiarity with the conditions.

### **Qualifications**

Each firm is requested to designate and name a qualified representative who shall be the contact with the designated City representative. This representative shall oversee all activities regarding the subject matter of this RFP if he/she or his/her firm is selected.

The desired experience and technical requirements for the submission are detailed above in the Scope of Work. The successful firm shall be responsible for personnel, supplies, equipment, and local travel cost. The successful firm may bill the City for actual costs for additional tasks requested and authorized in writing by the City.

### **Indemnification**

Successful firm hereby undertakes to indemnify and hold the City harmless from all losses, costs, damages and fees arising out of or in any manner connected with the successful firm's performance of this agreement. Indemnification as herein provided for will be incorporated into the contract with the successful firm.

## **Insurance**

The successful firm shall assume and be liable for all blame and loss of whatsoever nature by reason of neglect or violation of any Federal, State, County or Local laws, regulations, or ordinances; the firm shall indemnify and hold harmless the City of Reading from all suits or actions at law of any kind whatsoever in connection with this work and shall if required by the City, produce evidence of settlement of any such action before final payment shall be made by the City. The selected firm shall protect the City, its agents, and employees, from any litigation involved in this contracted work. The firm's Liability Insurance Certificate shall include the hold harmless clause and shall be filed with the City of Reading. All subcontractors must also furnish copies of their liability insurance certificates to the City. No subcontractor will be allowed to perform any work under this contract by the City unless such certificates are submitted to and approved by the City beforehand.

## **Insurance Limits Requirements**

The City requires the following insurances and limits as a minimum for a firm being considered for this project. The detailed listing of current insurance coverage in place by type as well as a listing of places where additional insurance or coverage modification is required based upon this project's insurance requirements is to be included in the proposal. All policies shall be in effect with companies holding an A.M. Best rating of "A-" or better and shall be licensed to do business in the Commonwealth of Pennsylvania. Due to the nature and the scope of the project, the City of Reading also requests a copy of the Professional Liability policy to review. Requisite insurances and limits are as follows:

- Professional Liability – in minimum amounts of \$1,000,000 per occurrence and \$2,000,000 aggregate.
- Umbrella/Excess Liability – with limits of not less than \$2,000,000 per occurrence and \$2,000,000 aggregate following from underlying liability coverage.
- Worker's Compensation – Statutory limits in each state in which Service Provider is required to provide Worker's Compensation coverage including "All States" and "Voluntary Compensation" endorsement, and a Waiver of Subrogation endorsement in favor of the City.
- Comprehensive General Liability – for bodily injury and property damage – including any liability normally covered by a general liability policy with limits of not less than \$1,000,000 per occurrence and \$2,000,000 in the annual aggregate.

- Business Automobile Liability – For owned, non-owned, leased and hired vehicles with a combined single limit of not less than \$1,000,000 for bodily injury and property damage.
- Employer’s Liability – with limits of not less than \$100,000 Accident – Each Accident, \$100,000 Disease – Each Employee; and \$500,000 Disease – Policy Limit.

Prior to commencement of performance under this proposal and any future executed contract, the selected firm shall furnish to the City of Reading a certificate of insurance evidencing all required coverage in at least the limits required herein, naming the City of Reading, its elected officials, agents, and employees as additional insureds under the Comprehensive General Liability coverage, and providing that no policies may be modified or cancelled without thirty (30) days advance written notice to the City of Reading. Such certificate shall be issued to: City of Reading, 815 Washington Street, Reading, PA 19601. Please forward a certificate of insurance verifying these insurance requirements.

**Taxes**

The City of Reading is tax exempt. Tax exemption certificates will be issued to the successful firm upon request.

The successful firm will be responsible for remitting all Federal, State and Local taxes or contributions imposed or required under Unemployment Insurance, Social Security and income tax laws under the Workers’ Compensation Law with respect to this contract.

**Observance of Laws, Ordinances, and Regulations**

The successful firm shall keep fully informed on all federal, state and local laws, regulations, and all orders and decrees of bodies having any jurisdiction or authority which in any matter affect those engaged or employed on the work or which in any way affect the conduct of the work. The successful firm shall at all times during the terms of this contract observe and comply with all such laws, ordinances, regulations, orders and decrees in force at the time of the award. The successful firm shall protect and indemnify the City of Reading and its representatives against any claim or liability arising from or based on the violation of any such law, ordinance, regulations, orders or decrees whether by the firm or the firm’s employee. No extension of time or additional payment will be made for loss of time or disruption of work caused by any actions against the successful firm for any of the above reasons.

**Retention of and Right to Audit Records**

The City of Reading shall be entitled to audit the books and records of a firm or any subcontractor(s) to the extent that such books and records relate to the performance of such contract or subcontract. Such books and records shall be maintained by the successful firm for a period of ten (10) years from the date of final payment under the prime contract and by the subcontractors(s) for a period of ten (10) years from the date of final payment under the subcontract unless a shorter period is otherwise authorized in writing by the City.

**ALL SUCCESSFUL BIDDERS MUST MEET THE TERMS AND CONDITIONS OF:**

- 24 CFR Part 85
- OMB Circular A-87
- Section 3 of the Intergovernmental Cooperation Act of 1968
- Section 109 of the Housing Act of 1974
- Title VI of the Civil Rights Act
- Executive Order 11246, Equal Employment Opportunity, if the Contract exceeds \$10,000.
- The Fair Housing Act, as amended.
- Any program regulations about Conflict of Interest.
- Federal Access to Records.
- Executive Order 11625 and section 504 of the Rehabilitation Act of 1973.
- The American Disabilities Act of 1990.

## NON-COLLUSION AFFIDAVIT

### INSTRUCTIONS FOR NON-COLLUSION AFFIDAVIT

This Non-Collusion Affidavit is material to any contract pursuant to this bid. According to the Pennsylvania Antibid-Rigging Act, 73 P.S. 1611 et seq., governmental agencies may require Non-Collusion Affidavits to be submitted together with proposals.

This Non-Collusion affidavit must be executed by the member, officer, or employee of the proposer who is authorized to legally bind the proposer.

Bid/Proposal rigging and other efforts to restrain competition, and the making of false sworn statements in connection with the submission of proposals are unlawful and may be subject to criminal prosecution. The person who signs the Affidavit should examine it carefully before signing and assure himself or herself that each statement is true and accurate, making diligent inquiry, as necessary, of all other persons employed by or associated with the proposer with responsibilities for the preparation, approval, or submission of the bid.

In the case of a proposal submitted by a joint venture, each party to the venture must be identified in the proposal documents, and an Affidavit must be submitted separately on behalf of each party.

The term "complementary bid/proposal" as used in the Affidavit has the meaning commonly associated with that term in the RFP process, and includes the knowing submission of proposals higher than the proposal of another firm, any intentionally high or noncompetitive proposal, and any form of proposal submitted for the purpose of giving a false appearance of competition.

Failure to file an Affidavit in compliance with these instructions will result in disqualification of the proposal.

NON-COLLUSION AFFIDAVIT

State of Pennsylvania

County of Berks

Lee C. Olsen, AIA, being first duly sworn, deposes and says that:

He/~~She~~ is Partner of the Proposer that has  
(Owner, Partner, Officer, Representative or Agent)

submitted the attached Proposal;

He/She is fully informed respecting the preparation and contents of the attached Proposal and of all pertinent circumstances respecting such Proposal;

Such Proposal is genuine and is not a collusive or sham Proposal;

Neither the said Proposer nor any of its officers; partners, owners, agents, representatives, employees or parties in interest, including this affidavit, has in any way colluded, conspired, connived or agreed, directly or indirectly, with any other Proposer, firm or person to submit a collusive or sham Proposal in connection with the Contract for which the attached Proposal is submitted or to refrain from submitting in connection with such Contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication of conference with any other Proposer, firm or person to fix the price or prices in the attached Proposal or of any other Proposer, or to fix any overhead, profit or cost element of the Proposal price or the Proposal price of any other Proposer, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against the City of Reading or any person interested in the proposed Contract;

The price or prices quoted in the attached Proposal are fair and proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the Proposer or any of its agents, representatives, owners, employees, or parties in interest, including this affidavit; and,

Neither the said Proposer nor any of its officers, partners, owners, agents or parties in interest, have any interest, present or prospective, that can be reasonably construed to result in a conflict of interest between them and the City of Reading, which the Proposer will be required to perform.

I state that Olsen Design Group Architects, Inc. understands  
(Name of Firm)

and acknowledges that the above representations are material and important, and will be relied on by the City of Reading in awarding the Contract(s) for which this Bid is submitted. I understand and my firm understands that any misstatement in this Affidavit is and shall be treated as fraudulent concealment from the City of Reading of the true facts relating to the submission of bids for this Contract.

Lee C. Olsen, AIA, President/CEO  
(Name and Company Position)

SWORN TO AND SUBSCRIBED  
BEFORE ME THIS 12 DAY  
OF APRIL, 2013

[Signature]  
Notary Public

**COMMONWEALTH OF PENNSYLVANIA**  
**NOTARIAL SEAL**  
**CASEY A KRICK, Notary Public**  
**Maidencreek Twp., Berks County**  
**My Commissions Expires Feb. 3, 2016**

My Commission Expires:

2/3/16

NON DISCRIMINATION STATEMENT

The undersigned hereby certifies that it shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, handicap, familial status, or national origin. The undersigned shall take affirmative action to insure that applicants for employment are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, handicap, familial status, or national origin.



Lee C. Olsen, AIA

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Olsen Design Group Architects, Inc.

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BIDDER

President/CEO

---

TITLE

## SUBCONTRACTORS' SURETY AGREEMENT

THIS AGREEMENT entered into this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_ by and between the CITY OF READING, a Pennsylvania municipal corporation, organized and existing under the Pennsylvania Home Rule Charter Act (hereinafter the "City").

and

\_\_\_\_\_, a corporation [partnership], organized and existing under the laws of the Commonwealth of Pennsylvania, with its primary business office located at \_\_\_\_\_, Pennsylvania 19\_\_\_\_\_ (hereinafter the "Primary Contractor")

and

\_\_\_\_\_, a corporation [partnership], organized and existing under the laws of the Commonwealth of Pennsylvania, with its primary business office located at \_\_\_\_\_, Pennsylvania 19\_\_\_\_\_ (hereinafter the "Subcontractor")

### BACKGROUND

- A. Whereas, the City and the Primary Contractor have entered into a contract for professional services related to the renovation of \_\_\_\_\_ (the "Contract"); and
- B. Whereas, it is contemplated that the Primary Contractor will utilize subcontractors in its completion of the work under the Contract; and
- C. Whereas, the City desires to ensure payment to subcontractors utilized by the Primary Contractor in a prompt and expeditious fashion; and
- D. Whereas, it is the desire of the Subcontractor to receive prompt payment for any work completed by it in furtherance of the Contract.

NOW, THEREFORE, the parties hereto intending to be legally bound hereby agree as follows: The recitals contained hereinabove are hereby incorporated by reference.

The Primary Contractor hereby agrees to make payment to the Subcontractor within fifteen (15) days of its receipt of payment from the City which includes payment for services provided by the Subcontractor.

In the event that the Primary Contractor does not furnish payment to the Subcontractor, pursuant to paragraph 2 above, the Subcontractor shall notify the City of the Primary Contractor's failure to make payment in writing. Upon receipt of such notice from the Subcontractor, the City shall notify the Contractor in writing of its failure to promptly pay the Subcontractor. Upon receipt of said written notice from the City, the Primary Contractor shall have seven (7) days to make payment to the Subcontractor for work completed in connection with the Contract.

In the event that the Primary Contractor fails to make payment to the Subcontractor within seven (7) days of the City's notification to the Primary Contractor, the City shall have the ability and authority to make payment to the Subcontractor.

In the event that the City exercises its ability to make direct payment to the Subcontractor pursuant to paragraph 4 above, the City shall deduct the amount of the payment to the Subcontractor from future invoices submitted by the Primary Contractor.

The Primary Contractor shall have the duty and responsibility for providing executed Subcontractor Security Agreements to the City for any and all subcontractors to be utilized by it in furtherance of its duties under the Contract. In the event that the Primary Contractor enters into an agreement with a new subcontractor after the execution of the Contract and its having supplied the City with executed Subcontractor Security Agreements, the Primary Contractor shall furnish the City with an executed Subcontractor Security Agreement within fifteen (15) days of contracting with the new subcontractor.

In the event that the Primary Contractor fails to execute a Subcontractor Security Agreement with a new subcontractor it shall be liable to the City for payment of the entire amount of the Contract between the Primary Contractor and the new subcontractor. Said amount shall be deductible from future invoices submitted by the Primary Contractor and shall be remitted to the Primary Contractor less ten percent (10%) (the City's liquidated damages), upon presentation of an executed Subcontractor Security Agreement.

All notices and other communications required or permitted to be given to any party under this Agreement shall be in writing and shall be deemed effectively given in all respects when delivered if manually delivered, or when delivered as reflected on the return receipt if mailed postage prepaid, registered or certified mail, return receipt requested, to the address set forth below, or to such changed address which either party shall have notified the other party in accordance with this section.

If to City of Reading:           City of Reading  
  c/o \_\_\_\_\_  
  815 Washington Street  
  Reading, PA 19601

If to Primary Contractor:     Olsen Design Group Architects, Inc.  
  \_\_\_\_\_  
  \_\_\_\_\_

If to Subcontractor:           Consolidated Engineers  
  \_\_\_\_\_  
  \_\_\_\_\_

The provisions of this Agreement are severable. If any provision of this Agreement shall be found to be invalid or unenforceable in any respect, such provision shall be carried out and enforced to the fullest extent permitted at law, and any such invalidity or unenforceability shall not affect the validity or enforceability of any other provision of this Agreement, all of which shall be fully carried out and enforced as if such invalid or unenforceable provision had not been set forth herein.

This Agreement shall be construed and enforced in accordance with the laws and decisions of the Commonwealth of Pennsylvania, as applied to contracts which are to be wholly performed and entered into within the boundaries of such state.

This Agreement represents the entire agreement and understanding of the parties with regard to the subject matter contained herein, and supersedes any and all prior written and oral agreements of the parties relating to such subject matter.

IN WITNESS WHEREOF, the parties have entered into this Agreement as of the first day written above.

CITY OF READING

By: \_\_\_\_\_

Name:

Title:

Attest: \_\_\_\_\_

Name:

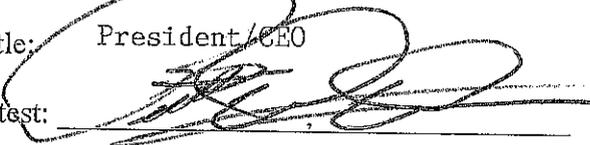
Title:

PRIMARY CONTRACTOR

By: 

Name: Lee C. Olsen, AIA

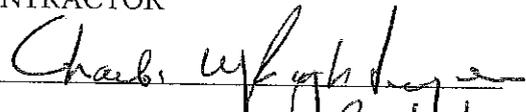
Title: President/CEO

Attest: 

Name: Scott W. Weber

Title: Associate/Project Manager

SUBCONTRACTOR

By: 

Name: Charles W. Rightmyer

Title: President

Attest: 

Name: Christopher D Van Campen

Title: Associate

RFP - 11<sup>th</sup> and Pike Field House Renovation  
City of Reading, PA  
2013

RECOMMENDATION MEMORANDUM

TO: Charles Jones, Public Works Director/Lenin Agudo, CD Director
FROM: Tammi Reinhart, Purchasing Coordinator
SUBJECT: Contract - 11th and Pike Playground

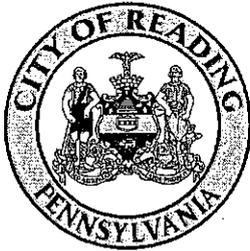
DATE: May 7, 2013

May we please have your recommendation on the award of the above listed bid. All bids are available for review in the Office of the Purchasing Coordinator. The completed form should be returned to the Office of the Purchasing Coordinator no later than TUESDAY, MAY 14, 2013, AT 2:00 P.M. Please issue a Requisition in USL for the Contract if a recommendation is made.

- 1. After reviewing the bids, recommendation is made to award the contract to Olsen Design Group who is the low bidder.
2. The above listed bidder meets or exceeds all City specifications for this bid yes
3. After reviewing the bids, recommendation is made to award the contract to who is not the low bidder.
Justification:
4. Reject all bids. Justification:
5. Budget Account Code and Total amount to be charged \$16,795 32-10-38-01 acc code 32-10-00-4216
6. I have checked with the Accounting Office and have determined sufficient funds are available in this account code Yes
7. Amount remaining in this account code after the contract funds are encumbered. \$83,205
8. Is this item in the Capital Equipment/Improvement Budget for the current fiscal year? No
9. What amount is listed in the Capital Budget?
10. Is this bid for the entire project or is this a phase? EntireProject

APPROVAL TO AWARD CONTRACT TO ABOVE LISTED BIDDER:

Department Director Charles M Jones 5/8/13 Date
PLEASE RETURN TO PURCHASING FOR THE EXECUTION OF BELOW SIGNATURES.
Director of Community Development Lenin Agudo 5/8/13 Date
Controller C. Bal 5/9/13
Director of Administrative Services Charles M Jones 5/9/13 Date
Managing Director 5/10/13 Date
Mayor Stephen D. Jones 5/10/13 Date



CITY OF READING, PENNSYLVANIA

LAW DEPARTMENT  
815 WASHINGTON STREET  
READING, PA 19601-3690  
(610) 655-6208  
FAX (610) 655-6427

CHARLES D. YOUNGER, ESQUIRE  
CITY SOLICITOR

TONYA A. BUTLER, ESQUIRE  
FREDERICK T. LACHAT, III,  
ESQUIRE  
DIANA D'AURIA, ESQUIRE

LEGAL SPECIALISTS

May 28, 2013

**OLSEN DESIGN GROUP ARCHITECTS, INC.**

2345 Bernville Rd.  
Reading, PA 19605

Dear Sir or Madam:

Enclosed herewith please find Contract, **in duplicate**, between your company and the City of Reading, for providing the design engineering services at the 11<sup>th</sup> and Pike Field House, Operations Division, Department of Public Works, and Department of Community Development, City of Reading, Pennsylvania.

Will you please have the proper officials of your company execute these papers, **returning both copies** to the City Solicitor's Office, City Hall, 815 Washington Street, Room 2-54, Reading, Pennsylvania, 19601-3690, within ten (10) days.

After the Contract has been duly executed by the proper officials of the City, we will send you a copy for your files.

Very truly yours,

CHARLES D. YOUNGER  
City Solicitor

CDY/alh

Enclosures





# CITY OF READING, PENNSYLVANIA

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815 WASHINGTON STREET  
READING, PA 19601-3690  
(610) 655-6208  
FAX (610) 655-6427

CHARLES D. YOUNGER, ESQUIRE  
CITY SOLICITOR

6/10/2013 - re-sent to Olsen Design Group.  
alh

TONYA A. BUTLER, ESQUIRE  
FREDERICK T. LACHAT, III,  
ESQUIRE  
DIANA D'AURIA, ESQUIRE

May 28, 2013

LEGAL SPECIALISTS

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2345 Bernville Rd.  
Reading, PA 19605

Dear Sir or Madam:

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Very truly yours,

CHARLES D. YOUNGER  
City Solicitor

CDY/alh

Enclosures



## Alison Heist

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**From:** Neil Nemeth  
**Sent:** Thursday, June 06, 2013 1:55 PM  
**To:** Alison Heist  
**Cc:** Carol Straka; Matthew Lubas  
**Subject:** RE: 11th & Pike Building Improvements A&E Services

Thank you Alison. I will email Olsen Architects.

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**From:** Alison Heist [mailto:[alison.heist@readingpa.org](mailto:alison.heist@readingpa.org)]  
**Sent:** Thursday, June 06, 2013 1:53 PM  
**To:** Neil Nemeth  
**Cc:** Carol Straka; Matthew Lubas  
**Subject:** RE: 11th & Pike Building Improvements A&E Services

Hi Neil:

I took this contract to the Mailroom on May 28<sup>th</sup>. Hopefully, they will soon receive it in the mail.

**Alison L. Heist, Confidential Secretary**  
City of Reading, Dept. of Law  
City Hall  
815 Washington St., Rm 2-54  
Reading, PA 19601  
(610) 655-6208

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**From:** Neil Nemeth [mailto:[neil.nemeth@readingpa.org](mailto:neil.nemeth@readingpa.org)]  
**Sent:** Thursday, June 06, 2013 1:36 PM  
**To:** Alison Heist  
**Subject:** FW: 11th & Pike Building Improvements A&E Services

Hi Alison:

Has the City Solicitor's Office sent the contract to Olsen Architects?

Neil

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**From:** Scott Weber [mailto:[sweber@odgarchitects.com](mailto:sweber@odgarchitects.com)]  
**Sent:** Thursday, June 06, 2013 1:35 PM  
**To:** [Matthew.Lubas@readingpa.org](mailto:Matthew.Lubas@readingpa.org); [neil.nemeth@readingpa.org](mailto:neil.nemeth@readingpa.org)  
**Subject:** 11th & Pike Building Improvements A&E Services

Hi Matt & Neil,

As of today's mail drop, we have not received the contract for the above project. . . do you know what the status is on the contract?

Thank you!

Scott W. Weber, Assoc. AIA  
Associate / Project Manager

**OlsenDesignGroup Architects, Inc.**

2345 Bernville Road, Rt. 183  
Reading, PA 19605

t: 610-371-9606 ext. 214

c: 610-468-1929

f: 610-371-9607

email: [sweber@odgarchitects.com](mailto:sweber@odgarchitects.com)

[www.odgarchitects.com](http://www.odgarchitects.com)



## Alison Heist

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**From:** Neil Nemeth  
**Sent:** Friday, June 28, 2013 2:28 PM  
**To:** Alison Heist  
**Cc:** David Ruyak; Crystal Edwards; Carol Ulrich; Matthew Lubas  
**Subject:** RE: Olsen Architect's contract - 11th and Pike Project

Thank you Alison. Please let us know so that DPW can set up their first meeting with the architect.

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**From:** Alison Heist [mailto:[alison.heist@readingpa.org](mailto:alison.heist@readingpa.org)]  
**Sent:** Friday, June 28, 2013 2:16 PM  
**To:** Neil Nemeth; Carol Ulrich  
**Cc:** David Ruyak; Crystal Edwards  
**Subject:** RE: Olsen Architect's contract - 11th and Pike Project

Neil:

We received Olsen's executed contract in yesterday's (6/27/2013) mail and it is being taken to the Accounting office today and then the Mayor and City Clerk will have to sign the contract documents, hopefully sometime next week (7/1 to 7/5).

Should I let you know when everything is signed and returned to our office?

Alison L. Heist, Confidential Secretary  
City of Reading, Dept. of Law  
City Hall  
815 Washington St., Rm 2-54  
Reading, PA 19601  
(610) 655-6208

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**From:** Neil Nemeth [mailto:[neil.nemeth@readingpa.org](mailto:neil.nemeth@readingpa.org)]  
**Sent:** Thursday, June 27, 2013 3:05 PM  
**To:** Alison Heist; Carol Ulrich  
**Cc:** David Ruyak; Crystal Edwards  
**Subject:** Olsen Architect's contract - 11th and Pike Project

Hi Alison and Carol:

Do you happen to know if the Solicitor's Office has received Olsen's executed contract?

Neil Nemeth  
Community Development Specialist  
City Hall  
815 Washington Street  
Reading, PA 19601-3690  
Phone: 610-655-6423  
Email: [neil.nemeth@readingpa.org](mailto:neil.nemeth@readingpa.org)  
Office Fax: 610-371-0619

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TONYA A. BUTLER, ESQUIRE  
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ESQUIRE  
~~DIANA D'AURIA, ESQUIRE~~

LEGAL SPECIALISTS

July 11, 2013

**OLSEN DESIGN GROUP**  
2345 Bernville Rd.  
Reading, PA 19605

Dear Sir or Madam:

Enclosed herewith please find your executed copy of the contract between your company and the City of Reading, for providing the design engineering services at the 11<sup>th</sup> and Pike Field House, Operations Division, Department of Public Works, and Department of Community Development, City of Reading, Pennsylvania.

Very truly yours,

CHARLES D. YOUNGER  
City Solicitor

CDY/alh

Enclosure

