

Public Library of Cincinnati and Hamilton County
Responses to Questions Regarding the RFP for a Facility Master Plan
October 30, 2018

The RFP did not include a schedule line item for interviews, will selections be made from proposals directly?

We have built time into the decision making process to review all the proposals and, if needed, meet via voice or Skype with any responders we would like to get more information or clarification from.

Confirming that the facility plan anticipates a 10-year schedule for implementation.

That is correct, but the final timeline will be dependent upon the outcome of the Facility Master Plan.

Has the library compiled demographic data for the study or will that be a necessary part of the consultant scope?

The Library is able to provide a wide range of data. The consultant would be expected to perform analysis of the data as needed, and in consideration of other information gathered, to inform the development of the Facility Master Plan.

Group 4 is already working with the library to gain public input for Price Hill and the Main Library. Would the Master Plan then not require public input sessions for those locations, and would that information would be available to be incorporated into the selected team's report?

Group 4 was engaged in a limited-scope project to “plan to plan” by working with Library senior leaders and the Board of Trustees in reviewing the planning process and developing guiding principles. In addition, their scope included addressing urgent needs related to an empty Main Library atrium (work was recently completed to replace the floor and renovate the public restrooms. Further decisions on the space had been delayed during the recent levy process and recent retirement of the Executive Director). The goal of this limited-scope project was to identify some temporary solutions during the next year while the development of the Facility Master Plan was in process. Group 4 also assisted with community engagement needed for unexpected and immediate planning necessary due to an emergency closing of an older branch located in a densely populated area of the city.

There are design professionals currently working on the Price Hill, Walnut Hills, and Madisonville branches, as work was already slated for these branches before the levy passed. We anticipate the public input sessions in Price Hill will be organized by Library staff (involving a local community engagement moderator, potentially) over the next few months, and plan to do the same for Walnut Hills and Madisonville. Depending on timing, it is possible that the consultant would assist with engagement for those two locations.

The RFP notes ‘Library provided data’ is available to inform facility assessments – is there a list or outline of what data that includes?

This information is available on the [Library's RFP page](#) as a .pdf file.

We're aware in addition to current Group 4 work, OrangeBoy conducted community engagement sessions in 2016. Are there any other community outreach initiatives planned or underway other than those requested for this master plan?

Group 4 provided specific services earlier this year, which are now complete. The OrangeBoy sessions in 2016 were related to the Strategic Plan. The Price Hill, Walnut Hills, and Madisonville branches were slated for work before the levy passed, and community engagement will move forward with these locations as soon as possible. At this time, no other outreach initiatives are underway or planned outside of the Facility Master Plan work.

As part of the Facility Master Plan development process, we still expect engagement for the Main Library location, as the building is approximately 50% of the overall physical space of our Library system, and the engagement recently undertaken focused only on the atrium of Main's south building. There are many opportunities to serve the community via the Main Library's two buildings.

What is the 1mill levy projected to amount to, in terms of anticipated total revenue?

In 2019, the first year funds become available, we anticipate \$18,850,000. This amount is anticipated annually for 10 years, for a total of \$188,500,000. The funding is for operating and capital expenditures.

Does PLCH anticipate seeking other funding sources?

Not at this time, but based on factors such as the biennial budget cycle of state funding, that is subject to change.

Would the library re-engage the cost estimator who prepared the 2016 estimator?

The Library will update cost estimates at the end of 2018.

Does PLCH already have floor plans that show the square footage by type of use for every building? Are these available in CAD?

No

Are technology improvements considered as part of infrastructure & capital costs?

No

Do facility assessments require evaluation for ADA compliance?

We have identified current ADA compliance in the [branch fact sheets](#).

Under the Branch Fact Sheets document, some leased properties have identified "new building – replace rental branch" costs under Identified Improvements Needed. Do these costs reflect purchase and construction or lease of new facilities? Have replacement locations already been identified?

These are placeholders for anticipated land purchase and potential construction of new facilities. Replacement locations, if warranted, will be identified in the implementation phase of the Facility Master Plan.

Do you have a budget for the project? We find that the budget helps us better understand the scope of the project and determine, for example, the number of visits to Cincinnati, the number of focus groups to hold, the number of consultants and architects to involve, the amount of time spent on each building assessment, etc.?

Our preliminary budget discussions anticipated the cost to be between \$250,000 and \$500,000. We expect each responder to have a unique approach to the process that will be outlined in their response to the RFP. We encourage the responses to include options/alternates to provide for flexibility to maximize resources and demonstrate the Library's priority of being good stewards of public funds.

Do you have an allocated budget amount for this month long process?

We anticipate this to be a year-long project. Our preliminary budget discussions estimated the cost to be between \$250,000 and \$500,000. We expect each responder to have a unique approach to the process that will be outlined their response to the RFP. We encourage the responses to include options/alternates to provide for flexibility to maximize resources and demonstrate the Library's priority of being good stewards of public funds.

What is the envisioned scope of community engagement and the desired nature – i.e. open houses and public forums, smaller stakeholder meetings, online outreach, etc.?

We are interested in a plan that includes robust staff and community engagement. We expect each responder to have a unique approach to the engagement process that will be outlined their response to the RFP. We encourage the responses to include options/alternates to provide for flexibility to maximize resources and to successfully engage a wide variety of stakeholders.

Do you want a facility assessment of all 41 library locations? If not, how many facilities will require a facility assessment?

The need for this will be determined by the Facility Master Plan, once it is in place.

Do you have specific criteria for what you want in each facility (i.e. accessibility, building systems, technology, amount of space, etc.)?

No

Is site selection for new libraries or change in location of an existing facility included in the Master Plan?

Site selection is not included in the Master Plan; however, it may be possible that recommendations for location changes may be the result of consultant analysis of demographic data, community engagement, etc.

Proposals are due no later than 11/16/18

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<https://www.cincinnati.library.org/info/rfp.html>