

# COUNTY OF BERKS

## Purchasing Department

Berks County Services Center, 633 Court Street, Reading, PA 19601

Tel: 610-478-6168 Fax: 610-898-7404

---

*Kelly A. Laubach, CPPB, Director of Contracts and Procurement*

### NOTICE TO PROPOSERS

#### Addendum #1 – August 19, 2024

#### Re: Request for Proposal #24-21-JP – Surveying Services for Berks County Agricultural Land Preservation

This Addendum should consist of a total of 7 pages. If you have not received this Addendum in its entirety, please contact the County of Berks Purchasing Department at (610) 478-6168.

The County hereby amends the above noted Request for Proposal (RFP) as indicated herein. All other details of the RFP remain unchanged. **Language that is underlined denotes that which has been added. Language that has been stricken denotes that which is hereby removed.**

A pre-proposal conference was held on August 8, 2024 at 2:00 PM via Microsoft Teams. The following firms/agencies were represented at the meeting:

- Jenn Romig
- David Sarabok
- Vayda Monroe
- Gary Zanolini
- Adam Reid
- John Alcorn
- Amanda Burkard-Sell
- George Rodrigues
- Mary Shah
- Emily Wangolo
- Mark Bugelholl
- Michael Kreiger
- Scott Reeser
- Cat Dugan
- Steven Smith
- Chad Keating
- Bogia Engineering
- C2C Design Group
- Carroll Engineering Corp.
- Carroll Engineering Corp.
- Colliers Engineering
- Control Point Associates, Inc.
- County of Berks
- County of Berks
- County of Berks
- County of Berks
- Greenman Pedersen, Inc.
- Herbert, Rowland & Grubic, Inc.
- Hunt Engineering Company
- SAM
- Spotts Stevens McCoy
- Verdantas

Following is a list of questions asked at the pre-proposal conference or submitted in writing and the County's response to each question. **The responses to these questions form an integral part of the RFP package and these responses may alter a Proposer's responsibilities in submitting a proposal.** Where conflict exists between these responses and information in the original RFP package, these responses shall prevail.

The following statements were made at the start of the pre-proposal meeting:

- Sign up via the County's website on the Purchasing page to receive notices of future RFP issuances as well as notification of issuance of addendums.

- In accordance with Section One, Clause 1.5, Proposers shall carefully review this RFP for defects, inconsistencies or ambiguities. Comments concerning defects, inconsistencies or ambiguities must be made in writing and received by the RFP’s point-of-contact (see cover page), at least ten (10) business days prior to the Proposal Deadline. This will allow for the issuance of any necessary addenda. All questions must be in writing and directed to the RFP’s point-of-contact. This RFP cannot be modified except by a written addendum issued by the County. The decision on whether an addendum is required shall be made by the County in its sole discretion. If an addendum is issued, it will be provided to all parties who were provided a copy of the RFP by the County’s Purchasing Department.
- An addendum will be issued to respond to any and all questions and clarifications submitted and/or identified as needed by the County.
- Follow the instructions in Section 5, which will identify all the proposal submission requirements. Remember that requested changes to the terms and conditions are considered within the evaluation committee members scoring during the evaluation process.
- Attachment A, Clause 9 Insurance – Please review carefully with your agency/broker to ensure that you meet or exceed all the limits and the endorsements identified therein.

**Clarification 1**  
**Table of Contents**

ATTACHMENTS

Attachment A	Proposed Form of Agreement and General Conditions
Attachment B	Non-Collusion Affidavit Form
Attachment C	Worker Protection and Investment Certification Form BOP-2201
Attachment D	How to join and participate in a Microsoft Teams Meeting
Attachment E	Sample Notification Letter
Attachment F	Sample Survey
<u>Attachment G</u>	<u>Sample Request</u>
<u>Attachment H</u>	<u>Sample Aerial Map</u>
<u>Attachment I</u>	<u>Sample Estimate of the Curtilage Area</u>

**Section 4 – Scope of Work**

- Q2:** Are easement requests denied?  
**A2:** Landowners submit applications for inclusion in the Easement Program and some applications may be denied. A summary of this process can be found in Section 4, Scope of Work, Clause 4.1.1.

**Section 4 – Scope of Work**

- Q3:** How many surveying firms will the County use to perform surveys?  
**A3:** There shall be one firm, as per Section 4, Scope of Work, Clause 4.2.2, the County is seeking a qualified firm to perform surveying services.

**Section 4 – Scope of Work**

**Q4:** How many farms are surveyed annually?

**A4:** As per Section 4, Scope of Work, Clause 4.2.2, the County typically requires approximately 20 surveys annually.

**Section 4 – Scope of Work**

**Q5:** Will the surveys be performed on-call?

**A5:** As per Section 4, Scope of Work, Clause 4.2.2, the County will release approximately 1 to 5 survey requests at multiple times throughout the year depending upon their standing in the process.

**Section 4 – Scope of Work**

**Q6:** If the landowner, when excluding acreage from the easement, bears the cost (or a portion of the cost) of the survey, does the surveyor invoice the landowner directly or through the County?

**A6:** As per Section 4, Scope of Work, Clause 4.4.1.2, if the landowners desire to withhold/exclude acreage from the easement the landowner shall bear the cost of survey, or that portion of the survey done to delineate the withheld/excluded acreage, then a separate invoice for the landowner's share of the costs of the survey shall be forwarded by the surveyor to the landowner, and a copy provided by the surveyor to the County.

**Clarification 7**

**Section 4 – Scope of Work**

4.4.1.3. The County shall provide a Title Report, an aerial map (sample found on Attachment H), and estimate(s) of the curtilage area(s) sample found on Attachment I (if applicable) for all surveys as required.

**Section 4 – Scope of Work**

**Q8:** Should the survey reports contain the boundary or curtilage?

**A8:** As per Section 4, Scope of Work, Clause 4.4.3.3, both the boundary and curtilage are to be included in the survey report.

**Section 4 – Scope of Work**

**Q9:** Are the concrete monuments required to be set at a corner?

**A9:** The concrete monuments are not required to be set at a corner, as per Section 4, Scope of Work, Clause 4.4.3.4, the monuments shall be established for at least two ground control points located sequentially along the boundary survey.

**Section 4 – Scope of Work**

**Q10:** What is the expected timeline to complete each project?

**A10:** The timeline will be based on the complexity of each project, however, as per Section 4, Scope of Work, Clause 4.4.3.7, surveys shall be completed within thirty days of receipt of the County's issuance of the notice to proceed unless otherwise agreed upon by the County.

**Clarification 11**

**Section 4 – Scope of Work**

- 4.4.6.1. Upon the County’s request, the Surveyor shall submit a written estimate, including a tabulation of hours, for all survey work prior to the commencement of any work.

**Section 5 – Proposal Format and Content**

**Q12:** Where should the proposals be delivered?

**A12:** As per Section 5, Proposal Format and Content, Clause 5.1.1, proposals shall be delivered to County of Berks, c/o County Controller, Berks County Services Center, 633 Court Street, 12th Floor, Reading, PA, 19601.

**Section 5 – Proposal Format and Content**

**Q13:** How will annual price escalation work?

**A13:** As per Section 5, Proposal Format and Content, Clause 5.12.2, the County will award a three-year contract with the pricing of the first year of the contract fixed at the awarded rates. For each of years two and three of the contract term, a price redetermination may be requested by the Vendor. That price redetermination shall be based on the Producer Price Index for Architectural and Engineering Services Group Code 45, Item Code 3.

Should you have any questions regarding this Addendum, please contact George M. Rodrigues, Deputy Director of Contracts and Procurement, at (610) 478-6168 ext. 6270 or [grodrigues@berkspa.gov](mailto:grodrigues@berkspa.gov).



# BERKS COUNTY

*agricultural land*

## PRESERVATION BOARD

Berks County Agricultural Center  
1238 County Welfare Road, Suite #260  
Leesport, PA 19533  
(610) 378-1844 Fax (610) 378-7983  
www.countyofberks.com/dept/deptofag

**County Commissioners:**

Christian Y. Leinbach, Chair  
Kevin S. Barnhardt  
Michael S. Rivera

**Board Members:**

David L. Phillips, Chair  
James R. Coker, Vice Chair  
Gregg Eshelman

Morgan A. Firestone  
Kimberly J. McGrath  
Jeremy R. Meck

Steven C. Mohn  
Clyde A. B. Myers  
Louise A. Swartley

**Ex Officio:**

Robert C. Ziegenfus, Ph.D.  
**Solicitor:**  
Mark R. Sprow, Esq.

### MEMORANDUM

TO:

FROM: Amanda Burkard-Sell, ACE Program Coordinator

DATE: July 28, 2022

RE: Survey request

Below please find the first two farms from our 2023 selection for which we will need surveys under Agreement #PC-202740-18 which was effective as of March 31, 2018. As per usual, we will need four copies of each survey and legal description along with the information on disks.

#### **Evans, Charles M., III and Linda L.**

Docket Number: 2204  
Phone Number: 610-207-0949  
Farmer Contact: Rodney Schaeffer - 610-488-6060  
Home Address: 7610 Bernville Road, Bernville, PA 19506  
Farm Address: Same  
Township: Jefferson  
Tax Parcel: 53444100642864  
Deed Reference: 3360-1685  
Approx. Total Acres: 52.79  
Approx. Acres Offered: 50.38\*

\*The land across Route 183 is excluded from the easement. Please see the attached map.

#### **Boyd, William T. and Karen A., Trustees of the William T. and Karen A. Boyd Revocable Living Trust Agreement**

Docket Number: 2201  
Phone Number: 610-682-2836  
Farmer Contact: William Boyd – 610-682-2836  
Home Address: 269 Barclay Street, Mertztown, PA 19539  
Farm Address: Valley Road, Mertztown, PA 19539  
Township: Longswamp  
Tax Parcel Number: 59547404828689  
Deed Reference: 2017000796  
Approx. Total Acres: 65.61  
Approx. Acres Offered: 65.61



ATTACHMENT H - SAMPLE AERIAL MAP



Name: Evans

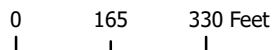
Docket: 2204

PROPID: 53444100642864



Exclusion

Acres: 50.38



Municipality: JEFFERSON

Date: 4/26/2022





**Docket #2204 Evans**

Curtilage Estimate

*Chm [Signature] 11 July 2022*  
*David L. Evans 07-11-22*