1. Will the firm selected for the FMP be eligible for future projects, or will they be precluded?  
   YES, the selected firm will be eligible for future projects.

2. What is the extent and character of the Community Outreach Process you are looking for?  
   a. There can be quite a range of approaches, so a more detailed description would be helpful as we defined our approach to the project.  
   Anticipated Community Outreach actions include: (1) creation and utilization of focus groups, perhaps through existing Library Advisory Boards or Friends of the Library groups; (2) development, publicizing, and completion of surveys to the general public; and (3) interviews with selected Library staff and Library users.

3. Will this master plan supersede the recent MP conducted by MK Think?  
   YES

4. Will the recently studied or renovated buildings be included in the assessments?  
   YES

5. How will we account for our scope of services for the 3, 6, and 9-year updates?  
   a. T&M, if and when requested?  
   The updates will require a process to analyze whether any changes have occurred since the completion of the prior Plan/update that are relevant to facilities and their use, plus any attendant suggested revisions to the Plan. Proposals should include an estimate of costs for the completion of each update. Costs for completion of updates may be provided as specified lump sums or on a time and materials basis with specified rates.

6. What is the relationship between this effort and the 2016 Master Planning document?  
   The Facilities Master Plan to be completed pursuant to this RFP will replace the Library’s 2016 Facilities Master Plan for planning and budgeting purposes.

7. Is there a target fee budgeted for this Master Planning effort?  
   Not at this time.

8. How should we calculate the fees for the requested 3 year, 6 year, and 9 year updates?  
   a. What are the scope and deliverables for the updates?  
   b. It will be hard to make a proposal now that will remain in effect for 9 years?  
   c. Can we agree to do a proposal at the time it is needed on a T&M basis at the billing rates then in effect?  
   The proposals should include a suggested process by which to complete the updates as well as proposed costs (see response to question no. 5, above). All proposals will be considered.

9. Have any of the buildings in the County library system recently received a building assessment, and therefore will not require a full building assessment for this effort?  
   Past and recent assessments and ADA evaluations can aid you, but this should be an independent assessment.

10. What are the desired deliverables at the completion of the Master Planning?  
    The deliverables are described in the RFP at Section I.B.2.
11. Where there is a need to “identify potential for additional sustainability improvements,” is there a goal to make facilities meet a particular performance criteria such as T24 and higher, LEED, LEED equivalent, net-zero?

No.

12. How will the overall scope of work be divided between multiple proposers, if more than one proposal is accepted?

Only one firm will be selected for this project.

13. Can you share the budget information for this project scope?

Not at this time.

14. Is the 2016 Facilities Master Plan firm MK Think precluded from this procurement process?

No.

15. Given the current situation with COVIN-19 would you consider electronic delivery of the proposal?

YES.

16. In light of last Thursday's shelter-in-place order, I am wondering if there are any changes to the format of proposal delivery?

Not at this time.

a. I know the Sonoma libraries are currently closed, therefore I wonder if the Library is considering an online, electronic submission method rather than physical copies. Has the method of proposal delivery changed at all?

RFP Section II.A.2 has been altered to allow: (a) electronic submission of the proposals via email to dtichava@sonomalibrary.org and (b) sending hard copies via US Mail, which must be postmarked the date April 17th deadline to:

Sonoma County Library
Attn: Dave Tichava
6135 State Farm Dr
Rohnert Park, CA 94928.