

CERTIFICATE OF ACKNOWLEDGMENT OF RECEIPT OF ADDENDUM

THE CITY OF READING

ADDENDUM NO. 2

RFP: Historic Preservation Services

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

NOTICE

QUESTIONS

Q-1 Sample sheet from existing Prince and Penn's Common Historic District Survey available?

A-1. As the Prince and Penn's Common Historic Districts were surveyed in 1979, the information gathered and shown on the survey cards that were developed as a result of the 1979 Comprehensive Historical sites Survey varies from the information that is required by the PHMC's specifications for recording resources and therefore, sample sheets for these districts are not being provided in the addendum.

Q-2. Sample sheet from the updated Callowhill Historic District Survey available?

A-2. A sample sheet from the updated Callowhill Historic District Survey is not available at this time, however an example of the historic resource survey form to be used to complete the survey can be found using the following link:

http://www.portal.state.pa.us/portal/server.pt/document/1282882/hrf_abbreviated_fillable_form

Q-3. Copy of existing Prince Historic District Brochure available?

A-3. A copy of the Prince Historic District brochure has been placed on the City's website for review.

Q-4. Copy of existing Penn's Common Historic District Brochure available?

A-4. A copy of the Penn's Common Historic District brochure, in both English and Spanish, has been placed on the City's website for review.

Q-5. Can you please provide a copy of the existing Callowhill Historic District brochure?

A-5. N/A

Q-6. Are projects for which COA's are required equally divided amongst the city's four historic districts or is there one district in which requests for COA's predominate?

A-6. The number of COA applications that are reviewed varies per district and are not equally divided. There is not necessarily one district where requests for COA's predominate and it varies from month to month. Due to the fact that the Heights Conservation District does not have as stringent rules and regulations as the other four historic districts, there are less cases reviewed in the Heights Conservation District.

Q-7. Does the consultant play a role in those applications approved by staff?

A-7. No, the consultant does not play a role in COA applications approved at Staff level.

Q-8. Is there an incumbent in this position?

A-8. Yes. The City has procured a historic preservation consultant in the past year.

Q-9. How many grants are currently being administered through the City's Façade Improvement Program? Is there any expectation that this number will increase or decrease for next year?

A-9. N/A

Q-10. How many COA's are currently issued on an annual or monthly basis? Is this number expected to increase or decrease next year?

A-10. The Reading HARB reviews six to ten COA applications per month on average. With new legislation recently being passed regarding the review of gas meters by the HARB, the number is expected to increase. On average approximately 100 COA applications are reviewed annually by the HARB.

Q-11. How many applications for COAs are issued annually? Monthly?

A-11. The number of applications that are provided to potential applicants is not available as there are a number of office Staff that hand out COA applications on a daily basis.

Q-12. How many site inspections are expected annually? Monthly?

A-12. Unless a site inspection is needed by the consultant to prepare the preliminary review for the project, site inspections are limited to those projects where technical assistance may be necessary to be provided to a property owner to ensure that the work being performed is done in a historically appropriate manner. It may be expected that less than ten site inspections are to be undertaken annually.

Q-13. What activities are included within "Maintenance of project records"?

A-13. N/A

Q-14. Your distribution e-mail indicates the contract term will be September 15, 2015 through July 31, 2016, but we did not find this information in the RFP. Please confirm the contract duration.

A-14. The contract term will be September 15, 2015 through July 31st, 2016.

Q-15. The RFP scope indicates the consultant will be responsible for preparation of HARB minutes. Can you please provide a link to Minutes from the 2014/2015 meetings. This will assist us with evaluating the level of effort required to serve the HARB. Also, please indicate the

required turn-around time for submission of the HARB minutes to facilitate the City's administrative schedule.

A-15. N/A

Q-16. We assume the City's Historic Preservation Specialist will prepare the agenda for HARB meetings, including preparation of the historic background and project review information provided in the agendas.

A-16. The Historic Preservation Specialist will prepare the agenda for the HARB meetings but the consultant will be responsible for preparing HARB Preliminary Review Forms for each COA application that is reviewed by the HARB. The HARB Preliminary Review Forms 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.

Q-17. Will the consultant be required to assist with developing the "Composite Index Rating" provided for each project under HARB review in the on-line meeting agendas?

A-17. No. The Composite Index Rating has already been determined as per the 1979 City of Reading Historic Preservation Report.

Q-18. Please indicate the number of COA applications typically handled in one month/one year.

A-18. Typically the HARB reviews 6-10 COA applications per month on average. In 2014 the HARB passed 98 resolutions for COA applications reviewed. However, this number includes one resolution made each month for the approval of the multiple COA applications approved at Staff level during the month and resolutions made for special projects or legislation. Therefore, the actual number of COA applications reviewed by the HARB in 2014 was less than 98.

Q-19. The RFP scope indicates the consultant will be responsible for maintaining the system for recording and tracking the COA applications. Does the City of Reading presently have a tracking system in place? Will the consultant require access to that system through the City computer system?

A-19. N/A

Q-20. Will the consultant be required to participate in HARB Appeal Hearings, and provide additional supporting information? We assume hearing minutes will be prepared by the City. Please indicate the number of hearings the consultant should anticipate during the contract term.

A-20. The consultant is not required to participate in HARB appeal hearings. However if the nature of the project warrants additional expertise, attendance at an appeal hearing may be requested. During the 2014-2015 the Historic Preservation Consultant did not attend a HARB Appeal Hearing. Hearing minutes are prepared by the City Clerk.

Q-21. Can you please elaborate on the consultant's level of participation in the city's Façade Improvement Grant Program? How many projects would typically be reviewed during the contract term? Are minutes available that document the review activities for typical FIGP projects. Any information that will clarify the level of effort for this activity will be appreciated.

A-21. N/A

Q-22. Will the consultant be compensated for travel time to and from meetings and field visits to projects submitted for COA review? We assume direct travel expenses will be compensated.

A-22. Costs for travel time to and from meetings, and any necessary field visits, should be considered and factored into the RFP not to exceed cost response.

Q-23. Any additional information you can provide to clarify the typical activities of the HARB and the historic preservation consultant's expected contributions will be very helpful.

A-23. To clarify the consultant's expected HARB related duties; the historic preservation consultant is to attend monthly HARB meetings, prepare a preliminary review form and provide recommendations for each case heard, and develop the resolution for each case. The Historic Preservation Specialist will prepare the minutes of the monthly meetings. The consultant is also to prepare a training session for HARB members in the Spring of 2016. Attendance at additional meetings may be required but have not been determined at this time.

Q-24. Will there be times other than the monthly HARB meetings and possible site inspections when the consultant is required to be in Reading?

A-24. Primarily the consultant will be expected to attend the monthly HARB meeting and on occasion may be requested to attend HARB related meetings (such as an Appeal Hearing) when additional expertise is necessary. The consultant will be required to travel to Reading to undertake the surveys for the Prince and Penn's Common Historic Districts and to serve as a speaker for an educational retreat for the HARB members.

Q-25. Can the review of applications, preparation of preliminary review forms, and technical assistance to applicants be provided remotely?

A-25. Yes. The COA applications and all corresponding photos and information can be provided to the consultant via email in order to prepare the preliminary review forms. Technical assistance may be able to be provided remotely.

Q-26. Will the contract for services be for a full year?

A-26. The contract for services will be from September 15, 2015 through July 31, 2016.

ATTACHMENT EXHIBITS

Exhibit A and Exhibit A-1

Prince and Penn’s Common Historic District Brochures

The Prince Historic District brochure is essentially a 34” x 11” piece of paper that is printed on both sides and folded into four 8 ½” x 11” sections but opens to reveal a map of the historic district.

The Penn’s Common Historic District brochure is essentially an 11” x 17” piece of paper folded in half and then folded into three sections. The brochure opens up to the 11” x 17” size to reveal the map of the historic district.

Exhibit B

Spanish version of Penn’s Common Historic District Brochure

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 _____