



REQUEST FOR PROPOSAL ADDENDUM

for

Library Facilities Capital Planning Services

Deschutes Public Library

CLOSING DEADLINE: February 21, 2018 at 3:59 p.m. PST

**PLACE: Deschutes Public Library
Administrative Offices
507 NW Wall St.,
Bend, OR 97703**

Q. The RFP appears to ask for a digital-only submission (no printed copies) without a fee proposal. Can you please confirm this? There are a couple of mentions in the RFP about things like a “sealed envelope” and we want to be sure we submit everything that is required.

A. This is correct. We are only seeking digital submissions without a fee proposal. Please disregard any mentions of physical mailings or sealed envelopes.

Q. We didn't see a page limit for the submission. Can you please confirm?

A. There is not a page limit.

Q. Page 12 of the RFP asks for a statement of certification re: interview participation to be included as “Proposal Attachment C”. Are there other statements or documents to be included as Proposal Attachments A and/or B?

A. Sorry, we are not expecting an attachment A or B. That was a typo on our part.

Q. Page 4 (1.4.1) “Verification of current building assessments & future maintenance needs...” Are we to understand that this portion of the work will not include additional/new building assessments, but rather will be reviewing ones that have already been completed?

A. We are looking to assess each of our existing buildings. We will also be looking to assess the need for any additional facilities.

Q. “The RFP asks the proposer to verify current building assessments. Does this mean we will **only** be reviewing and confirming previously completed assessments (such as structural, mechanical, electrical, plumbing systems, ADA compliance, etc.) for this bullet point item?”

A. **Yes. We have conducted thorough easements of the conditions of the buildings already.**

Q: Please confirm that this is a Qualification-Based Selection and no fee is required with this submittal.

A. **Correct.**

Q: Page 13 (3.1.3 – Project Approach) “Identification of needed library resources and/or knowledge” Does this bullet point indicate that the proposing team should establish time commitments, etc. needed by DPL staff and stakeholders, or does it mean something different?”

A. **Correct. Identify what information or assistance you will need from library staff.**

Q. Does the library have, or will the library make available any plans or drawings of the existing library buildings?

A. **Yes we do.**

Q. The RFP requests that proposals be emailed, but there is a reference to using recycled products where possible. Is there a requirement to provide a hard copy of the proposal?

No. Our preference is PDF. Disregard any mentions of sealed envelopes or hard copies.