

City of Lynchburg
Procurement Division
900 Church Street
Lynchburg, Virginia 24504
Telephone No.: (434) 455-3970
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**Addendum for Request for Proposal
Re-imagining the space in the Main Library**

2016-037

Date: 12/17/2015
From: Lisa Moss, Buyer VCA
RE: Addendum No. 1

This Addendum supplements and amends the original Plans and Specifications and shall be taken into account in preparing proposals and shall become a part of the Contract Documents. The Offeror shall indicate receipt of this Addendum and all previously issued Addenda on the Title Page.

- 1) If we want to visit the library prior to submitting a proposal – do we contact you or the library directly?
Contact Marilyn Martin 434-455-6301
- 2) What is the estimated construction budget for the project?
Budget will be developed and contingent on selected A&E recommendations.
- 3) Are there existing drawings that would be shared with the awarded firm?
Yes, the 1983 renovation drawings for the conversion of the original Sears store to the library, the 2011 HVAC upgrades, and the 2013 Storybook Reading Room Addition will be available. The second story Jones Memorial Library space is not a part of this project.
- 4) **The Scope of Work is being revised as follows:
The City is requesting proposals for services to assess the existing library space plan and re-imagine the interior space of the existing Main Library.**

The Proposal Preparation Section is being revised as follows:

Non-binding fees are not required to be submitted with proposals however will be requested as outlined in the Method of Award clause.

The Method of Award Sections is being revised as follows:

Following evaluation of the written proposals as submitted, presentations shall be held prior to selection. The opportunity to present shall be made to two or more Offerors deemed to be fully qualified and best suited among those submitting proposals, on the basis of the factors involved in the Request for Proposal, and respondents ranked 1, 2, 3 or more. Upon completion of the presentations the selection committee shall select the number 1 ranked firm and the City shall begin negotiations with that firm in an attempt to reach an agreement to provide the services. Price shall be considered, but need not be the sole determining factor. If after negotiations have been conducted with the top ranked firm, an agreement cannot be reached, negotiations will be terminated with that firm, and negotiations began with the firm ranked number 2. This procedure will continue until an agreement is reached or negotiations are terminated and the services re-solicited. At any stage of the selection process should the City determine in writing and in its sole discretion that only one Offeror is fully qualified, or that one Offeror is clearly more highly qualified than the others under consideration, a contract may be negotiated and

awarded to that Offeror.

Notice of Award will be posted on the City's web site (www.lyynchburgva.gov) and on the bulletin board located outside of the Procurement Office, 3rd floor City Hall, 900 Church Street, Lynchburg, Virginia, 24504.

- 5) Please confirm we are to provide lump sum fee proposal for only the Conceptual / SD Phase of work along with our hourly rates.
See Question #4
- 6) We just wanted to clarify your statement in Section IV of the RFP: "Responses shall be limited to no more than twenty pages excluding the cover by including all other materials."
No more than twenty pages total if printed on single side excluding cover. If printed on both sides of page then no more than ten pages total, excluding cover.
- 7) We believe it would be prudent to analyze/assess the conditions of the existing structural and MEP systems, should these services be included in our proposal?
For the initial purposes of this study, those services will not be requested.
- 8) Does the scope of work include cost estimating?
Yes, an order of magnitude budget estimate will be requested for A&E suggestions during this phase of the project.
- 9) Can you confirm if a hazardous materials study is required as part of the scope of work?
None required at this stage.
- 10) Are there existing floor plans/CD's that we can review?
There are existing architectural floor plans of the original library available. Contact Marilyn Martin at 434-455-6301.
- 11) Has an ADA compliance survey been completed and if so when was it done?
Unknown or unavailable.
- 12) Is there a projected schedule for the Project?
There is no project schedule at this time.