

COUNTY OF DELAWARE
ADDENDUM # 1
COUNTY OF DELAWARE- FACILITY MASTER PLAN (eDPW-091225)

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: COUNTY OF DELAWARE- FACILITY MASTER PLAN (eDPW-091225) on July 22, 2025. Submissions are to be received via PennBid on Wednesday, September 24, 2025 @ 11:00 a.m.

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

RFP DEADLINE HAS BEEN EXTENDED TO SEPTEMBER 24, 2025 AT 11:00 AM.

LIST OF COUNTY PROPERTIES INVOLVED IN THIS REQUEST FOR PROPOSAL HAS BEEN UPLOADED.

SAMPLE ASSESSMENTS FOR THE COUNTY'S CHESTER PROPERTIES AND THE COURTHOUSE COMPLEX HAVE BEEN UPLOADED.

Questions #1: Can you please confirm the 5-Year Capital Improvement Plan referenced in the RFP is the FY2022 to FY2026 Plan?

Answer: [The County Capital Plan covers FY2025 to FY2029. The adopted plan can be accessed by visiting: FY 2025 Budget \(Proposed\).](#)

Questions #2: Which (if any) buildings in this project scope are registered as a historic landmark?

Answer: [Please see the table below:](#)

County Owned/Leased Historic Resources						
Resource	Address	Municipality	Date Built	NR Status	Local Survey Code	Folio Code
Broadmeadows Prison	500 Cheyney Rd	Concord	1929	National Register Listed		13-00-00217-00
County Courthouse	201 W. Front Street	Media	1851	National Register Eligible	ME-14	26-00-00572-00

Questions #3: 3.3.1 references "County's design standards". Are these available for review? If not, can they be described?

Answer: [The County's design and furniture standards will be provided to the selected firm.](#)

Questions #4: 3.3.1.2 is the Flagship Building. Was the work described in an RFP issued in 2022 completed?

Answer: [There have not been major alterations completed at the Flagship Building.](#)

Questions #5: 3.3.1.4 references the Fair Acres Geriatric Center. Please confirm that the Office of the Medical Examiner and the Juvenile Detention Center are to be included in this study.

Answer: [The Office of the Medical Examiner is to be included in this study. The County has determined that the Juvenile Detention Center \(JDC\) will not reopen and no longer used for detention services. A design firm](#)

was engaged to complete a feasibility study on the reuse of the Juvenile Detention Center site as the new home for the Office of the Medical Examiner. The selected firm shall include recommendations for the best use of the site.

Questions #6: 3.4 Task 3 references the POR spreadsheet. Will the County provide a template for this use? Or the selected firm?

Answer: The County does not have a standard template for the Program of Requirements.

Questions #7: 3.4 Task 3, Please clarify the intent of a “workflow analysis” in the context of the first sentence in this bullet point.

Answer: As part of the utilization analysis, the County is asking the selected consultant to identify for each department, which departments are critical to their operation or workflow. For example, in the Office of the Treasurer one of their critical workstreams is the collection of cash from residents making their tax payments. That office works closely with the County Park Police who provide daily transport to banks to make deposits. In a reconfigured layout, the consultant will want to ensure these departments are located in close proximity or that the workflow to safely transport cash has been incorporated into any relocation recommendations.

Questions #8: 3.4 Task 4 references the Chester City Campus. How many buildings are including in the Chester City Campus feasibility? Please confirm that this building is the only location that requires a condition and needs assessment.

Answer: There is one building located at 151 W 5th Street, Chester, PA 19013. There are three County departments located in the building: Delaware County Health Department, Office of Adult Probation and the Office of Juvenile Probation.

Questions #9: 3.4 Task 7 references the facility condition and needs assessment from 2022. Can you please provide the assessment for review?

Answer: Sample assessments are attached for review.

Questions #10: Cost Estimating – Is it preferred the cost estimating is performed by a cost estimating firm or a contractor/construction manager entity?

Answer: The County does not have a preference on the cost estimating method selected by prospective firms. Please ensure in the technical proposal your estimating methodology is described.

Questions #11: Facilities Condition Assessment – The RFP indicates a new one is not to be performed but the consultant is also asked to survey all spaces. Please confirm the extent of survey is only meant to track space usage.

Answer: Confirmed.

Questions #12: Real Estate Assessment – Confirm where right-sizing and evaluation indicates the county requires less space, the county wants market analysis for likely alternative uses.

Answer: Confirmed.

Questions #13: Can the County provide an estimate for square footage of all buildings involved?

Answer: A breakdown of square footage for County owned buildings is attached.

Questions #14: Are plans/as-builts/autocad/PDF documentation available for every space being studied? If not, are you able to list the amount of area or spaces that will require plans to be created, if needed? This is being asked as Task 3 requires the production of color-coded floor plans for each site.

Answer: There are not plans/as-builts/AutoCAD files for all the building covered in the study.

Questions #15: Within the Lima Campus at the Fair Acres Geriatric Center, should the study include the resident spaces and usage by the residents?

Answer: Yes.

Questions #16: Can you please clarify page requirements per section – they appear different between Section 4.1 - Proposal Content and Organization and Appendix H – Submission Format. Specifically:

- i. Firm Background – Page 13 (Max 10 Pages); Appendix H (Max 5 Pages)
- ii. Org Chart – Page 13 (Max 5 Pages); Appendix H (Max 10 Pages)
- iii. Project Approach and Work Schedule – Page 14 (Max 10 Pages); Appendix H (Max 4 pages)

Answer: Please use the page maximums listed in Section 4.1.

Questions #17: Are parking garages/lots included within the scope of work, such as the Orange St. South Lot, county parking garage at W. 3rd Street, etc.?

Answer: Parking garages and lots are excluded from the scope of work.

Questions #18: At the George W. Hill Correctional Facility, is the now closed Broadmeadows Prison included within the scope of the project?

Answer: No.

Questions #19: Confirm one (1) preferred scenario is to be selected by the county for probably cost.

Answer: Confirmed.

Questions #20: Confirm a new detailed conditions assessment is required for 151 W 5th Street, including MEP and Structural Engineering assessment. In addition, is an Environmental assessment required for this location?

Answer: Confirmed. Please include an environmental assessment.

Questions #21: Has a building assessment been completed for all the owned properties? If no, which buildings do not have a building assessment?

Answer: The Facility Condition and Needs Assessment cover all properties listed in the RFP with the exception of 123 Olive Street.

Questions #22: Confirm as-built conditions/base files are available for each of the sites to be surveyed.

Answer: As-built and base files are not available for each site.

Questions #23: What is the approximate square footage for each of the seven (7) owned sites?

Answer: See answer provided to question #13.

Questions #24: What is the approximate square footage for the five (5) leased locations occupied by the county? These include the:(1) Office of the Public Defender, (2) Del Co Health Dept, (3) Del Co Health Dept, Children and Youth Services, Services of the Aging, (4) Del Co Bureau of Elections, (5) Video Arraignment

Answer: Please see the table below:

County Department	Address	Approximate Square Footage
Office of the Public Defender	220 N. Jackson, Media PA	11,846
Delaware County Health Department	125 Chester Pike, Yeadon, PA	17,917

Delaware County Health Department, Children and Youth Services, Services for the Aging	1510 Chester Pike, Eddystone, PA	55,230
Delaware County Bureau of Elections	2501 Seaport Drive, Chester, PA	16,140
Video Arraignment	600 N. Jackson, Media, PA	2,100

Questions #25: To what level of detail is the consultant expected to analyze and report for these buildings? For example, historic analysis, code analysis, infrastructure assessment.

Answer: The selected firm shall provide an occupancy assessment and adjacency assessment.

Questions #26: The RFP references environmental considerations, can you further explain if this is in reference to interior and/or exterior/site conditions?

Answer: The environmental considerations references both the building interior and exterior/site conditions.

Questions #27: Are there any known legal or zoning constraints at the Chester City Campus?

Answer: There are no known legal or zoning constraints; however, the selected firm should verify as part of their scope of services.

Questions #28: Are test-fits expected for this task to inform a recommendation?

Answer: Yes, for the selected approach only.

Questions #29: Can you provide the total SF for the 60 County departments within this project scope?

Answer: The County does not have this data. Please refer to Task 3 which require the selected firm to calculate the existing space utilization for each department.

Questions #30: For the space utilization survey, do you have badge swipe data available? If so, is it by building and/or floor?

Answer: The County can provide badge swipe data where card readers are installed. They are not installed at every facility included in this RFP.

Questions #31: Do you expect the consultant to conduct a deeper dive into what specific space types (i.e. meeting rooms, private offices) are utilized or keep it at a building-level utilization?

Answer: Please refer to Task 3.

Questions #32: Are each of the buildings fully occupied by the County or are there other non-County or County-adjacent tenants within them?

Answer: Only two buildings included in the Request for Proposal have non-County or County-adjacent tenants.

Questions #33: Are the existing building drawings accurate or should we include a building survey/scan for any/all of them?

Answer: A building survey should be included.

Questions #34: Will the leasing information and terms provided be accurate or is the consultant expected to do a gap analysis and coordinate follow-up?

Answer: The County will provide the leasing information and terms to the successful firm.

Questions #35: The RFP references a contract term of 12 months from Nov 18, 2025 to Nov 20, 2026. Do you anticipate this project to take the full year or can it be less? Do you anticipate the project to start in late November or after the holidays (early 2026)?

Answer: The project must be complete by November 2026. The project can take less time. The anticipated start date is November 2025.

Questions #36: Other than the final document being submitted to the County Council on Oct 16, 2026, are there any other County-driven milestones we should consider when putting together a schedule?

Answer: No.

Questions #37: How much time should we allot for County and Steering Committee reviews throughout the project?

Answer: Two weeks for review and comment by the County.

Questions #38: Several stakeholders/groups were referenced throughout the RFP. Are 'County & Court Department Heads' synonymous with 'County Department Directors and Court Administrators'?

Answer: Yes.

Questions #39: Aside from the stakeholders mentioned in the RFP and the public County Council meeting, is there any anticipated engagement with the public/larger community?

Answer: No.

Questions #40: Are the 12 monthly meetings with both the Project Leads and Steering Committee?

Answer: The meetings will be the appropriate County representatives.

Questions #41: Will there also be weekly or bi-weekly project meetings/check-ins with the Project Leads?

Answer: No.

Questions #42: For the interviews with County Department Directors and Court Administrators, are the 120 hours estimated in the RFP for up to 2-hour meetings for each of the 60 departments -OR- 2 meetings of 1-hour each (i.e. initial meeting and a follow-up/validation meeting) with each of the 60 departments?

Answer: Two meetings that are 1-hour each.

Questions #43: Can you define the agendas and durations for the 3 briefings with members of County Council and County Sr. Leadership? Will they be in-person? Will they all take place during Task 7 prior to the public County Council meeting?

Answer: The selected firm is expected to work with the Project Leads to develop the agenda for the briefings with County Council and County Senior Leadership. The meetings may be virtual or in person. The briefings will take place over the duration of the project.

Questions #44: What do you see as the top 1-3 challenges for this project?

Answer: Confirming accurate staffing data that is inclusive of remote workers. Buy-in from County staff on size adjustments that result in a loss of space. Securing the funds required to implement the recommendations from the plan.

Questions #45: The RFP introduction references "engineering", however there does not appear to be engineering scope for this assignment. Please confirm that there is no engineering services required.

Answer: The selected firm shall have all engineering and planning services included in their proposal.

Questions #46: Could you please clarify the County's overall approach to sustainability as it relates to this RFP?

Answer: Please refer to the County's Sustainability Plan: <https://delcopa.gov/sites/default/files/2024-11/SustainDelcoPlan.pdf>

Questions #47: Can you include the pre-proposal meeting questions in the RFI response?

Answer: None were asked.

Questions #48: Can you provide an attendee list from the pre-proposal meeting?

Answer: Unfortunately this information is not available at this time.

Questions #49: Are project meetings/presentations virtual unless specified in the RFP as in-person?

Answer: Project meetings are a mix of virtual and in person depending on meeting subject and the content to be covered.

Questions #50: With regard to 4.1 (3) (c) Do you want three client references only for the project lead or also key sub-consultants?

Answer: Three client references for the proposing firm only.

Questions #51: With regard to 4.1 (2) (c) do you only want three total projects submitted for the prime or do you also want relevant projects (up to 3) for key subconsultants? If the answer is only three projects total, will blended experience from the top consultants and the prime be permitted?

Answer: Three total projects from the prime consultant only.

Questions #52: Does the County envision the design of new or renovated landscape or site elements (such as plazas or green spaces) to be included in the scope of work?

Answer: Yes.