

Project Name: Exeter Fire Station Architectural/Planning Services
Gibraltar Road
Reading, PA 19606

Project Owner: Exeter Township
4975 DeMoss Road
Reading, PA 19606

Due Date: Electronically on May 23, 2025, before 12:00 pm EST

Proposal Submission: Exeter Township Board of Supervisors
Attn: William Heim, Township Manager
wheim@exetertownship.com
4975 DeMoss Road
Reading, PA 19606

General Notes:

- 1. Pre-proposal meeting was held on Friday 5/2/25. Prebid Sign in sheet attached. Meeting notes as follows:**

Please see the following notes from the architecture/planning pre-proposal meeting at Exeter Township on Friday 5/2/25 at 10:00AM. The sign-in sheet is attached.

Very good attendance at the meeting, the group was engaged and attentive during the RFP review. The meeting was kicked off by Bill Heim, Township Manager and Karen Duerholz from Boyle Construction, the project manager, led the group through sections of the RFP calling attention to key points. All questions that were asked were briefly answered and we asked for all to submit in writing for the addendum to be issued to all interested parties.

The site walk was very helpful, where Larry Piersol, Director of Public Works, led the group around the perimeter of the lot and discussed tentative locations to be determined through the study and planning phase of the project.

Below is a list of items that asked during the meeting with request to submit in writing:

- Elaborate on the Technical IT Engineering requirements. Responded to please submit in writing for a response
- Will the sign-in sheet be posted? Responded with 'Yes', see attached.
- Does the project have a budget? Responded no current budget, there are several financing sources
- Does the RACP funding have a timeline or expiration? Responded that we are unsure, but it is planned to be used in initial phases
- Does the project have a timeline? Responded during the field walk roughly 1 year for design and land development and one year for construction

- What is the timeline for the Civil and Geo-technical RFPs? Responded during the field walk that RFP's for these services will be issued after the architect selection, so they have input in the process.
- Asked if the civil and geo-technical can be from the same firm? Responded to submit in writing, but yes they can be the same firm.
- Asked if Boyle will be providing cost estimating services? Responded yes but please submit in writing

Questions and Answers:

Q1: Budget for the project?

A1: An overall budget has not been determined yet

Q2: Will the kitchen be used for commercial cooking/catering or just for staff?

A2: It is anticipated just for staff, however will we will explore cooking equipment options during the design process.

Q3: Will building be designed as an NFPA career or volunteer level station?

A3: We are a combination fire department that has 2 full-time employees, 20 part-time employees, and 75 volunteers. We have 24/7/365 staffing, so we have personnel in station all of the time

Q4: Will building be an emergency evacuation building or temp shelter?

A4: This is not a planned use at this point, but could be discussed further during the design process.

Q5: Will an emergency generator system for entire building or just partial?

A5: Yes, but the details will be discussed during the design process

Q6: Has any testing been done to determine water pressure and if fire pump will be required?

A6: No testing has been completed to date, but it will need to be completed at some point during the design.

Q7: Please confirm Civil engineering, Geotech and traffic engineering is all by Township and we can exclude.

A7: All noted services will be by the Township

Q8: Are you looking for a vehicle exhaust system like Plymovent vehicle exhaust?

A8: Yes

Q9: Is 480V power currently available in the area?

A9: Not sure, this will need to be explored with the MEP consultant

Q10: Is cooling required for the engine bay areas?

A10: Cooling will be explored during design but it is likely big fans may be only what is needed.

Q11: I don't see that we should include any bidding phase work. Please confirm.

A11: Boyle will handle and coordinate all prime contractor bidding. The architect and other consultants will be required to assist in answering questions related to their work and provide documents and clarifications related to their work.

Q12: Does the facility plan to have onsite fuel dispensing? If so, do we need to provide design support for it?

A12: No fueling station on the new site.

Q13: Does the building need full back up power provided by a generator?

A13: See A5

Q14: Does the Township have an approved/prequalified vendor for IT services that we can coordinate with the IT design with, or are they to be included on our team as per Item D?

A14: Yes

Q15: Does the Township have a Radio and Antenna design group we can coordinate the design with?

A15: Yes

Q16: Does the Township have a Security Consultant we can coordinate with the Security design with?

A16: Yes

Q17: We assume the kitchen identified in the RFP will require one stove (combined range/oven) under an exhaust hood. Confirmation required if a 3-compartment sink and grease interceptor is required- see also item #7 below.

A17: This will be discussed during the design process

Q18: Will portions of the facility be used for community events and have a meeting room that will require a commercial kitchen?

A18: This will be discussed during the design process

Q19: How many occupants will the building have and how many responders will it support?

What is the construction preference (conventional, PEMB)?

A19: The goal is to have a minimum of 5 fire personnel in station at all times and a minimum of 4 EMS personnel in station at all times. The building will need to support 100 members, conventional and PEMB construction will both be explored per the RFP

Q20: Is the \$500,000 Redevelopment Assistance Capital Program (RACP) grant identified in the RFP considered the sole source of funding for the project?

A20: No

Q21: What is the construction budget?

A21: See A1

Q22: RFP identifies CM as Advisor- is the CM already selected by the Township, or are we to include them on our Team?

A22: A CM has already been engaged by the Township

Q23: Will the building or areas of building be a designated storm shelter, and if so, what will be the square footage?

A23: It is not anticipated a designated storm shelter will be part of this building; however it will be discussed during the programming aspect of the design

Q24: Will the civil and geo-technical can be from the same firm

A24: Yes they can be the same firm

Q25: What is the timeline for the Civil and Geo-technical RFPs

A25: RFP's for these services will be issued during or slightly after the architect selection.

Q26: Does the project have a timeline

A26: Approximately 1 year for design and land development and one year for construction

Q27: Does the RACP funding have a timeline or expiration?

A27: RACP is intended to be used on the earlier portion of the project and expires in 2030

Q28: Section III. Scope of Services, does not include any Bidding Phase Services in our team's scope. Is this an oversight or will bidding services be handled 100% by the construction manager?

A28: See A11 above

Q29: Will you be sending the sign-in sheet from the pre-proposal meeting prior to the responses to the questions on May 16th, or at the same time?

A29: Yes – Sign in Sheet attached

Q30: Do you have a preferred vendor for the communications system?

A30: Township will hire a communications vendor for coordination purposes

END OF ADDENDUM NO 1