

**SKOKIE PUBLIC LIBRARY
ACKNOWLEDGMENT OF ADDENDUM
REQUEST FOR QUALIFICATIONS FOR ARCHITECTURAL SERVICES
ADDENDUM 2**

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

THE REQUEST FOR QUALIFICATIONS FOR ARCHITECTURAL SERVICES ADDENDUM 2 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. 2 consists of 2 pages and has the following information to be incorporated into the Qualification submittal.

1. We would like to make sure that a proposed fee is not requested as part of the proposal as we did not see it mentioned in the submission requirements. Please confirm.
Answer: Yes, that's correct. We are using a qualifications-based selection process. Fees should not be included in proposals.
2. Is it okay if we print double-sided (facing spreads) as long as we stick to the 25 page limit of page faces?
Answer: Yes, it is okay for the proposal to be double-sided as long as it meets the 25-page limit.
3. The cover letter and resume is excluded from the 25 pages – is it okay to have more than one page of resumes (perhaps 2-3), and can the front and back cover also be outside of the 25 page limit?
Answer: Yes, it's okay to have more than one page of resumes, and the front and back cover will not be counted against the 25-page limit.
4. Is programming offered during hours the library isn't open? (Is there a need for spaces that are accessible to the public outside normal operating hours?)
Answer: Yes, programs are occasionally offered during hours the library is not open. Examples include early morning programs for the business community and after hours programs for young adults. There is always a staff presence during these programs.
5. Given the emphasis on CE in the strategic plan, does it have enough space allocated and is it located in the right spot in the building? Is the library expecting growth in the number of staff in that area?
Answer: There are no plans to currently increase the number of staff in the Community Engagement (CE) department, though it is a possibility in the future. The current

Community Engagement department office on the first floor is in a good location in that it is visible to community partners who visit and gives staff easy access in and out of the building. However, staff are somewhat isolated from the rest of the staff located on the third floor. Overall, the first floor office spaces (both the Community Engagement office near the west entrance and the Bookmobile office) are not as large as we would like.

6. How many people come in the west side vs. east side?

Answer: In July 2017, 58% of the gate count came from the west entrance and 42% came from the east entrance.

7. How much is the Business and Career Center used?

Answer: There were 246 events in the Business and Career Center in 2016.

8. What are the AV (audiovisual) circulation stats? How much is it declining/how quickly?

Answer: In FY 2017, physical AV circulation made up 41% of our total circulation. This was a slight drop from 43% of the total circulation in FY 2016. Adult DVDs and Blu-rays (Feature Films and TV Shows) made up nearly 22% of the total circulation in FY 2017. Total adult video circulation was 545,090, and youth video circulation was 176,666 in FY 2017. Overall, physical AV circulation is declining gradually, but still makes up a significant amount of our total circulation.

9. What are we planning in terms of security upgrades (access control)?

Answer: We are planning to upgrade our access control system in the current FY 2018. We plan to implement a modern RFID electronic access control system.

10. What kind of level of community engagement are we looking for in the master planning process?

Answer: Board members are elected by the public and represent the community, and they will be closely involved in the master planning process. In addition to the Board, we would like to involve the broader community in some way, and look forward to working out how this will happen with the selected architectural firm.

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: _____