MEMORANDUM

To: All Interested Vendors

From: Wanda Dixon
Procurement Analyst

Date: June 22, 2022

Subject: Addendum No. 1
RFP 22-023 System-Wide Facilities Assessment and Development of a Comprehensive 10 to 15 Year Master Facilities Plan

Questions and Answers

Listed below are responses to questions received during the inquiry period.

1. What is your timeframe for the duration of the project? When do you envision getting started?
   a. We would like the project to be complete by first quarter of 2023. We estimate that this project will start in the third quarter of this year.

2. What is the timing for the community engagement scope? Will this be running concurrently with the facilities master plan?
   a. Community Engagement scope and schedule might overlap the schedule with the facilities master plan.

3. Are you envisioning primarily in-person meetings or a hybrid of in-person and virtual meetings?
   a. We estimate a combination of in-person, hybrid, and virtual meetings. Some meetings or presentations might be required to be in person depending on the scope and issue.

4. Is there an anticipated timeframe for key milestones and final delivery of the Master Plan?
   a. We look forward to the milestones that the proposers can provide but we would like to wrap up the final milestone by the first quarter of 2023.

5. What kind of demographic data is known or expected from CML and community partners?
   a. Columbus Metropolitan Library will provide demographics of library cardholders and non-cardholders located in Franklin County. U.S. Census Bureau provides insight into census demographics (ethnicity, gender, and age) for Franklin County.

6. Is there a timeframe for sharing the demographic data?
   a. Demographic data will be shared with the selected firm once the contract has been awarded.

7. What is the timeframe for procurement and implementation of the community engagement process?
a. We are developing an RFP for community engagement thru focus groups. The RFP is expected to be released soon and we expect to have information from focus groups by the first quarter of 2023.

8. Is there an expectation that the Master Planning timeframe will overlap the community engagement, and does CML expect the two teams to coordinate their work?
   a. Yes, the timeframe for Master Planning and Community Engagement process will overlap and the two teams will need to coordinate work.

9. Who will provide oversight/direction for the project – from CML and/or community partners?
   a. CML and its appointed staff will provide oversight and direction for the project.

BIDDERS ARE REQUIRED TO ACKNOWLEDGE THE RECEIPT OF THIS MEMORANDUM (ADDENDUM NO. 1) ON THE ACKNOWLEDGEMENT OF ADDENDA FORM IN THE RFP DOCUMENTS