

**SKOKIE PUBLIC LIBRARY
ACKNOWLEDGMENT OF ADDENDUM
REQUEST FOR QUALIFICATIONS FOR ARCHITECTURAL SERVICES
ADDENDUM 4**

**FOR REQUEST FOR QUALIFICATIONS FOR ARCHITECTURAL SERVICES
FOR SKOKIE PUBLIC LIBRARY**

THE REQUEST FOR QUALIFICATIONS FOR ARCHITECTURAL SERVICES ADDENDUM 4 IS ISSUED BY SKOKIE PUBLIC LIBRARY THROUGH THE LIBRARY'S WEBSITE. THE ADDENDUM SHALL BE MADE A PART OF THE QUALIFICATIONS DOCUMENT FOR ARCHITECTURAL SERVICES. ARCHITECTS SHALL ACKNOWLEDGE RECEIPT OF THIS ADDENDUM BY SIGNING AND SUBMITTING THIS ADDENDUM ACKNOWLEDGEMENT FORM. FAILURE TO ACKNOWLEDGE RECEIPT OF THE ADDENDUM MAY BE CAUSE FOR REJECTION OF THE QUALIFICATIONS SUBMISSION.

When submitting all Qualifications, this Addendum Acknowledgment Form must be included in the Qualification submittal.

This Addendum No. 4 consists of 2 pages and has the following information to be incorporated into the Qualification submittal.

1. Does the scope of the project include a facility review or assessment?

Answer: The library recently completed a 20-year capital asset study with an engineering firm. The plan outlines capital improvement recommendations and cost projections for the next twenty years. This information will be provided to architects on the short list before the interview stage.

2. Is there a set schedule for the completion of the master plan and / or the execution of any projects that occur as a result of the master planning effort?

Answer: There is no specific deadline for the completion of the master plan, but we are hoping for it to be completed by April 2018. Once a master plan is approved by the Board, we will consider phasing recommendations from the architect given the nature of the projects that are identified. We may begin certain projects as early as the next fiscal year, which begins in May 2018.

3. Is there a project budget for the completion of the master plan and / or the execution of any projects that occur as a result of the master planning effort?

Answer: The completion of the master plan has been budgeted for in the library's operating budget for FY 2018, but the specific amount expected to be spent on architectural services will be determined when we enter a negotiation with the top ranked firm. Upon approval of a master plan, the library's administration and Board will consider potential project costs while factoring in our long-range capital asset plan and the current balance of our Reserve Fund for Sites and Buildings.

4. I have read the RFQ thoroughly and noticed that you are not requesting consultants' resumes, prior history or experience, just the architects. If I am wrong please correct me.

Answer: Inclusion of resumes for consultants is acceptable, but not required. Names of consultants and information about their relevant experience is required.

5. Can you confirm that drafting a comprehensive Library Building Program with room data sheets identifying the quantitative and qualitative requirements for the renovated library will be part of the scope of services? Or, should a fully articulated program be taken on when the project is ready to go into full-on design, and a preliminary, less detailed program be prepared at this time?

Answer: We are looking for programming and schematic design work that will provide enough information to approve a master plan and consider phasing and cost estimates. Fully detailed room data sheets (e.g., finishes, fixtures, etc.) is expected to come later when the project is in the design development stage.

I hereby acknowledge receipt of documents pertaining to the above-referenced Request for Qualifications.

Company Name: _____

Contact Person: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: (____) _____ Fax: (____) _____

Email: _____

Signature: _____ Date: _____