

COUNTY OF DELAWARE  
ADDENDUM # 1

**PROFESSIONAL DESIGN SERVICES FOR A MAJOR RENOVATION OF FAIR ACRES BUILDING 19 (eDPW-050824)**

The County of Delaware advertised on the County of Delaware's website/PennBid and in the Philadelphia Inquirer and Daily Times newspapers the Invitation to Bid for: **PROFESSIONAL DESIGN SERVICES FOR A MAJOR RENOVATION OF FAIR ACRES BUILDING 19 (eDPW-050824)** on March, 26, 2024. The In-Person Pre-Proposal was scheduled on Wednesday, April 3, 2024 @ 11:00 a.m. and Bid proposals are to be received via PennBid on Wednesday, May 8, 2024 @ 11:00 a.m.

**\*\*\*BID QUESTION, CLARIFICATIONS AND ANSWERS\*\*\***

**Question #1:** Could the County share the sign-in sheet?

**Answer:** Please see the attached document below.

**Question #2:** Per the RFP Section 3.3.2, Item #4 states, "Creating a distinct arrival point, within the Fair Acres Campus, between the entrance to Building 19 and the new Archives Building." This item was not discussed at the pre-proposal meeting. Could you clarify what you mean?

**Answer:** Fair Acres' site plan is homogenous, any given place is much like any other place on the campus. There's no hierarchy of roads, in places there is no distinction between roads and parking areas, there aren't arrival points in front of buildings. Between Building 19 and the new Archive Building we would like to have the buildings, building entrances, building signage, site planning, and landscaping work together to create an exterior space that will serve as an arrival point for both buildings.

**Question #3:** Regarding RFP Section 3.3.2, Item #6: Does the County have an up-to-date space planning standards document?

**Answer:** The County is developing planning standards, but there are none currently.

**Question #4:** Regarding RFP Section 4.1.2, Item #2: Is the project targeting any type of LEED certification. If so, can the target be clarified?

**Answer:** LEED has four certification levels: certified, silver, gold, and platinum. We would like to meet the certified level at least.

**Question #5:** The Medical Examiner's Office stated the need for growth. Please provide the maximum number of staff personnel required at this facility.

**Answer:** Current staffing is 18. Growth needs to be planned for, but specific numbers can't be discussed until those additional staff positions have been approved by the County.

**Question #6:** Does this project include the design of the swing space for Library Services?

**Answer:** No, this project does not include the design of Library Services temporary location.

**Question #7:** Can you please provide the maximum number of staff for Library Services?

**Answer:** Library Services has 16 office staff members. Currently there are no plans for additional staff.

**Question #8:** Is the design team required to be NAME certified?

**Answer:** NAME has confirmed NAME certification is not required for the design team. The County requires knowledge of NAME accreditation requirements and experience designing an ME's office that has achieved NAME accreditation.

**Question #9:** On page 11 the RFP mentions 'Goals & Design Principles of the County'. Other than the Goals stated in the RFP, is there a document for these goals & design principles?

**Answer:** The goals and design principles of the County are incorporated into the RFP.

**Question #10:** One of the goals (3.3.2) is to evaluate the possibility of meeting (at minimum) the requirements of LEED for existing building certification. Is the objective to apply for certification or just pursue the requirements? Please elaborate/clarify.

**Answer:** Pending review of the final budget, the County's objective is to apply for certification.

**Question #11:** Would the County of Delaware please define the scope of civil engineering work on this project?

**Answer:** Civil Engineering should include any work needed to: integrate the sally port, building entrances, and accessible exits into the existing sitework; and any other work required by local codes, regulations, laws, etc.

**\*\*\*ADDITIONAL DOCUMENTS\*\*\***

**Attachment #1 – (Pre-Proposal Walkthrough Sign-In Sheet)**



CENTRAL PURCHASING  
**COUNTY OF DELAWARE PENNSYLVANIA**

GOVERNMENT CENTER BUILDING  
201 W. FRONT STREET  
MEDIA, PENNSYLVANIA 19063

**Barbara O'Malley**  
Executive Director

JIM E. PETERSON  
Central Purchasing Director

Telephone: (610) 891-4427  
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April 3, 2024 @ 11:00 a.m.

PROFESSIONAL DESIGN SERVICES FOR A MAJOR RENOVATION OF FAIR ACRES  
BUILDING 19 (eDPW-050824) (eDPW-050824)

SITE VISIT SIGN IN SHEET

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