

# CERTIFICATE OF ACKNOWLEDGMENT OF RECEIPT OF ADDENDUM

## THE CITY OF READING

ADDENDUM NO. 1

RFP: Historic Preservation Services

DUE DATE: 2:00 P.M. Prevailing Time,  
September 9, 2015

### 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:

The City of Reading has issued the following revised Scope of Services and revised RFP Timeline for the 2015 Historic Preservation Services.

### SCOPE OF SERVICES

The project consists of hiring a 36CFR61 qualified historic preservation consultant. The consultant will provide support in four main areas as follows:

1. The consultant will provide staff support to the Historic Preservation Specialist and the Historical Architectural Review Board (HARB). The HARB activities will include: attend monthly HARB meetings; review Certificate of Appropriateness applications for proposed modifications and prepare a HARB Preliminary Review Form (HPRF) for each application; provide technical assistance to the HARB and applicants; preparation of resolutions as made by the Board at monthly HARB meetings; and provide technical assistance in the development of HARB policies as the HARB sees fit. The HPRF will consist of design, repair, maintenance, and historic preservation project advice, including historical and architectural background relevant to the case, and reference to the relevant Secretary of the Interior's standard or historic district ordinance criteria and shall include appropriate citations. The Historic Preservation Specialist will continue to attend HARB meetings, prepare agendas, minutes and distribute necessary materials to Board members.
2. The consultant will update the City of Reading Historic Sites Survey for the Prince and Penn's Common Historic Districts (completed in 1978) according to specifications for recording resources as required by the Pennsylvania Historical and Museum Commission (PHMC) Bureau for Historic Preservation's survey standards as found on the following links to the PHMC website:

[http://www.portal.state.pa.us/portal/server.pt/community/recording\\_resources/3683](http://www.portal.state.pa.us/portal/server.pt/community/recording_resources/3683)

[http://www.portal.state.pa.us/portal/server.pt/community/recording\\_resources/3683/comprehensive\\_survey/417858](http://www.portal.state.pa.us/portal/server.pt/community/recording_resources/3683/comprehensive_survey/417858)

There are approximately 825 sites in the Prince Historic District and approximately 425 sites in the Penn's Common Historic District. The surveys will be consistent with the updated Callowhill Historic Sites Survey undertaken in 2015 and will include, but may not be limited to, the following information: photographs, and the required information necessary to complete the PHMC

Abbreviated Historic Resource Survey Form. All survey data collected will be compiled using the PHMC database application. The consultant shall provide a minimum of two hardcopies and two electronic copies of the survey forms for each of the above historic districts. It is required that both surveys be completed in the fall of 2015.

3. The consultant will update the existing Prince Historic District brochure (created in 1982) and the Penn's Common Historic District brochure (created in 2003) to correspond with information compiled from updating the Historic Sites Survey for the Prince and Penn's Common Historic Districts. The Prince Historic District brochure will consist of the existing format of a single 33.5" x 11" single piece of paper that becomes a four-fold double sided brochure (final size of 8 ½" x 11") with a central map on the inside, and will include both text and photographs. The Penn's Common Historic District brochure is printed in both English and Spanish and consists of an 11" x 17" piece of paper which is folded in half to become a tri-fold double sided brochure. The majority of the text in the existing brochures will be retained. However, photographs and the map must be updated. The consultant is to provide digital files of the completed brochure. A copy of the original brochure for each district is available upon request.

3A. Proposals shall provide a cost estimate for the printing of 500 copies of each brochure.

4. The consultant will serve as a speaker at an educational retreat to provide required educational training for HARB members.

All proposals should include both a separate unit not to exceed price for each of the four separate tasks as described above and a one not to exceed lump sum amount for the full scope of work as described above.

The revised RFP timeline is

Questions Due: 8/28/15 at 2:00 PM Prevailing Time

Addendum No. 2 Issued by 9/2/15

Proposals Due: 9/9/15 at 2:00 PM Prevailing Time

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

Firm Name (Type or Print) \_\_\_\_\_

Authorized Signature \_\_\_\_\_

Title \_\_\_\_\_

Name (Type or Print) \_\_\_\_\_

Date \_\_\_\_\_