

# COUNTY OF BERKS

## Purchasing Department

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

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

### NOTICE TO PROPOSING FIRMS

#### Amendment #1 Issued on May 22, 2024

**Re: SOI #24-15-GR, Bridge Design Services Wideners Mill Bridge  
and Deysher's Bridge**

<p>This Amendment should consist of a total of 2 pages. If you have not received this Amendment in its entirety, please contact the County of Berks Purchasing Department at (610) 478-6168.</p>
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The County hereby amends the above noted Statement of Interest (SOI) as indicated herein. All other details of the SOI remain unchanged. Language that is underlined denotes that which has been added. Language that has been stricken denotes that which is hereby removed.

Where conflict exists between these responses and information in the original SOI package, the responses shall prevail.

Following is a list of questions submitted in writing and the County's response to each question. **The responses to these questions form an integral part of the SOI package and these responses may alter a proposing firm's responsibilities in submitting a response.**

- Q1.** Can you provide a copy of the County's Standard Professional Services Agreement?  
**A1.** The County intends to utilize a modified version of the EJCDC E-500 as the form of Agreement between the County and selected engineer.
- Q2.** Are all of the SOI pages required to be 8 ½" x 11" or can we include some 11" x 17" pages?  
**A2.** You may include no more than two (2) 11" x 17" pages on your SOI.
- Q3.** Is the County requesting the entirety of the GSA Form 330 be completed for this SOI or just Section E (Resumes) and Section F (Project Examples)?  
**A3.** The fully completed GSA Form 330 is to be included with your SOI.
- Q4.** Can we incorporate the subconsultants resumes and project examples into our overall GSA 330 package or do the subconsultants need to provide their own fully completed GSA Form 330 package?  
**A4.** Resumes and project examples for subconsultants should be incorporated into your GSA Form 330 submission.
- Q5.** Are there any font size requirements for the five page concise narrative?  
**A5.** The font size shall be no smaller than 10 pt.

- Q6.** The third bullet at the bottom of the SOI Notice Request reads “Include references for similar projects (a minimum of 5)”. References are included on the project sheets in the GSA Form 330 package. Is the County looking for different references other than what is included on the project sheets in the GSA 330 package?
- A6.** The five references listed on the GSA Form 330 is sufficient.
- Q7.** The bottom of the SOI Notice Request reads “Proof of Publication Requested”. Please confirm if we need to include a copy of this SOI Notice Request in our SOI.
- A7.** A copy of the SOI notice is not required to be included with your SOI.
- Q8.** Are copies of bridge inspection reports available for review?
- A8.** Bridge inspection reports will be provided to the selected engineer.
- Q9.** Are the bullet pointed factors listed on the advertisement that are being considered by the County during the evaluation to be included in the concise narrative?
- A9.** The factors being considered by the County will be a combination of the concise narrative and GSA Form 330 submission. The concise narrative shall include a description of the project including replacement alternatives and any special considerations.
- Q10.** Is Microsoft Project or similar sufficient for the design schedule?
- A10.** Microsoft Project is acceptable for the design schedule.
- Q11.** What level of detail is requested for the statement of current and anticipated workload for the proposed project team? Should it be broken down by each key member of the project team?
- A11.** The statement of current and anticipated workload for the proposed project team should be broken down by each key member of the project team.
- Q12.** For the listing of subconsultants to be used what is meant by “project references?” Is that just a list of clients with contact information? Or do our subs need to provide project example sheets?
- A12.** The project references should include both project examples and client contact information for the project examples provided.
- Q13.** How many references are to be provided for each subconsultant included on the proposed team?
- A13.** Five references for each subconsultant should be included with your SOI.

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