

CERTIFICATE OF ACKNOWLEDGMENT OF RECEIPT OF ADDENDUM

THE CITY OF READING

ADDENDUM NO. 1

RFP: Historic Preservation Services

DUE DATE: 3:00 P.M. Prevailing Time,
September 19, 2014

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. Is the consultant envisioned to provide on-site staff support and technical assistance alongside the existing Historic Preservation Specialist in Reading, Pennsylvania, or is the intent to provide such service remotely with occasional in-person visits (for meetings, etc.)?
- A1. The intent is for the consultant to provide services remotely except to attend monthly HARB meetings, site visits to properties when necessary to provide additional technical expertise, and occasional meetings when necessary.
- Q2. Should the bidder recommend a set number of hours per week, or is a certain number required (e.g., 20, 40, etc.)? There is not a certain number of hours required.
- A2. The bidder may recommend the number of hours they feel are needed to accomplish the tasks as set forth in the RFP.
- Q3. What is a typical number of C of A applications received every month? What number/percentage of these is from homeowners vs. commercial/professional applicants?
- A3. The typical total number of COA applications received every month varies greatly. However, the average number of COA applications reviewed by the HARB at the monthly HARB meetings is 9. The number of applications for HARB review usually varies between 6 and 12. Approximately 50%-75% of the applications are from homeowners every month though it may vary where some months the HARB reviews more commercial applicants than applications from homeowners.
- Q4. What number/percentage of applications (if any) are "staff-approvable," I.e., not requiring the applicant to wait until the next HARB meeting?

- A4. It is hard to determine a percentage of staff approved COA applications as it varies. The consultant will not have to work with the staff approved COA applications except for listing them in one resolution when developing the resolutions for the monthly HARB meetings.
- Q5. We note that there are several vacant positions on the HARB. Are there corresponding problems with quorum requiring rescheduling, combining, or delay of meetings?
- A5. There are currently 6 members on the HARB and 5 vacant positions. The Board members are very committed and therefore there are rarely issues with obtaining a quorum.
- Q6. During what approximate time frame is the educational retreat expected to occur?
- A6. The approximate time frame for the educational retreat is Spring of 2015.
- Q7. On average, how many applications are processed and reviewed by HARB each month?
- A7. On average 15 to 20 COA applications are received and processed each month. The average number of COA applications that are reviewed by the HARB each month is 9.
- Q8. Is the existing Callowhill Historic District comprehensive survey available for review? How can that be arranged?
- A8. The existing Callowhill Historic District comprehensive survey is not available for review.
- Q9. Please provide a pdf of the current brochure for Callowhill Historic District.
- A9. A PDF of the Callowhill Historic District brochure is available on the City's website. It is a multiple page brochure with a map that consists of a total of four pages that fold out from the center of the brochure.
- Q10. Will the new brochure be printed in B&W or in color? On glossy paper, color photocopy paper, or regular copy paper?
- A10. The new brochure will be printed in black and gray tones on a colored non-glossy paper that is heavier stock than regular copy paper. A colored text for use of the brochure title and historical notes on the map may be used.
- Q11. Are the nomination forms and inventories available for the other 2 local historic districts, as reference material for consultation to HARB?
- A11. The nomination forms are available for the more recently established Heights

Conservation District and the Penn's Common Historic District. However, only the Heights Conservation District was surveyed and submitted to the PHMC for review. The Heights Conservation District survey is available as a reference though the PHMC mandates that comprehensive surveys be formatted according to the PHMC's specifications as found in the links to their website listed in the RFP.

- Q12. Wording of the following sentence is confusing.
"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."
- a. Does the RFP request unit prices per task hour? That would seem to be the most appropriate approach for task 1, since the amount of work involved is unknown and variable due to factors not controlled by the consultant.
 - b. Or does the RFP seek 4 lump sums, one for each task?
 - c. Does it additionally seek a 5th lump sum for the aggregate of all 4 tasks?
 - d. Or does it seek only 1 lump sum, for the aggregate of all tasks?
 - e. If 5 lump sums are requested, will there be flexibility within the aggregate sum for apportioning fee between tasks?
- A12. Please put the unit prices per task hour plus a Not to Exceed Cost.
- Q13. Please provide information on the budget established for the project as a whole.
- A13. The budget for the project as a whole is \$22,800.00
- Q14. Please provide information on the budget established for any of the separate tasks.
- A14. There has been no budget established for any of the separate tasks.
- Q15. Is there a copy of the current Callowhill Historic District comprehensive survey that we can view? I only saw a copy of the current Callowhill Historic District brochure.
- A15. A copy of the current Callowhill Historic District comprehensive survey is not available for review.
- Q16. Is there a preference for the way that the Callowhill Historic District brochure should be done (i.e. bound, stapled, etc)? Will color photos be used on the cover or elsewhere in the new brochure? Any other preferences on that brochure?

A16. The new brochure will be similar to the existing Callowhill Historic District brochure. It is a multiple page brochure consisting of 11" x 17" paper folded in half to create the pages. A map that consists of a total of four pages, folds out in one solid page from the center of the brochure. The map is stapled into the center of the brochure, binding the brochure. The brochure will have black text and photos printed in black and gray tones on a colored non-glossy paper that is heavier stock than regular copy paper. There will be no colored photos used in the brochure. A colored text for use of the brochure title and text on the map may be used.

Q17. When is the educational retreat and what is the length of time that the Successful Proposer is expected to spend presenting at that retreat?

A17. The educational retreat will be scheduled in the Spring of 2015. The length of time the successful proposer is expected to spend presenting at the retreat is one to two hours.

Q18. What is the projected date for completion of the comprehensive survey?

A18. Spring of 2015.

Q19. What is the projected date for completion of the brochure?

A20. Spring of 2015.

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 _____