

## Response to Questions CML 17-008 Architectural Design Services

1. This question is regarding additional information available about a potential 3-5 year building program: Is there a current strategic plan or building program available that states current assumptions about how much work will be needed over the next 3-5 years? Is there an estimated overall budget for anticipated work? Do any of the branch libraries have needs assessments completed? Can any additional information be made available for distribution? **No, we currently do not have a building program for our non-2020 buildings though we are in the process of assessing our needs. Branch needs assessments are underway but not yet available. We anticipate 2 medium sized renovation projects in 2018. This is in addition, to minor work we may need to complete at our branches that may require an architect/engineer.**
2. Can you please elaborate on the range and/ or specific size of possible projects? The RFQ asks us to state our clear understanding of scope of services, but in one place the RFQ states this is for firms “capable of providing services for the Library’s small to medium scale renovations of existing facilities” and in another it says potential projects “could potentially include new facilities either built or leased in areas not currently served by the Library” which could be a larger project. **Please focus on small to medium sized projects.**
3. Does the library currently work with an outside consultant to provide programming, or should the architectural team bring this expertise our team? **No, if programming is required we will work with the selected architectural team. We have already completed programming on our 10 large projects that are already underway.**
4. We typically provide Architecture and Interior Design services in-house, and work with outside consultants for all other engineering services. Since the scope outlined in the RFQ requires engineering services, do we need to put together a team for this RFQ of engineers, landscape architects etc. or would that be expected based on each project as it comes up after the RFQ firms have been selected? **No, you do not have to select sub-consultants at this time, those can be added based on individual projects that arise.**
5. Is there a page limit on the submission? Any criteria on format? **No... we prefer something we can share electronically, if large on a flash drive.**
6. We are a WBENC certified firm as well as EDGE and MBE. Do we need to submit our certificates with this RFQ? **That is our preference.**
7. Are you only looking for large out-of-town big-design architect firms? **No, we actually are looking at all types of firms and we typically work with firms located in Central Ohio. Most of our work will be renovation projects in our existing non-2020 buildings. Projects may range from \$25k to \$500k.**