



## Request for Proposal for Architectural Firm for Conceptual Design

### ADDENDUM

**Last Updated: March 5, 2019**

- Q. Will the successful team awarded this phase of DPL's project(s) be precluded from pursuing / winning future phases?
- A. No
- Q. Regarding page 12, section 3.4 COSTS: How is the Design Team's fee weighted in the overall scoring of the teams?
- A. Fee will only be a factor if all scoring is equal
- Q. Regarding item #10 on the Proposer's Response Form, what is meant by "data privacy policy regarding administrative data"?
- A. If you have a policy let us know. If you do not have a policy also let us know.
- Q. Can you clarify the difference between the Project Approach and Project Plan?
- A. Project Approach – What steps would you take to get your information? Project Plan – What is your strategy for completing the project?
- Q. Is the Project Plan intended to be more like a timeline or discussion of anticipated schedule and milestones?
- A. Both factors would be relevant.
- Q. Considering the extensive community engagement process that was undertaken to create the Facilities Capital Plan, do you see the current project(s) as building upon the results of this process?
- A. Yes, and we anticipate further community engagement.
- Q. In order to provide a responsible Schematic Design, a detailed building program for each branch will be required. Has there been any programming done for the branches?
- A. No.
- Q. Is detailed building programming, collection analysis and space needs assessment for each branch part of the scope of work? If so, can you provide what level of Programming will be required for each branch with respect to spaces, services, and collections?
- A. Yes. Enough to complete a conceptual design.

Q. With respect to the new facilities (new central library, potentially the Redmond library) is site selection a component of the scope of work for these two Libraries?

A. No.

Q. Section 1.1 indicates (1) structure will be expanded and (1) new structure will be constructed. It is clear that the new downtown Bend Library is the new construction. However, the Description of the Redmond Branch in section 3.3 indicates that a new 40000 SF building may be the preferred solution for this branch. Are we to assume this branch will be expanded or a new completely new structure? Alternately is this analysis, and decision (new or renovation/addition) to be part of the Design teams' scope of work?

A. We will look for the successful firm to help us analyze our options regarding expansion or new structure on the current Redmond Library site.

Q. For Downtown Bend, La Pine, Sisters and Sunriver Libraries part of the noted scope of work is "Address core, shell and site maintenance needs." Are the building's existing Structure and Mechanical, Electrical, Plumbing, Lighting and Technology (IT / AV) systems also to be analyzed and addressed as part of the scope of work?

A. Yes.

Q. The Facilities Capital Plan references an appendix with additional information gathered in the public engagement events but it has not been attached to the Plan document that has been posted to the website. Is the appendix available for us to reference, or can it be made available?

A. We do not have more information than what was presented in the Facilities Capital Plan report.

Q. On page 5, the desired Main Library size is listed at 115,000 sf in one place, and 95,000 sf in another. Which is correct?

A. The variation in size for the main library has to do with adding administrative offices to the facility. That would push it to an initial recommendation of 115,000 square feet.

Q. Has DPL Identified a site for the new Main Library?

A. We do not have a site identified for the Main Library as of this date. We are currently seeking a site.

Q. Is there an estimated budget for A/E services?

A. No.

Q. On page 17 the Criteria for Evaluation box refers to sections 3.1.1, 3.1.2, 3.1.3, and 3.1.4.

A. Those sections do not exist. Please refer to section 3.3 for Scope of Work.