

**COUNTY OF DELAWARE**  
**ADDENDUM # 1**  
**BUILDING DESIGN SERVICES FOR SAFE ROUTES TO SCHOOL (eDPL-122624)**

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: **BUILDING DESIGN SERVICES FOR SAFE ROUTES TO SCHOOL (eDPL-122624)** on November 26, 2024. Proposals are to be received via PennBid on Friday, January 3, 2025 @ 11:00 a.m.

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

**SUBMISSION DEADLINE HAS BEEN CHANGED TO JANUARY 3, 2025. AS PART OF THESE CHANGES, THOSE WHO DEEMED FINALISTS SHOULD BE AVAILABLE ON JANUARY 9, 2025, FOR A ONE HOUR, VIRTUAL MEETING/PRESENTATION.**

**ATTACHMENT A – SAMPLE CONTRACT HAS BEEN UPLOADED.**

**Questions #1:** Considering the submission deadline of December 26th, 2024, is the day after Christmas, will the County be willing to extend the deadline? A deadline extension would allow submitting consultants additional time to coordinate with personnel during a time of year when many professionals take extended time off.

**Answer:** [The deadline for the Request for Proposal has been extended to January 3, 2025. As a result of this, respondents should ensure that January 9, 2025 is available for interviews.](#)

**Questions #2:** Will the County accept electronically signed and notarized documents?

**Answer:** [The County does accept electronically signed and notarized documents.](#)

**Questions #3:** Section 4.1 of this RFP requires the following tabs:

- a. 4.1.1 – Qualification Statement
- b. 4.1.2 – Key Personnel Information
- c. 4.1.3 – Proposal – Required Submittals:
  - i. Letter of Transmittal
  - ii. Title Page
  - iii. Table of Contents
  - iv. Profile of Firm
  - v. Methods and Procedures
  - vi. Work Schedule
  - vii. Cost
- d. 4.1.4 – General Terms:
  - i. Proposals
- e. 4.1.5 – Location of Servicing Office

While Appendix H of this RFP requires the following tabs in the following order:

- a. Tab 1 – Transmittal Letter
- b. Tab 2 – Firm Background and Experience
- c. Tab 3 – Organizational Chart
- d. Tab 4 – Project Approach and Work Schedule
- e. Tab 5 – Campaign Contribution Disclosure
- f. Tab 6 – Proof of Current Insurance Coverages
- g. Tab 7 – Completed Executed Forms & Attachments

Please clarify the County's required tabs along with their corresponding order

**Answer:** Section 4.1 describes the information that needs to be included as part of the submitted proposal. Appendix H dictates the order of those documents and is for the proposer to verify their submission is organized in the proper fashion. All fields should be organized under the relevant tabs included in Appendix H.

**Questions #4:** Appendix A of this RFP references “(ATTACHMENT #1) Sample Contract/Agreement”, while this document is not currently included within the provided supporting documentation. Please provide a sample contract/agreement and clarification on whether consultants should respond with a redlined document, attach the document as is, or not include it in this submission.

**Answer:** Sample Contract/Agreement has been uploaded to the PennBid site for your reference.

**Questions #5:** Appendix B – Page 3 of this RFP requests the rates for positions to accomplish the County's goals while not reflecting the positions and expertise required to complete this project. The positions listed resemble those of a design-build project. Would the County allow vendors to add and remove positions to better reflect the positions required to fulfill the requested scope?

**Answer:** Yes, this is acceptable.

**Questions #6:** Can the county confirm if design oversight will be provided by PennDOT or FHWA (or both)? Can the county also confirm that a Categorical Exclusion will be necessary by the consultant, as this is a federally funded program?

**Answer:** There is not a high level of design oversight by FHWA for SS4A projects such as these since they fall under 2CFR. We are only focused on local roads so PennDOT involvement is not required either, although they will be a stakeholder. That being said, the designer will still need to comply and conform with all state and federal requirements.

**Questions #7:** Could you share Delaware County's approach for working with the roadway owners (PennDOT and/or local municipalities) to install the demonstration projects included in this project scope?

**Answer:** Before the county applied to this grant, we reached out to all the municipalities to see if they would be willing partners. All municipalities were interested. The municipalities will all be part of the steering committee and will be involved with location selection and throughout the entire process. While data should be collected along both state and local roads as they relate to the schools, demonstration projects will only be deployed on local roads; thereby allowing the team to focus solely on working with the municipalities and proceed with the project within the shortened time frame the SS4A grant envisions. This will also eliminate the need for coordination with PennDOT along state roadways.

**Questions #8:** Do licenses and registration count toward the page limit?

**Answer:** Licenses and Registration documents do not count towards any page limits.