

## **Urbandale Public Library – RFP for interior redesign**

### **Pre-proposal meeting and follow-up questions**

- Does the scope of the project include just furniture or new shelving as well?
  - Yes, the library is interested in new shelving - new display shelving in the youth/teen area.
- Open to custom shelving?
  - Yes, interested in custom/open-face shelving for different areas of the library.
- Tentative project schedule: Project completion – December 31<sup>st</sup>, 2025. Reason for the longer timeline?
  - The library is not opposed to a shorter timeline. The tentative schedule is generous as to not rush the project, but the library would be open to a shorter timeline.
- Would the library remain operational throughout the project?
  - Yes, the library would prefer to remain open and operational during the project. We are open to closing the building/parts of the building if it is required for the project.
- Is the library interested in allocating space for future growth in the youth/teen areas?
  - Currently, the library is not planning to expand the youth/teen areas. Looking to keep the current footprint and reconfigure those areas – including new furniture and shelving.
- Who are the stakeholders/decision makers?
  - A committee will be formed most likely with library board members and staff members. This group will oversee the project.
- What are the expectations of on-site project management?
  - Chosen company/consultant would provide on-site visits at least once a month and on-site project management consisting of furniture and shelving delivery and placement. Moving/reconfiguring shelves would fall under project management. The City of Urbandale maintenance staff would be unable to provide labor.
- Is there an expectation to prepare bid packages for custom furniture?

- Prospective firms are expected to prepare bid packages for the entire project, including custom furniture.
- Are there current metrics on library usage available?
  - Yes, statistics including visitor attendance, program attendance, circulation statistics, etc. are available and can be provided for prospective firms.

**Questions received after the pre-proposal meeting:**

- In the RFP there is a discussion about enclosing the Reading Room to create a quiet space. How were thinking this would be accomplished? With furniture, shelving, or moveable wall systems?
  - Our space needs consultant had suggested enclosing the reading room with a glass wall and glass doors to create a space in the reading room that could be used for quiet study or events (such as a book club). We like the suggestion of glass walls and glass doors to maintain visibility, preserve the beauty of the room, and minimize noise, but we are open to other recommendations from our chosen company.
- In the RFP, page one, we need clarification on the sentence, “Please also include a separate pricing sheet that includes pricing estimates for all redesign elements (listed on page2)”. Does this pricing estimate sheet need to be submitted separately from the proposal or can it be included within the proposal?
  - Your pricing sheet does not need to be submitted separately. You are free to include the pricing sheet within your overall proposal document.