

Stillwater Public Library

ADDENDUM NO. 2

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

Issued: March 17, 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.

Proposers should check the Library’s website at <https://library.stillwatermn.gov/rfp-professional-services/> for any addenda issued for this RFP. It is the responsibility of proposers to ensure they have reviewed all issued addenda prior to submitting a proposal.

1. Would adding a table of contents and section dividers between portions of the proposal count towards the page limit?

Answer: A table of contents and section dividers will not count toward the page limit. The page limit applies only to the substantive content of the proposal.

2. Can the proposal be submitted as a PDF?

Answer: Yes, proposals may be submitted in PDF format. Word format is also acceptable.

3. When do you anticipate starting the renovation?

The renovation timeline will be informed by the recommendations and associated cost estimates developed as part of the CLEWE Plan. Following completion of the plan, the Library anticipates a period of fundraising and grant development to support implementation.

While a definitive schedule has not been established, renovation is not expected to begin sooner than approximately two to three years after completion of the CLEWE Plan. However, depending on project phasing, certain elements could potentially begin as early as approximately 18 months following completion of the plan.

4. The RFP states consideration for enhancing video conferencing in the Margaret Rivers Meeting Room. What software platform does the library currently use for video conferencing and should general room or presentation microphones be considered?

Answer: The Margaret Rivers Meeting Room does not currently have video conferencing capability, though it does have the ability to project video onto a screen. Adding video conferencing capability to the room may be considered as part of the planning process and is an area the Library would like to explore further.

The Library's Conference Room (which is not part of the project scope) currently uses a Logitech system for video conferencing. The Library is open to exploring other platforms or systems, provided they are intuitive for public use, require minimal staff support, are easy to maintain, and meet public-use standards for privacy and security.

Regarding microphones, the Library's existing presentation microphones generally meet current needs for in-room presentations. However, the specific microphone and audio requirements for videoconferencing have not been determined. As part of the CLEWE Plan, the selected firm may wish to evaluate the room's existing audio system—including speakers and the sound control panel—to determine whether upgrades or adjustments would be advisable. The Margaret Rivers Meeting Room also has a hearing loop system, which the Library intends to retain.

5. The RFP requires cost estimates for the proposed renovation work. Acquiring funds for projects can take time and costs increase over time. Should the cost estimates include escalation and for what length of time past the final delivery of the CLEWE plan?

Answer: Cost estimates for potential future renovation work are not required and should not be included as part of the RFP response. The only cost proposal required is described on page 7 of the RFP under "6. Cost Proposal" and is limited to the cost to develop the CLEWE Plan.

Planning-level renovation cost estimates will be developed as part of the CLEWE Plan, following exploration of baseline, enhanced, and aspirational concepts.

For fundraising and budgeting purposes, the firm selected to develop the CLEWE Plan will be expected to include escalation scenarios for 1 through 5 years beyond the CLEWE Plan submittal date to support both near-term fundraising efforts and longer-term implementation planning.

6. Does the library have digital drafting files of the library spaces in either CAD or Revit?

Answer: No, the Library does not have digital drafting files of the spaces in CAD or Revit format.

7. Does the library have access to existing building drawings such as paper plan sets or digital scans of the portions of the building under consideration?

Answer: Yes. The Library has paper plan sets from the 2006 expansion. The Library also has a scanned PDF version of those plans; however, the PDF set is missing one sheet (the final page of electrical panel schedules) that is present in the paper set.

8. Can the library provide a digital floor plan file of the areas under consideration prior to the proposal deadline?

Answer: Yes. As part of this addendum, the Library is providing a redacted PDF of floor plans for the areas under consideration. If the redacted version is not sufficient, proposers may contact the Library Director to request an unredacted version of the same plans. Unredacted plans will be shared directly with proposers upon request.

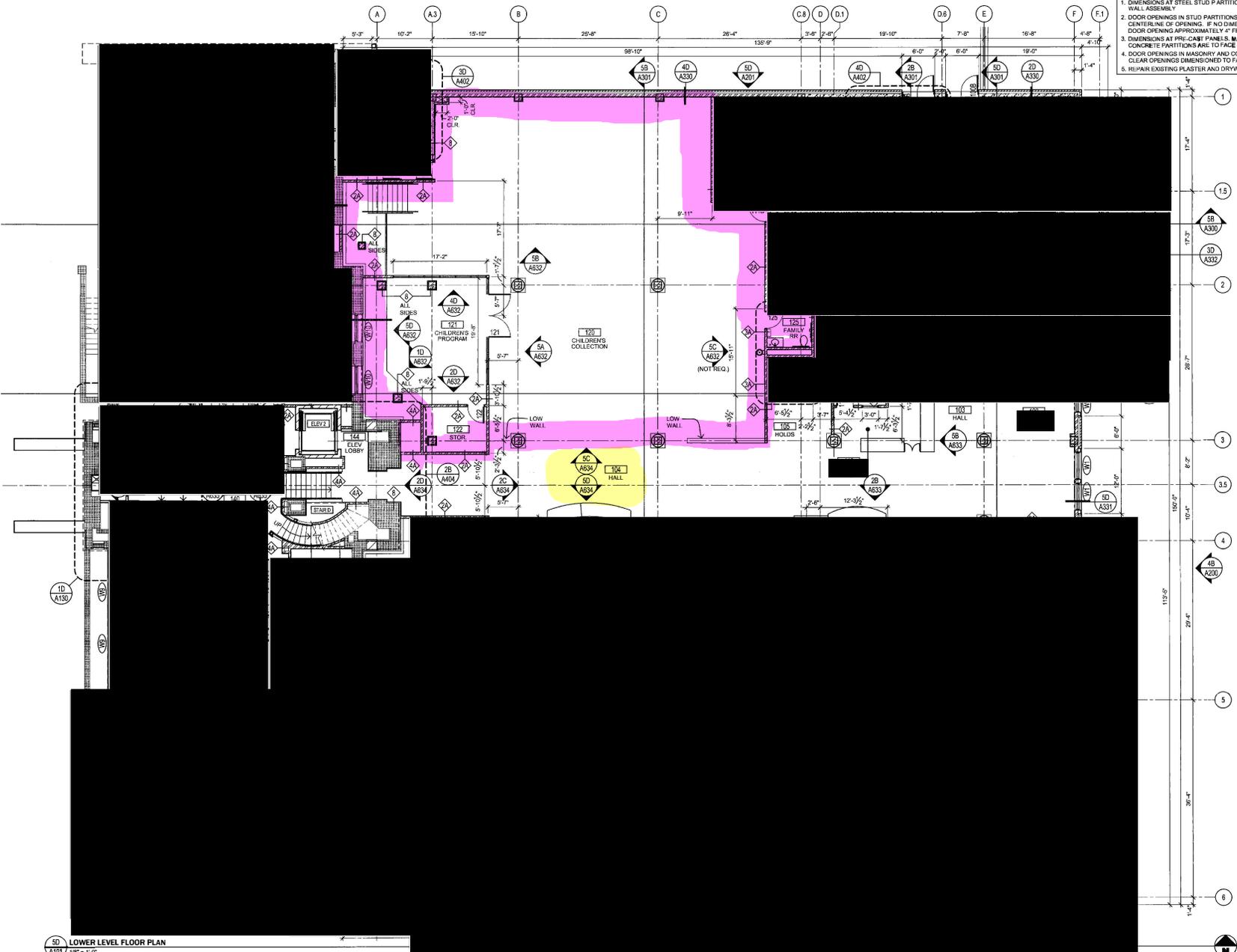
The following pages include two floor plans: the lower level and the upper level. No additional floor plan pages follow.

On the lower level, the area outlined in pink represents the Children's Library, including the collection area, family restroom, small storage room, and Discovery Room. The area highlighted in yellow indicates the general location where floor heaving is most visible in the tiled walkway. Less pronounced heaving has also been observed in adjacent carpeted areas.

On the upper level, the areas outlined in pink include the Margaret Rivers Meeting Room, art exhibit walls, gallery seating, former coffee shop/vending area, and public restrooms. The areas outlined in blue include storage for tables and chairs associated with the Margaret Rivers Room, as well as the adjacent A/V room. The area highlighted in yellow indicates the general location of cracked floor tiles.

[The remainder of this page is intentionally left blank; however, two pages of floor plans follow.]

- GENERAL NOTES @ FLOOR PLANS
1. DIMENSIONS AT STEEL STUD PARTITIONS ARE TO CENTERLINE OF WALL ASSEMBLY.
 2. DOOR OPENINGS IN STUD PARTITIONS ARE DIMENSIONED TO THE CENTERLINE OF OPENING. IF NO DIMENSION PROVIDED, LOCATE DOOR OPENING APPROXIMATELY 4" FROM ADJACENT PARTITION.
 3. DIMENSIONS AT PRE-CAST PANELS, MASONRY OR CAST-IN-PLACE CONCRETE PARTITIONS ARE TO FACE OF WALL.
 4. DOOR OPENINGS IN MASONRY AND CONCRETE PARTITIONS ARE CLEAR OPENINGS DIMENSIONED TO FACE OF WALL.
 5. REPAIR EXISTING PLASTER AND DRYWALL FINISHES AS NEEDED.



5D LOWER LEVEL FLOOR PLAN
 AT05 1/8" = 1'-0"



