Loudoun County, Virginia

Department of Management and Financial Services
Division of Procurement, MSC #41C
1 Harrison Street, SE, 4th Floor
Leesburg, Virginia 20175

November 16, 2007

NOTICE TO OFFERORS

ADDENDUM NO. 2

QQ-01367

The following changes and/or additions shall be made to the original Request For Proposal No. QQ-01367, Consulting Services to Develop Strategic Plan for Loudoun County Public Libraries.

The following questions have been asked regarding this RFP:

Q1. Does the LCPL have a Master Facilities Plan and if so, how recent is the plan?

A1. The Master Facilities Plan for the Loudoun County Public Library System can be found as part of the Capital Improvement Program (CIP) in the Loudoun County Government FY 2008 Adopted Fiscal Plan and the FY 2009-2018 Capital Needs Assessment (CNA) document.

In the CIP, the LCPL plans for the construction of two additional library branches, the Gum Spring Library and the Dulles Area Library, as well as the expansion of the existing Rust Library. The Rust Library's expansion and reopening is expected to take place around July 2009 increasing the library's area to 38,000 square feet.

The Gum Spring Library is being constructed by developer Van Metre, based in Burke, VA. The architectural firm of Grimm and Parker has been hired to design the building. A bond referendum was approved by voters in November 2007 for purchase of volumes for the library collection, furniture, fixtures, equipment, professional services, etc. The Gum Spring Library will have a total area of 40,000 square feet.

The Dulles Area Library will be a facility of approximately 30,000 square feet. It is anticipated that the library will contain about 120,000 volumes in its collection. The Dulles Area library is projected to open in FY 2013.

The CNA summarizes the assessment needs for the county and includes a section on library services. The CNA projects a population in Loudoun County of

388,710 in 2018 and in addition to the libraries mentioned previously, a 40,000 square-foot Lansdowne Area Library in the Ashburn Subarea is proposed in FY 2017 as well as a 2,000 square-foot expansion of the existing Sterling Library in FY 2014. The CNA also recommends a 10,000 square-foot expansion of a library in the western part of Loudoun County.

For additional information:

- The CIP section of the FY 2008 Adopted Fiscal Plan (Parks, Recreation, and Culture portion) http://www.loudoun.gov/Default.aspx?tabid=448
- The FY 09-18 Capital Needs Assessment http://www.loudoun.gov/Default.aspx?tabid=458.

Q2. What type and degree of facility assessment is expected by the Library for this planning process (Sections 1.0 and 5.2)? What specifically is to be addressed related to the assessment of library facilities? Is an architect/engineering firm expected or required to be part of the consulting team?

A2. See the CIP and CNA information referenced in Question #1. LCPL is particularly interested in how our current and planned facilities meet the needs and expectations of the Loudoun County library stakeholders. As it relates to the assessment of library facilities, LCPL is not interested in a brick-and-mortar assessment, per se. LCPL already know the typical standards for library branches for a county of our size. What LCPL wants to know is how well our library facilities are meeting the wants and needs of the stakeholders, including the users and non-users, throughout the County. In addition, LCPL wants to know how our facilities can be readjusted in creative ways to fill the gaps that currently exist between what we provide and what the stakeholders want or need.

It is not anticipated that an architect or engineering firm will be needed or required to be part of the consulting team.

Q3. In addition to the stakeholder groups identified in the RFP (Section 5.7), what other groups has the Library identified to provide input related to service needs and expectations?

A3. In addition to the stakeholders mentioned in RFP Section 5.7, it is anticipated that non-profit, community, and business organizations, particularly groups that represent underserved populations, would be identified and included in the strategic planning process.

Q4. What types of surveys and community interaction has the Library done in the past and how recent are they?

A4. The LCPL System has only used the Loudoun County Survey on user satisfaction which is conducted approximately every two years.

http://inetdocs.loudoun.gov/pio/docs/survey_/2005surveyoflou_/2005loudounsurv/2005loudounsurv.pdf

Q5. What types of surveys and community interaction does the library expect or want to see as part of this process?

A5. LCPL would be interested in phone surveys along with focus groups and/or other types of stakeholder small group meetings to accurately assess the needs and wants of library users and non-users throughout the county. This also would include determining the gaps in services provided and expectations of users, as well as determining why non-users are not accessing the library system. The assessment would include strategies as to how to encourage or promote library use among the non-user population.

Q6. What is the total budget that has been allotted for this planning process?

A6. The final budget allotted will be determined by the Loudoun County Public Library Board of Trustees at a later time. As such, we ask the offeror to provide an estimate with various alternatives, which will include costs for the number of hours on-site in Loudoun County and other related costs.

Q7. Does an offeror need to have a Loudoun County business license at the time of submitting the proposal (sections6.5 and 6.26)?

A7. Only if the offeror has a physical location in the County.

Q8. Does the offeror need to be registered to do business in Virginia and have a certificate of authority at the time of submitting the proposal (Section 9.19)?

A8. No, the offeror does not need to be registered at the time of proposal submission. However, if the County desires to award a contract to the offeror, then that offeror would need to get registered prior to contract award.

Please acknowledge receipt of this addendum by signing and returning with your proposal.

Prepared By: Courtney L. Raye, CPPB /s/ Date: 11/16/07
Contracting Officer

Acknowledged By:_____ Date: _____