

ADDENDUM 1

RFP PROPOSER QUESTIONS AND RESPONSES

August 21, 2026

The following questions and responses have been edited for duplication, clarity, or brevity.

1. [Is a proposer still able to submit a proposal for the project, even though they missed the meeting?](#)

Yes, those who did not attend the Library walkthrough are able to submit a proposal. The Library walkthrough was not mandatory.

2. [Will any points be deducted as a result of a selected proposer not participating in the meeting?](#)

No points will be deducted for not attending the Library walkthrough.

3. [If we are able to submit a response without penalty, will a pre-proposal meeting overview and attendee list be shared with interested firms?](#)

Relevant oral questions posed at the Library walkthrough are answered in this Addendum 1. The attendee list is below:

- Advancing With Purpose and Group 4
- Barry Isett & Associates
- Cicada Architecture & Planning
- Kieran Timberlake
- MG Architects
- Phillips & Donovan Architects
- Vitetta

4. [Should pavement coring be included as part of the pavement assessment?](#)

No, a pavement coring is not include as part of the pavement assessment. The master plan may include that requirement for the proposed work of the renovation or expansion.

5. [Is a traffic circulation analysis required? If so, would the Borough like conceptual parking layout alternatives to be included as part of that analysis?](#)

No, a traffic circulation analysis is not required for the master plan.

6. [What is the anticipate Master Plan project duration?](#)

The master plan project is anticipated to take four to six (4-6) months.

7. [Does the Library know if the existing stone retaining walls are part of the historic registry?](#)

The stone retaining wall along Old York Road dates to the 1839 building. The National Register of Historic Places (NRHP) nomination, however, predates the 1986 addition of the

contributing/non-contributing resource block to the nomination form, so the listing covers only the building itself. Were the nomination written today, the retaining wall would be considered a contributing element. The National Register listing confers no protection on the building or wall. The Library and Board recommend that any master plan design or plan should leave the wall unaltered, unless the selected proposer has a very strong argument for its alteration.

8. Are existing MEP/FP as-built drawings available?

All existing drawings are included with the RFP.

9. Are existing infrastructure on-going service reports available?

No, existing infrastructure on-going service reports are not available. A log of work conducted will be provided to the successful proposer. Part of the job of the selected proposer and the master plan is to document the relevant history. Inasmuch as this was a question and topic at the walkthrough, the only major work, not including minor maintenance and repairs, that has been completed in the last three years is the following:

- The roof was replaced after a storm damaged a prior new roof.
- All of the site storm water drainage piping was assessed and rerouted, replaced, or cleaned after a major storm within the last 2.5 years.
- All of the four sump pumps in the basement were replaced or repaired after the major storm.
- The basement flooring, sheetrock, electrical, ceiling, and lighting in the bookstore were all replaced or repaired after the major storm.
- The two boilers were replaced by new boilers.

10. Will the Library's current strategic plan and mission statements be provided?

Yes, the strategic plan and mission statement will be posted as Addendum 2.

11. Is the anticipated October 1 start date contingent on any Borough approvals beyond the selection committee's recommendation?

No, the anticipated October 1 start date is not contingent on any Borough approvals beyond the selection committee's recommendation. Nonetheless, it is an estimated date. The Borough reserves the right to extend the start date, although this is not anticipated.

12. What is the anticipated duration of the master planning engagement from notice to proceed through final presentation to the Board of Trustees?

See the response to Q6 above.

13. Will the Borough share the Keystone Grant application or award letter with proposers so that grant-specific deliverable requirements can be confirmed?

No, the Borough will not share the Keystone Grant application or award letter with proposers so that grant-specific deliverable requirements can be confirmed. This is not required. The deliverable requirements as stated in the RFP were reviewed and approved by the Pennsylvania Department of Education (PDE).

14. Should proposers assume that the FCA will be based on visual observation of accessible conditions without destructive testing, material sampling, or invasive investigation, and that the

associated repair and replacement cost projections are intended to address observable conditions and known building systems? Or is the intent for the FCA that it serves as a forensic investigation intended to identify concealed deficiencies or anticipate potential issues that may arise from future events such as weather, settlement, wear-and-tear, or other unforeseen circumstances?

The Facilities Condition Assessment (FCA) shall be based on visual observation of accessible conditions. No destructive testing or material sampling is required. However, the FCA shall include recommendations for additional forensic investigation of existing systems and components, if warranted.

15. Should proposers assume that identification, testing, and remediation planning for hazardous or banned materials such as asbestos, lead paint, or PCBs is outside the scope of the master planning engagement and would be conducted separately by a qualified environmental consultant retained by the Borough or Library?

Yes, hazardous materials surveying and testing is by others and are not included in the master plan work.

16. Are there any existing building condition reports, environmental assessments, or hazardous materials surveys that will be made available to the selected consultant?

Yes, this will be part of the master plan work. A facilities assessment was conducted more than 15 years ago and pre-dates significant improvements. All other documented work will be provided to the selected proposer.

17. Are electronic versions of the site plan and floor plans included in Appendix Two available in CAD format, or are the printed sheets in the RFP the only documents that exist?

No, electronic versions of the site plan and floor plans are not available from the Library. The printed sheets in the RFP are the only documents that exist.

18. Will the Library provide an existing space program or functional requirements document, or is the consultant expected to develop the program through stakeholder engagement with staff and the Board?

The selected proposer is expected to develop program and functional requirements with Library, Board, and community engagement.

19. Will day-to-day project management and working communication be conducted through the Borough Manager's office or directly with the Library Board and the Library Director?

Day-to-day project management and working communication will be conducted with the Library Director and through the Library Board, primarily the Board's property committee. The Borough Manager will be involved as necessary and through regular communication from the Library Director and Board.

20. Does the Borough have a standard professional services agreement it intends to use, and can a draft be made available to proposers before the submission deadline?

This will be provided to the selected proposer.

21. Does the \$163,800 not-to-exceed amount include reimbursable expenses?

Yes, the not-to-exceed amount is all-inclusive of expenses.

22. Do sections 4 and 5 count against the 20-page narrative limit?

The narrative (Sections 4 and 5) should not exceed [20] pages, exclusive of cover sheet, dividers, résumés, the Cost Form, and required certifications. This is a change from the RFP, which identified the narrative as including other numbered sections.

23. Does the Borough consider it a conflict of interest if a member of the proposing firm's team, or their spouse, is a Jenkintown Borough resident who serves in a volunteer capacity on a Borough government committee, or an affiliated board?

No, the Borough does not consider borough residency or volunteer status by a member of the firm or their spouse to be a conflict of interest. The proposal review team will not include any person who is a member of a proposing firm or their spouse.

24. If such a relationship is considered a conflict of interest, may the individual recuse themselves from the project team to allow the firm to remain eligible to submit a proposal?

See response to Q23.

Oral Questions at the Walkthrough

Note that some of the questions at the walkthrough were subsequently submitted by proposers above. Questions answered above are not repeated below. Since the walkthrough was not recorded, the questions and answers may be incomplete.

25. Does the Library have statistics about the number of people that drive or walk, who come to the Library?

No, the Library does not have statistics about the number of people that drive or walk, who come to the Library.

26. What is the Library staffing?

The Library has a mix of volunteers, part-time, and full-time staff, that currently does not exceed ten persons.

27. What is the computer use at the Library?

The Library has data about computer use that will be provided to the selected proposer.

28. Is there scheduling software for computers?

Yes, there is scheduling software for computers.

29. What is the Community Room usage? What times of day is the Community Room in use?

Community Room usage will be a part of the master plan work.