



101 South River Street
Aurora, IL 60506
630-264-4100

AURORA PUBLIC LIBRARY REQUEST FOR QUALIFICATIONS FOR ARCHITECTURAL SERVICES

Addendum #1

Aurora Public Library – Eola Road Branch
555 S. Eola Road, Aurora, IL
and
Aurora Public Library – West Branch
233 S. Constitution Drive, Aurora IL

Submission Due Date/Time:
January 20, 2020 at 10:00 a.m.

QUESTIONS & ANSWERS

Q: Are there any union requirements?

A: No.

Q: What is the project value?

A: \$50,000 is budgeted for plan development in 2020; we estimate renovations at approximately \$5,000,000 over 5-7 years.

Q: Is there a plan holders list?

A: Not at this time.

Q: What is the planned start date?

A: Plan development is anticipated to begin April 2020; phase 1 renovations March 2021.

Q: Can you make the build documents for both locations available before the RFQ is due?

A: The build documents will be available as Addendum #2 & #3 by 1/14/2020.

Q: Will the interior renovations be phased over time?

A: We anticipate a 5-7-year process.

Q: What security concerns do you have?

A: Both facilities require better sightlines for security as well as for improved customer service.

Q: Is the current single service point large enough (at West Branch)? How many seats should it have maximum?

A: Service points at all locations were designed for less self-service than is common in libraries now. We have not yet conducted a desk/staffing analysis.

Q: Are service desks staffed all hours the branches are open?

A: Yes, for the most part. At West Branch the computer assistant desk is only staffed during the busiest times.

Q: Will you be adding support for tech to the study rooms?

A: Yes – outlets, wiring, and space for wall mounted screens, dry erase boards, etc. to facilitate customer use of their own or library technology.

Q: Is the meeting room technology adequate for your needs?

A: No, we envision upgraded video and audio equipment for presentations, film screenings, and other kinds of performances.

Q: You've engaged the public so far, will engaging the public be part of this process going forward?

A: Yes. We plan to work with the selected firm to identify community priorities for renovations.

Q: Does the branch have adequate staff work space? Adequate storage space?

A: Better organized and more efficient staff space should be a part of the plan.

Q: Do we know how much space staff need for different jobs/processes?

A: We have not conducted this type of analysis.

Q: Do we have a capital replacement list, and can we share it before the RFQ is due?

A: Eola Road Branch – replace rooftop unit and chiller in 2022, upgrade automation system software in 2025, 2030, & 2035, replace 2 boilers by 2037

A: West Branch – replace roof by 2025, upgrade automation system software in 2025, 2030 & 2035, replace outdoor a/c unit by 2030, replace boiler by 2032

Q: Does anyone use the eSports stations?

A: eSports are popular especially with teens in the after-school hours.

Q: How much do the branches interface with the school/park district? Where/how does that interface take place?

A: At West Branch, we host class visits and offer outreach services to the middle school as we do for all other schools. At Eola Road Branch, we do partner programs with the park district. In both cases the library owns and operates the library portion of the facility and has an MOU with the other entity for shared costs and services.

Q: What are meeting rooms used for?

A: All library programming from tech classes to storytimes to book discussions take place in the meeting rooms, and the meeting rooms are also available for public use.

Q. When were the buildings last remodeled?

A. Study rooms were added at West Branch in 2014. The Eola Road Branch was expanded in 2003, the east portion renovated for library use in 2011 and a family computer lab and materials handling room were added in 2014.

Q. Will either facility be significantly expanded?

A. No. We plan to stay within existing footprints.

Q. What is the size of the staff at each facility?

A. Eola Road Branch: 41; West Branch: 16

Q. Do facilities costs go through the City of Aurora?

A. The library manages facilities costs.