Mid-Continent Public Libraries Headquarters RFQ – Response to Questions

May 15, 2024

Q1:   Regarding the existing facility

   a.   How many people work in the existing facility on a full time and/or part time basis?

   A1a: The total staff at HQ is ~166, with the vast majority being FTEs.

   b.   Are there public facing spaces in your existing facility?

   A1b: No.

   c.   How many stakeholders will be involved in this initial process?

   A1c: We've yet to arrive at the final number. It will be a combination of executive leadership and internal stakeholders.

   d.   Are there partner organizations currently on site that will be part of the process?

   A1d: There is one partner organization located on our property, that will not be a part of this process.

Q2:   Can you share more information about the client's overarching goals and/or measures of success for this project?

   A2:   We are required to present a summary of our work that includes recommendations on the feasibility of renovating or relocating our headquarters. We hope to present options that improve the quality of the administrative staff's work environment and are financially within our means.

Q3:   Does the client anticipate a cultural shift to their headquarters group with a move to a new location or renovation of the existing location?

   A3:   Yes.

Q4:   Do we need to include engineering partners as part of our team at this time? Or will those be selected with MCPL at a later date?

   A4:   Only to the extent you need them to complete programming. Should there be a location where engineering is needed as a part of the evaluation of the test fit, we can discuss this with the selected firm.

Q5:   Can you share who is on the evaluation and selection committee?

   A5:   We cannot divulge that at this time.

Q6:   Can you confirm that proposal responses are to be emailed directly to you?

    A6:   Yes

Q7:   Are we able to schedule a site visit during the proposal or interview process?

    A7:   We don't see the need at this time.

Q8:   Do you have an existing relationship with a general contractor or cost estimator that you would like us to work with on budgeting?

    A8:   We are considering retaining a contractor we've been using on our branch projects to provide us some estimating. Your estimate will be a check and balance.

Q9:   What are your criteria to award the project?

    A9:   We believe this was spelled out in the RFQ and subsequent responses. Your qualifications as a programmer and office designer along with your proposed team will be the main criteria to shortlist. How you interview will help determine the selected firm.

Q10:   What are the main drivers for the project?

    A10:   This project looks ahead and aims to achieve two main goals: First, to adjust the number of administrative staff to align with the changing needs of our library patrons. Second, to create more publicly accessible space at our headquarters building.

Q11:   Can you share floorplans of the current headquarters building?

    A11:   Providing floor plans of the current building really isn't relevant. We don't want the programming or future test fits to be based of the current configuration. The selected firm will be immersed in all things MCPL at the appropriate time.

Q12:   What, if any public functions exist? If not, are any desired in a new facility or as part of the renovation?

    A12:   None exist now. Public functions will be discussed during the programming phase with the selected firm.

Q13:   How many departments or groups are present on site?

    A13:   This will be reviewed during the programing phase with the selected firm.

Q14:   Are there any limitations or expectations around employee engagement as part of the programming and discovery process?

    A14:   Yes, with individuals selected by the client.

Q15: What presentations / engagements will be required with other stakeholder groups such as the Board of Trustees, County Commissions etc?

A15: It depends on the site or building they wish to pursue. There will obviously be presentations to the leadership of MCPL throughout this process, but there will also be more formal presentations to the Board.