



PROCUREMENT DEPARTMENT

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ADDENDUM # 1

Date: 5/19/2025

PROPOSAL ID #2997

RFQ #2997

**Professional Project Management Services
for the Expansion/Construction
of York County's Animal Services Facility**

THE FOLLOWING INFORMATION SHALL BE INCORPORATED AS PART OF THE ABOVE MENTIONED SOLICITATION; ALL OTHER TERMS AND CONDITIONS SHALL REMAIN THE SAME.

Change 1: Modification: The following language is amended to clarify the intent of scope of work.

Reference Section 2 Scope of Work

The Consultant(s) shall provide evaluation and coordinate with/manage the selected Architect/Engineer for the preliminary design, permitting, and design services, and shall provide bid phase services, and construction administration services for the Animal Services Facility project. These services will include, but are not limited to the following:

- **Evaluation Phase:** Evaluation of the existing Animal Services Facility, the existing Architect/Engineer contract, and the preliminary design documents to make recommendations regarding design services. Assist the owner in the solicitation, review, and selection of an Architect/Engineer for design service, if applicable.
- **Preliminary Engineering Design Phase:** Evaluation of existing Animal Services Facility and existing plans. Review of possible system designs and review of preliminary findings with owner. Coordinate with/manage the selected Architect/Engineer in the Preliminary system design. Opinion of Probable Costs for preliminary design.
- **Design Services:** Coordinate with/manage the selected Architect/Engineer in the preparation of plans, specifications, and bid documents, and obtaining any necessary approvals or permits. Detailed construction cost estimates.

- **Bid Phase Services:** Technical support during solicitation of bids, attendance at the pre-bid meeting, if necessary. Evaluation and review of submitted bids. Contract negotiation assistance.

- **Construction Administration:** Perform construction progress inspections. Attend progress meetings and provide minutes. Review and recommend contractor RFIs, submittals, pay requests, and change orders. Coordinate with/manage the selected Architect/Engineer in the preparation of record drawings. Provide complete project close-out, and perform warranty inspections.

Change 2: Delete the following language:

Reference Section 3 Evaluation Factors

B3. Work Plan/Approach: ~~Additionally, the Work Plan should include task initiation and completion schedules. The “Work Plan Approach” must be completed for each project that is pursued. Each response should be on a separate sheet with the Facility/Project clearly identified.~~

End of Addendum