



Addendum 2

REQUEST FOR QUALIFICATIONS NO. 2021.08.27

CAPITAL PLANNING CONSULTING, ARCHITECTURAL, ENGINEERING, ENVIRONMENTAL, & ARCHAEOLOGY SERVICES

September 22, 2021

1. QUESTIONS & ANSWERS

- 1.1 Q: The RFQ states on page two (2) that architectural and engineering services for capital improvements are needed at three (3) libraries. Can the addresses of these three (3) libraries be provided?
A: The final elements of the funding, budgeting, and planning process are still being put into place. The exact locations of the projects are still to be determined.
- 1.2 Q: The RFQ states the work may be awarded to one (1) or multiple firms. Can a firm submit qualifications for one of the two scopes of work (capital strategy and planning or architectural and engineering services)?
A: Yes.
- 1.3 Q: Have you identified the three (3) branch remodeling projects that will be part of the scope of work for this RFQ? If so, can you share that information?
A: See question 1.1.
- 1.4 Q: Will the selection process include issuing an RFP to request proposals and interviewing shortlisted firms? Any further details on the selection process would be appreciated.
A: With regards to the three (3) locations, it is not expected that an RFP will be necessary to solicit for an A&E firm or related engineering scope of work. There will be necessary solicitations through RFP / ITB around project construction / public works in order to complete the project planning and design.

- 1.5 Q: Due to the spread of the Covid-19 Delta variant, can you reconfirm that electronic submissions will not be accepted?
A: Formal sealed proposals are required for this RFQ process. In accordance with our internal procurement procedures, we are accepting proposals submitted through physical delivery, USPS mail, or other courier services. We will also request an electronic version of the proposal after opening the physical formally sealed proposals.
- 1.6 Q: Will there be a shortlist issued for the interview process before a contract is awarded?
A: The current RFQ does not include an interview process. The Library district does reserve the right to issue an addendum to allow for additional time to extend the selection process to include interviews.
- 1.7 Q: Can you share which three (3) Sno-Isle libraries will be receiving the architectural and engineering services?
A: See question 1.1.
- 1.8 Q: What is the schedule and budget for the project?
A: The anticipated schedule for the project is 2021-2023. Final budget amounts are still being determined. We anticipate the total budget for the three (3) remodel projects will start at approximately \$4 million.
- 1.9 Q: Can you please provide the budget for the project(s)?
A: See question 1.8.
- 1.10 Q: What level of community involvement is anticipated / desired?
A: Including the voice of the community in decision making is crucial. We will work with the selected firm(s) to determine the appropriate level of involvement for each community for the respective remodel projects. The same is true for the consultation and planning part of the project. Some community engagement work will be performed by Sno-Isle Libraries' staff.
- 1.11 Q: How much does the Framework for Capital Strategy document reflect current District thinking? Are there areas or topics requiring particular focus?

A: The Capital Framework document was developed in 2021 and is up to date. The entire plan is to be reviewed, and the area of focus is to develop architectural and design standards for the Base Level element.

1.12 Q: Which Sno-Isle (or other system's) libraries reflect most closely the District's vision for design standards?

A: Sno-Isle Libraries does not have other libraries in mind. Current and emerging best practices across the industry can inform this work.

1.13 Q: Have the three (3) libraries for AE services been identified?

A: See question 1.1.

1.14 Q: Has project strategy (renovation / expansion / relocation / etc.) and size and scope been identified for each project?

A: Each of the projects is a remodel on an existing facility.

1.15 Q: Is there a target design or construction schedule for these projects?

A: See question 1.8.

1.16 Q: Will the projects be designed concurrently?

A: Timelines are still being determined. The intent is to approach the projects in staggered phases.

1.17 Q: Are there construction budgets?

A: See question 1.8.

1.18 Q: What funding is in place for these projects?

A: The final elements of the funding and budgeting are still being put into place. Sno-Isle Libraries typically works with a combination of funding sources, including district funds, bond funds, State funding, and private contributions.

1.19 Q: What is the ownership of the proposed library projects?

A: The exact locations of the projects are still to be determined. Sno-Isle Libraries operates a combination of library-owned and municipally-owned facilities. The remodel projects may be on either type of facility.

1.20 Q: Who are the stakeholders the Library wishes to engage on each project?

A: Engagement is a critical part of the planning process. The specific stakeholders may vary to best suit a project and community. Typically, they include library staff, library customers, civic leaders, and community members. Some stakeholder engagement work will be performed by Sno-Isle Libraries' staff.

1.21 Q: What size would you like our response document to be, 11" x 17" or 8 ½" x 11"?

A: Submission of the physical proposal documents can be a combination of standard (8 ½" x 11") or 11" x 17". We will be requesting an electronic version of the proposals after the public proposal opening, without page size requirements.

1.22 Q: In the Request for Qualifications on page seven (7), Section 8 Attachments, states there are two attachments, A, (Capital Framework Summary) & B, (Certifications and Assurances). I don't believe we received Attachment B.

A: We have included Attachment B again in this addendum.

END OF ADDENDUM