

ADDENDUM NO. 1 TO THE
CITY OF READING
REQUEST FOR PROPOSALS FOR ENGINEERING SERVICES FOR
SIXTH AND CANAL PUMP STATION
SHORT-TERM IMPROVEMENTS PROJECT

A Pre-Proposal Meeting was held on Tuesday, March 11, 2014. Representatives of the City of Reading (“City”) and its consultant were present. The meeting was mandatory and prospective Proposers are responsible for information conveyed at the meeting. A copy of the sign-in sheet is on the City’s ftp site. The Pre-Proposal Meeting Agenda is attached hereto as Attachment 1.

All capitalized terms not defined herein shall be defined in the manner set forth in the RFP.

Additional questions from prospective Proposers and unanswered questions from the Pre-Proposal Meeting are as follows:

Questions and Clarifications

1. The City has requested that a 60% Design Phase be added as a basic phase to Project. This information was conveyed at the Pre-Proposal meeting and is also noted on the attached agenda. The Proposers shall use the Proposal Form set forth in Attachment 2 for generating their Price Proposal in lieu of the Proposal Form attached to the RFP. The scope of the 60% Design Phase Services, which will be incorporated in the proposed Contract are set forth in Attachment 3 (with any other corresponding modifications made necessary by the addition of the 60% Design Phase), which is incorporated herein.
2. At the Pre-Proposal meeting, it was mentioned to provide an Alternate in the Price Proposal to bring the entire site up to current building code requirements. After further consideration, it was decided that only the new work must meet the current City of Reading building code requirements. If the codes department decides otherwise during the Project, this additional work will be performed as an Additional Service upon the City’s approval.
3. *Q. Is the existing fuel oil tank to be relocated or demolished and what is the anticipated size of the aboveground fuel oil storage tank mentioned on Page 5?*
 - A. The existing fuel oil tank is to be demolished and disposed of in accordance with all applicable laws. The new tank will be installed at a different location. The current tank capacity is 6,000 gallons. The new replacement tank must be the same size.
4. *Q. Is remediation of the contaminated soil and groundwater mentioned on Page 6 to be part of the construction project and included in the Final Design, or is the Engineer only evaluating the potential impact in a study and handled separately.*
 - A. Remediation is not included in the scope. The Engineer needs to provide for the safety and environmental impacts to the construction phase of the work in their design based on studies performed by Weston. The Engineer shall ensure that it incorporates any special soils handling and disposal requirements that may be necessitated by applicable laws in its specifications and Opinion of Probable Costs should such soils handling and disposal be necessary to complete the Work as designed by the Engineer.

5. *Q. Can a copy of the existing drawings be provided in electronic format for this project?*
A. No. The existing retaining wall and pump station drawings can be reviewed by Proposers at the City's wastewater treatment plant. There are no electronic copies available.
6. At the Pre-Proposal meeting, it was mentioned that the vents over the wet well were intake pipes for the building basement. These two vent pipes are actually exhaust pipes and the intakes are on the building high up over the wet well on the same wall. The ventilation air intakes must be located in a different area on the building.
7. *Q. It is clear that OCC is to be hired by the Selected Engineer for reviewing and approving SCADA system equipment specifications and drawings and also subcontracted by the applicable Prime Contractor to perform the system integration. Is the City's intent to have OCC prepare and review their shop drawings?*
A. No. During design, OCC will provide input for the proposed SCADA system and also review the specifications and drawings prepared by the selected Engineer. During construction, the applicable Prime Contractor will provide equipment and panel shop drawings to OCC for their review to ensure that all required SCADA contacts are provided. The applicable Prime Contractor will install the proper conduit and wire as directed by OCC. When ready, OCC will make the connections between the equipment and SCADA panels, all wiring within the SCADA panels, and perform all of the necessary programming to ensure the City of Reading that the SCADA system is performing as expected.
8. *Q. Can a copy of the most recent studies regarding the structural capacity of the retaining wall be provided?*
A. No. The most recent study was performed by Entech Engineering. Typically, Engineer's should not extend another Engineer's design to other Engineer's for their use. However, if there were soil investigations performed for this study and paid for by the City, these will be provided for selected Engineer's use.
9. *Q. On Page 6 of the RFP, it mentions soils/groundwater contamination reports and sampling. Were there previous remediation efforts? Were there previous permit applications addressing remediation on the property?*
A. The City has provided reports related to the discovered soils/groundwater contamination on the ftp site. The City is still in the process of investigating the source of the soils/groundwater contamination. No direct remediation of the contamination has been performed or required by the Pennsylvania Department of Environmental Protection or United States Environmental Protection Agency.
10. *Q. What is the nature of the retaining wall in terms of materials, reinforcing, thickness, etc.? Will the Engineer be expected to perform probes and/or non-destructive testing of the wall?*
A. The Engineer is expected to do whatever is necessary to analyze the existing wall and provide the design for its fortification.
11. *Q. Have there been previous topographic surveys of the site?*
A. There is no current survey available.

12. *Q. Will the City handle the temporary construction easement for the park-side portion of the retaining wall?*
- A. City will negotiate with landowners if a temporary construction easement is required for the completion of the Work. In the event the Engineer is unable to avoid the necessity of a temporary construction easement through use of its best efforts, the Engineer shall provide support in negotiating the temporary construction easement by providing applicable drawings and exhibits to indicate the extent of the temporary construction easement.
13. *Q. Is the City selling the Bid documents to the Contractors or is the Engineer to include the cost in the Bid Phase Scope?*
- A. The Engineer shall make the Bid Documents available to Bidders electronically (by CD or ftp site) to reduce paperwork and costs. To the extent the Engineer is required to print and assemble sets of the Bid Documents for Contractors, the printing costs will be a Reimbursable Expense for which the Engineer may charge the City for its direct costs in accordance with the Reimbursable Expense Schedule.
14. *Q. Can the permitting occur during the Study Phase and not the Final Design Phase as noted on pages 7 and 8 of the RFP?*
- A. The Engineer will be allowed to initiate the permitting at any time that it deems prudent. For purposes of compensation and the Cost Proposal, Proposers shall split the value for the permitting in the 60% Design Phase and Final Design Phase in the manner that it deems prudent. The Contract permits the Engineer to be compensated for Basic Services when performed. Therefore, the Engineer will be able to be compensated for its labor and expenses for permitting even if it commences its efforts prior to completion of the Preliminary Design Phase. To the extent the Proposer determines that revisions to the proposed Contract are necessary to address this issue, the Proposer shall identify the revisions in Section 7 of the Technical Proposal as an exception.
15. *Q. During the site visit, the wet well had grease buildup and vortexing was notice around the pump suction. Exactly what need to be addressed for the wet well area?*
- A. The removal of grease from the wet well area does not need to be addressed for this proposal. Also, for this RFP, only the vortex breaker needs to be installed in the wet well.
16. *Q. What is the required format for drawing, specs, and spreadsheets?*
- A. Drawings shall be prepared using Autocadd software, specifications shall be in MS-Word format, and spreadsheets shall be in MS-Excel format.
17. *Q. Please clarify yard piping requirements. Is this related to the fuel oil tank relocation and the water service? What size water line is required and is this line just for domestic water service or for fire service to sprinkler building which would also require a meter pit?*
- A. Provide a 2” domestic water line. Sprinkler system is not required.
18. *Q. What is the intent for relocating the pump discharge pressure gauges and pressure transmitters?*
- A. Provide a pressure gauge and transmitter that would have a local display and also have flushing capabilities.

19. *Q. It was observed at various locations that stucco and concrete repairs may be warranted that is out of the scope of this RFP. Are we only to specify the items in this scope?*
- A. The RFP identifies the full extent of the scope of the services and the amount proposed shall address all such services.
20. *Q. For the existing GE VFD panels, are add-on ac units feasible or would a stand-alone ducted unit be required?*
- A. Either alternate is acceptable or the area around the VFD's could be enclosed, air-conditioned, and ventilated to the exterior of the building.
21. *Q. Since the City requires all Bidding Consultants to utilize OCC, do we need to prepare all of the required Bid documentation for OCC?*
- A. No.
22. *Q. Will ARRO Consulting, Inc. be allowed to Bid on this proposal?*
- A. No.
23. *Q. Will ARRO Consulting, Inc. be on the team that evaluates the Consultant's proposals?*
- A. ARRO Consulting, Inc. will be on the panel in an advisory capacity only.
24. *Q. Which firms are being considered for the Project Manager? If program Manager is not utilized by the City, who will conduct the reviews of the design by the Engineer and who will perform the scope of services identified in Attachment 4 for the Project manager?*
- A. The City will be soliciting proposals for firms to act as the Project Manager. Therefore, no Project Manager has been identified at this time. The City will be reviewing the Engineer's design. It may seek assistance from a third party consultant, but such consultant has not been identified at this time. To the extent the City elects to engage a Project Manager, Attachment 4 from the RFP will not be included in the Contract. It is our understanding that the scope of Attachment 4 will be subsumed within the scope of the Engineer's services by virtue of the existing form of the Contract. Engineer shall identify any revisions to the form of Contract it deems necessary to ensure that all services that were proposed to be performed by the Project Manager are incorporated in the Engineer's Basic Services.
25. During the site walk-through, it was noted that the recent force main project may have caused the cracking in the existing retaining wall. The wall was actually cracked before that project took place. Refer to the picture attached to this Addendum as Attachment 4.
26. *Q. There is a soil embankment (berm) on the north side of the pump station. Are we to assume that this is acceptable and the City does not require a structural wall at that location?*
- A. Soil berm is acceptable. A wall is not required there.
27. *Q. Are additional soil borings required to adequately describe the wall backfill and bearing soil around the perimeter of the pump station?*
- A. The Engineer shall make that determination in its professional capacity and, if necessary, include the costs of all additional soil borings in its Cost Proposal.

28. *Q. Scope Item B.1.j discusses the repair of the stone flood wall. Are we to assume that the City just wants to have the stone wall repaired consisting of mortar pointing and stone replacement that is visible? Do we need to evaluate the wall for flood loading and then replace if it does not Pass?*
- A. The only repair required is mortar pointing and stone replacement. The stone wall does not need to be evaluated.
29. *Q. Can the City provide a map of which walls need to be analyzed?*
- A. No. The east, south, and west walls need to be analyzed. There is a soil berm along the north side of the site that is acceptable.
30. *Q. The RFP only mentions full depth flood load for analyzing the wall. Are any other loading conditions required?*
- A. No. Only the full depth flood load is required.
31. *Q. Can the Engineer reuse past information, if possible, as it relates to PA Natural Diversity Inventory (PNDI), PA Fish & Boat Commission Northern Redbelly Turtle dated February 11, 2011, U.S. Fish and Wildlife Service (USFWS) bog turtle dated November 2, 2010, PA Historical and Museum Commission Phase I Archaeological Survey dated November 2010, and a walkover to confirm the absence of wetlands or the anticipated PNDI endangered serviceberry plant dated July 20, 2011 or is a full blown study required?*
- A. The Engineer is required to comply with applicable laws. If the applicable governmental agencies accept the reuse of any such documents, the Engineer may do so. If a governmental entity requires a new report to be submitted, then the Engineer shall perform such actions necessary to prepare and submit a new report as required by applicable laws.
32. *Q. What is the City's budget for this project?*
- A. The City will be relying on the Engineer to design the improvements required by the RFP in a manner that they can be constructed in the most cost effective manner. Under the Contract, the Engineer is required to provide the City with an opinion of probable Construction Costs. The City's budget requirements for the Project will be addressed at that time.

PROPOSERS MUST ACKNOWLEDGE RECEIPT OF THIS ADDENDUM IN THE SPECIFIED PLACE ON THE BID FORM. THE ABSENCE OF THIS ACKNOWLEDGEMENT MAY BE CAUSE FOR REJECTION OF THE PROPOSAL.

[Acknowledgment on the following page]

PROPOSERS HEREBY ACKNOWLEDGES RECEIPT ADDENDUM #1 AND HEREBY CERTIFY THAT THE CHANGES COVERED BY ADDENDUM #1 HAVE BEEN TAKEN INTO ACCOUNT.

Proposers Name (Type or Print) _____

Authorized Signature _____

Title _____

Name (Type or Print) _____

Date _____

ATTACHMENT 1 TO ADDENDUM #1: PRE-PROPOSAL MEETING AGENDA

City of Reading

Request for Proposal Sixth and Canal Pump Station Short-Term Improvements

PRE-PROPOSAL MEETING AGENDA
Tuesday, March 11, 2014, at 10:00 a.m.

1. Introductions.
2. Must Sign In. Meeting is Mandatory. (Write clearly. See Item 6 below.)
3. Sealed Proposals will be received in the Purchasing Office, Room 2-45, 815 Washington Street, Reading, Pennsylvania, until 3:00 p.m., Wednesday, March 26, 2014, for the delivery of engineering services for the Sixth and Canal Pump Station Short-Term Improvements.

Specifications can be obtained in the Purchasing Office, City Hall, Reading, Pennsylvania, or on the City's web site at www.readingpa.gov.

The City of Reading reserves the right to accept or reject any or all bids, and to accept or reject any part of a bid that may not be in the public interest.

4. General Background:
 - a. Capital Improvements Plan (CIP) submitted as part of Consent Decree
 - b. CIP includes two basic parts – Short-Term and Long-Term Improvements for Sixth Street Pump Station. This proposal addresses the Short-Term Improvements.
 - c. See RFP for more detail.
5. Basic Phases:
 - a. Study/Preliminary Design Phase (30%) – Concurrent
 - b. Design Phase (60%) – (This will be added in forthcoming Addendum 1)
 - c. Final Design Phase (Bid-Ready Documents)
 - d. Bidding
 - e. Construction

f. Post-Construction Phase – Project Completeness Review

6. Available Information:

Web Address – Note: Web access is by invitation via your e-mail address provided on the sign-in sheet. Please write clearly. If a problem exists, e-mail Tammi.Reinhart@readingpa.org to request access.

7. Project Schedule:

Task	Calendar Days from Issuance of NTP
Notice to Proceed Issued by the City	1
Completion of the Study Phase and Concurrent Preliminary Design Phase	150
Completion of 60% Design Phase	210
Completion of the Final Design Phase – Bid-Ready Documents	270
Completion of the Bidding Phase	360
Completion of the Construction Phase	690

Note: The design services for the Long-Term Improvements will need to start prior to completion of the Short-Term Improvements. Construction bid documents should reflect this.

8. Contacts

9. Questions

ATTACHMENT 2 TO ADDENDUM #1: THE COST PROPOSAL FORM

Task	Not to Exceed Fee	Alternate Not to Exceed Fee if City retains a separate Program Manager in accordance with Attachment 4
Study Phase		
Preliminary Design Phase		
60% Design Phase		
Final Design Phase		
Bidding Phase		
Construction Phase		
Post-Construction Phase		
Overall Project Not-to-Exceed Fee		

For administration purposes, the Proposer shall include the estimated/allocated cost of Services necessary to complete the following subtasks. It is understood that the following list is not a comprehensive list of all Services and upgrades required to be performed by the Selected Engineer and, therefore, should not add up to the total overall Project Not-to-Exceed Fee.

Subtask	Estimated/Allocated Value
Geotechnical borings	
Site investigations	
Structural analysis	
Code review	
Influent screening replacement	
Pista grit system	
Relocation of SCADA	
SCADA upgrades	
HVAC Design	
Aboveground oil tank	
Retaining walling	
Drainage system and site piping	
Permitting Services	

Consulting Team Hourly Rates	
Name	Hourly Rate

Other Personnel Hourly Rates	
Title	Hourly Rate

Total Not-to-Exceed Reimbursable Expense Budget	
Estimated Permit Fees	

Scope of Reimbursable Expenses*

Copies of 8 ½” x 11” documents: \$0.10 per black and white photocopy
 \$0.20 per color photocopy

Copies of 11” x 17” documents: \$0.20 per black and white photocopy
 \$0.25 per color photocopy

Drawing plots, blue lines,
 xerographic prints, extra large prints: \$0.30 per square foot

Outsource Printing: Reimbursable at cost with the Owner’s prior approval

Auto Mileage: \$0.555 per mile

Parking fees: At cost

Meals: Reimbursable at cost with the Owner’s prior approval

Overnight Accommodations: Reimbursable at cost when out-of-state travel is required by the Owner in writing

* Attach a separate sheet to include additional third party expenses to the scope of Reimbursable Expenses, if desired

Contact information for whom notices required by the Contract shall be sent:

Name: _____

Title: _____

Mailing Address: _____

Email Address: _____

Phone Number: _____

Fax Number: _____

ATTACHMENT 3 TO ADDENDUM #1

60% DESIGN PHASE SERVICES

A.1.04 60% Design Phase

- A. After acceptance by Owner of the Preliminary Design Phase documents, revised opinion of probable Construction Cost as determined in the Preliminary Design Phase, and any other deliverables subject to any Owner-directed modifications or changes in the scope, extent, character, or design requirements of or for the Project at 60% Design, and upon written authorization from Owner, Engineer shall:
1. Revise the Preliminary Design Documents in accordance with the Owner's comments and prepare 60% Design Phase documents consisting of final design criteria, preliminary drawings, outline specifications, and written descriptions of the Project.
 2. Provide technical criteria, written descriptions, and design data for Engineer's use in filing applications (to be signed by Owner) for permits from or approvals of governmental authorities having jurisdiction to review or approve the final design of the Project; assist Owner in consultations with such authorities; and revise the Drawings and Specifications in response to directives from such authorities.
 3. Advise Owner if additional reports, data, information, or services of the types described in Exhibit B are necessary and assist Owner in obtaining such reports, data, information, or services.
 4. Based on the information contained in the 60% Design Phase documents, prepare an opinion of probable Construction Cost, and assist Owner in collating the various cost categories which comprise Total Project Costs.
 5. Furnish three hard copies and one electronic copy of the 60% Design Phase documents and any other deliverables to Owner in accordance with the project schedule and review them with Owner. Within 20 calendar days of receipt, Owner shall submit to Engineer any comments regarding the 60% Design Phase documents and any other deliverables.
 6. Revise the 60% Design Phase documents and any other deliverables in response to Owner's comments, as appropriate, and furnish to Owner three hard copies and one electronic copy of the revised Preliminary Design Phase documents, revised opinion of probable Construction Cost, and any other deliverables within 30 calendar days after receipt of Owner's comments.
 7. Engineer's services under the 60% Design Phase will be considered complete on the date when the revised 60% Design Phase documents, revised opinion of

probable Construction Cost, and any other deliverables have been delivered to Owner.

ATTACHMENT 4 TO ADDENDUM #1:
PICTURE OF RETAINING WALL

