

Addendum #1 – RFQ Questions

August 5th, 2022

This Addendum #1 exists to respond to prospective bidder questions regarding the original Request for Qualifications – Library Design Services – Facilities Improvement Plan.

Question:	NCW Response:
Are cover pages, divider pages, and the cover letter included in the 18-page limit?	Cover pages and dividers are not included in the 18-page limit for response packages. However, the cover letter is and shall be no longer than 2 pages.
Are we limited to 8 years for the 3 similar projects completed under the categories of demonstrated experience and Portfolio of Past work for the NCW Libraries staff to review?	No, however, NCW Libraries would like to see that you have recent experience delivering similar projects.
For the “Past Portfolio” section, do floorplan room names & programming matrices that are part of a graphic/diagram count as part of the 500-word project description?	No.
For the “Budget Expectations” section, will the staff training/continuing education portion count towards each branch’s allotted 20% cap for design/architectural budget.	No.
How are staff/design field trips budgeted for?	NCW Libraries has held \$100,000 for staff training and continuing education from the Facilities Improvement Plan budget.
Does NCW Libraries have a travel distance limit for touring example libraries? EX: 2-3 hours away or 1 day air travel, as examples?	This will be determined on a case-by-case basis, dependent on the quality of the tour and staff willingness to travel.
Does NCW Libraries have a few preferred libraries in mind for field trips?	Not at this time. However, we’re most interested in libraries that showcase innovation in library design and are relatable in some way to our branch libraries.