

Shorewood Public Library Renovation Master Plan

Pre-submission Questions and Answers

1. Should we plan to conduct staff, stakeholder, and community engagement sessions for input gathering beyond the meetings described in Item 1 on page 1 under Scope of work and requirements? Or do you feel that this input was sufficiently gathered as part of the Strategic Planning process and development of the Previously Identified Needs list?

We will need a staff engagement session (or two) and perhaps one for key stakeholders, trustees, village staff, Friends, but not the public. We have good feedback from our strategic planning process we can share.

2. As mentioned on page 2 under Deliverables: how many physical copies of the Renovation Master Plan would you like to receive?

Five physical copies would be ideal.

3. As mentioned on page 2 under Deliverables item 4: How many renderings of the design options would you like us to provide?

One rendering for each design option is fine. Ideally, we will get the renderings digitally as well.

4. For Item 4 on page 5: should our detailed cost proposal assume in-person or online meetings? Should we include a cost for both options?

Please include cost options for both in-person and online meetings.

5. Do you have a timeline in mind for the completion of the Renovation Master Plan?

We would like to have the plan in hand by the end of the year, December 30, but this isn't firm.

Rachel Collins

5/28/20