

Stillwater Public Library

ADDENDUM NO. 1

RFP for Professional Planning and Design Consultant Services – Children’s Library & Event Wing Enhancement (CLEWE) Plan

Issued: February 27, 2026

This Addendum is hereby made part of the above-referenced Request for Proposal and shall be incorporated into any resulting Agreement. Except as modified herein, all terms and conditions of the original RFP remain unchanged.

1. Is there a deadline for submitting questions that pertain to this RFP and scope?

Answer: Written inquiries related to this RFP must be submitted no later than April 9, 2026.

2. Is the interior of the library considered historic and will there need to be any special considerations or historic coordination of design concepts?

Answer: While the Stillwater Public Library building has historic character, there are no formal historic preservation constraints governing interior modifications of the spaces under review, and no historic review or coordination process is required for this planning-level work. That said, as noted in the RFP, the Library is seeking a design approach that aligns with and complements the building’s existing architectural aesthetic and character.

3. What are your expectations for public engagement for the CLEWE planning phase?

Answer: The Library has not established a required public engagement process for the CLEWE planning phase. Respondents may propose a level of stakeholder and/or public engagement they believe is appropriate to support development of the planning-level framework. Any proposed engagement should be clearly scoped and proportional to the objectives of this phase.

4. What’s your biggest worry or concern?

Answer: A key consideration for the Library is how any future implementation phase could be sequenced to minimize disruption to public access and core services. The Children’s Library is a high-use area, and maintaining operational continuity will be an important factor. Limited interim space may be available on the same level as the Children’s Library to support temporary relocation of services, depending on the scope and phasing of the work. In addition, the

Margaret Rivers Room has high program and meeting use, so preserving access or minimizing disruption to the extent feasible will also be an important consideration.

5. What is the Library's relationship with its Friends and Library Foundation partners?

Answer: The Library maintains strong and collaborative relationships with both its Friends organization and the Stillwater Public Library Foundation. Each operates as a separate nonprofit entity with its own board and mission, while working in close partnership with the Library to support programs, collections, and capital initiatives. The Foundation, in particular, plays a key role in fundraising and long-term philanthropic support.

6. What do you envision the Discovery Room (a room within the Children's Library) becoming?

Answer: The Library has not predetermined a specific future use for the Discovery Room and looks forward to exploring options with the selected firm. Youth Services staff anticipate that the space may evolve in function and design to better align with emerging service models and long-term sustainability. Currently, the room operates as a themed play-and-learn environment that rotates quarterly and requires significant staff planning and maintenance. As part of the planning process, the Library is open to evaluating whether the space should remain enclosed, be reconfigured, or be integrated more fully into the surrounding Children's Library area.

7. Have the cracks in the upper-level tiled floor and the heaving observed in areas of the lower-level floor been recent developments, or have these conditions existed for an extended period of time?

Answer: Both conditions have been occurring for more than eight years. The affected areas are located within portions of the building completed as part of the 2006 expansion.

The upper-level tile cracking has developed gradually over time and can be exacerbated by rolling book carts. In October 2023, cracked tiles at an expansion joint in the upper-level gallery were replaced and a custom stainless-steel threshold cap was installed to protect the joint and better withstand foot traffic and cart loads. The solution has performed well to date.

The lower-level floor heaving is seasonal, occurring during cold winter months and settling during warmer weather. It affects small, localized areas of flooring. The Library has not undertaken a formal structural analysis of these conditions.

8. Though this question pertains to the scope of work that will be performed only by the firm selected through this RFP process and awarded a contract, can you provide an example of a baseline renovation of the Children's Library compared to an enhanced or aspirational renovation?

Answer: The Library has not established formal “baseline,” “enhanced,” or “aspirational” renovation packages. However, as an illustrative example:

A **baseline renovation** might focus on targeted updates such as flooring replacement and select functional improvements (e.g., adding a comfort room) to support current service needs.

An **enhanced renovation** could build upon those updates with expanded seating options and a service desk to better support children and caregivers.

An **aspirational renovation** might incorporate broader spatial reconfiguration and many of the considerations outlined on page 4 of the RFP, resulting in a more transformative update to the Children’s Library environment.

These examples are provided for general context only. The selected firm will be responsible for developing recommendations and cost scenarios as part of the CLEWE planning process.

9. To view Stillwater Public Library’s Vision, Mission, Values & Strategic Plan, please visit <https://library.stillwatermn.gov/about-the-library/vision-mission-strategic-plan/>.

To view the Library’s most recent published progress report, which is an overview of 2024, please visit <https://library.stillwatermn.gov/wp-content/uploads/2025/04/Stillwater-Public-Library-2024-Progress-Report-2025-04-04.pdf>.

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