



Date: September 27, 2024
To: All Proposers
Project: Architectural Services for the Harrison Memorial Library Renovation Project
Subject: Addendum #2
Sent Via: City Website and Email

Please acknowledge this Addendum #2 in your proposal either by including a statement in your transmittal letter or by returning signed addenda with the proposal as stipulated on page 12 of the Request for Proposals.

Due to the volume of questions that came in via Public Purchase and via email (as some proposers did not register with Public Purchase), the questions were compiled into one large document inclusive of all questions.

However, it has come to staff's attention that some questions were missed amidst some of the duplicate and duplicative questions submitted. In addition there have been some follow-up questions from the initial release of the Questions and responses. An Addendum #3 will be issued on Monday, September 30, 2024 inclusive of all questions.

Based upon the additional questions, the City has decided to extend the Proposal due date to Friday, November 1. Proposals will need to be postmarked no later than Friday, November 1, 2024. An updated schedule is included in this addendum on page 2.

All other conditions of the Request for Proposals remain the same. Please be sure to acknowledge this Addendum #2 as part of the proposal.

Sincerely,

Ashlee Wright
Library and Community Activities Director

***TENTATIVE SCHEDULE - RFP #2024-25-001
ARCHITECTURAL SERVICES CONTRACT
Harrison Memorial Library Restoration and Renovation**

Date	Activity
TBD week of July 29, 2024	HMLBT Review of RFP
Tuesday, August 6, 2024	City Council Review of RFP
Thursday, August 8, 2024	RFP released
Wednesday, August 28, 2024	Mandatory Walk-through
Friday, September 13, 2024	Questions from architects due
Friday, September 20, 2024	Answers to questions from City due
Friday, October 4, 2024 Friday, November 1, 2024	Proposals due – postmarked no later than 10/04 Proposals due - postmarked no later than 11/01
Week of October 7, 2024 Week of November 4, 2024	Meet with and distribute proposals to review committee
Week of October 14, 2024 Week of November 18, 2024	2nd meeting with review committee to select proposers for interviews
Week of October 21, 2024 Week of December 2, 2024	Interviews with selected Architectural Firms
Week of October 28, 2024 Week of December 9, 2024	Deliberations
Friday, November 4, 2024 Week of December 16, 2024	Final selection
November 2024 December 2024	Contract negotiations
Tuesday, December 3, 2024 Tuesday, January 14, 2025	City Council contract approval

*This schedule is subject to change. Proposers will be notified of any amendments to this schedule.