

COUNTY OF DELAWARE
ADDENDUM # 1
PROFESSIONAL DESIGN SERVICES FOR THE WORKFORCE DEVELOPMENT BOARD OFFICES (eDPW-102925)

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 THE WORKFORCE DEVELOPMENT BOARD OFFICES (eDPW-102925) on September 9, 2025. Submissions are to be received via PennBid on Wednesday, October 29, 2025 @ 11:00 a.m.

*****BID QUESTIONS, CLARIFICATIONS AND ANSWERS*****

Questions #1: How will the selected firm assist the County with furniture selection during the Design Development phase?

Answer: Public Works, Workforce Development, and the selected firm will meet with the furniture vendor to select loose furniture, furniture finishes and colors, and fabrics. The selected firm will coordinate furniture finishes and colors with the interior finishes.

Questions #2: Does the county have furniture standards that are to be followed for the furniture selection process?

Answer: We're in the process of developing design standards. We should be able to give clear directions on what we're looking for.

Questions #3: Is the selected firm to prepare a furniture bid package and submit to County approved furniture vendors?

Answer: Furniture does not require a bid package. Furniture will be procured through a cooperative buying program such as Costars or the Keystone Purchasing Network. We will get a proposal from a vendor in one of those programs.

Questions #4: Will the Architect be expected to attend construction meetings during the Construction Administration phase? If yes, how many meetings should be anticipated during CA?

Answer: Yes, anticipate weekly construction meetings. Construction is minimal and shouldn't take more than a month.

Questions #5: Does the County have a construction budget for the renovation? If yes, can you share the construction budget?

Answer: Yes, the County has a construction budget. We will share this information after a firm has been selected for the project.

Questions #6: Under 4.1.1 Qualifications Statement, please clarify what is meant by the last bullet point "Status and comments."

Answer:

- Status refers to the where the project is in the design/construction process. Answers could be: in design, under construction, construction completed, etc.
- Comments is a catch all for anything else you would like to share about the project.

Questions #7: Under 4.1.3 Section D #5 Resumes, Elevator, what is the anticipated scope of work needed for an elevator consultant?

Answer: There is no need for an elevator consultant.

Questions #8: Under 4.1.3 Section D #7 References, can you confirm two references are needed for each of the personnel proposed for this project? Or can we provide two references in total?

Answer: Two references are needed for Key Personnel (Project Managers and up).

Questions #9: Are 4.1.1 Qualification Statement and 4.1.2 Key Personnel Information to be standalone sections at the beginning of the proposal, or is that information instead to be worked in to section 4.1.3 D as there is some overlap?

Answer: Incorporate the Qualification Statement and Key Personnel Information into the Respondent Profile.

Questions #10: Is the County willing to provide a draft contract for the proponent's review at this stage?

Answer: If possible we will upload a contract template to PennBid.

Questions #11: Would the County accept claims-based Professional Liability Insurance? "Per occurrence" coverage is not currently available in the market.

Answer: Answers to insurance questions will be uploaded by the end of business Friday, October 15th.

Questions #12: Insurers typically do not provide notice in cases of non-renewal or policy reduction. Would the County accept that the proponent provides such notice directly, if applicable?

Answer: Answers to insurance questions will be uploaded by the end of business Friday, October 15th.

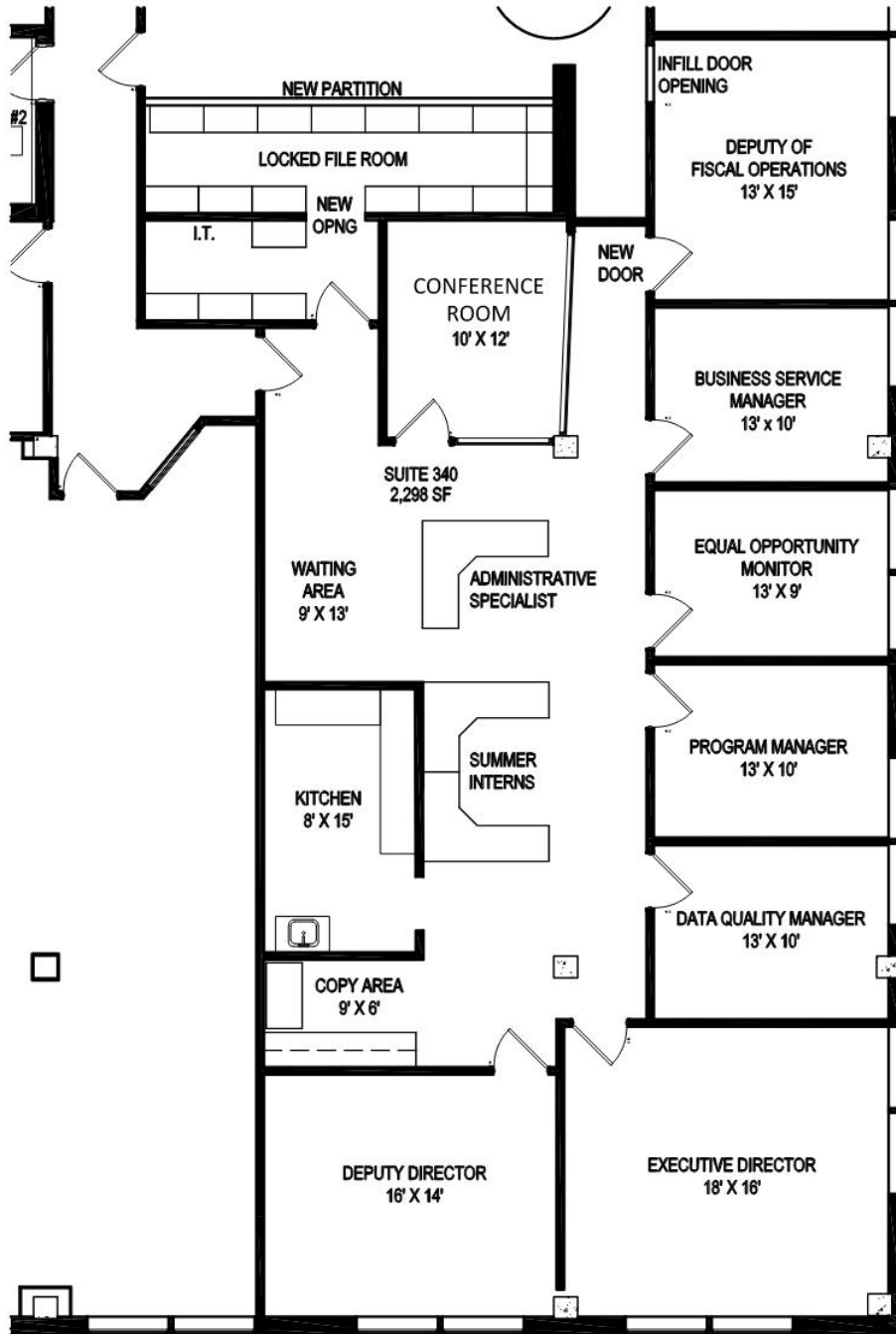
Questions #13: Please confirm the revised scope of work for the project, based on directions given at the pre-proposal meeting (finish flooring, painting, replacement of light fixtures, and two new doors only)

Answer: See plan on following page. The scope of work includes:

- A new partition separating the File Room from the adjacent Suite.
- Remove one door and frame and infill opening with gypsum wallboard (GWB) and metal studs (match adjacent construction).
- Install one door and frame in an existing GWB and metal stud partition.
- Install one new opening in an existing GWB and metal stud partition.
- New finishes:
 - Paint walls and trim
 - New carpeting (tiles) and vinyl base
- Replace existing lighting with LED light fixtures.
- Adjust existing MPES systems as necessary for revised floorplan.

Questions #14: Please confirm that the scope of work does not include the POR included in the RFP

Answer: The Program of Requirements will be verified during Pre-Design.



THIRD FLOOR PLAN
 1/8" = 1'-0"

COUNTY OF DELAWARE
 DEPARTMENT OF PUBLIC WORKS

WORKFORCE DEVELOPMENT BOARD
 ADMINISTRATIVE OFFICES
 2 W. BALTIMORE AVENUE, MEDIA, PA
 SUITE 340
 7 AUGUST 2025