

## ADDENDUM #2

April 14, 2025

**This Addendum #2 is issued to the Kansas City Public Library's Request for Proposal for a Comprehensive Strategic Plan to make the following changes, additions, deletions, and/or clarifications:**

### Questions/Responses:

The following information is a response to questions asked by firms on April 10-11, 2025. If you feel that a question has been asked that is not represented/addressed below, please contact Jessica Addo as soon as possible at [purchasing@kclibrary.org](mailto:purchasing@kclibrary.org) to address the question. The responses to the questions are indicated in **BOLD**:

1. Does the Kansas City Public Library have as-built documents for all of the facilities, or is that something the selected team should provide?
  - a. **The Library has blueprints/ drawings and some documents for all locations except the Annex and Sugar Creek Branch. The available documents are not as specific as built drawings.**
2. Will the Kansas City Public Library be providing demographic data and projections?
  - a. **While the Library does not collect demographic data on our patrons, we do have robust data tools using the Library's market penetration in each branch district and have developed a Library Views tool in partnership with the Mid-America Regional Council that will give demographic data of each census tract. We will partner with the selected firm(s) to access our available data including the ability to overlay the data to make demographic projections. The Library's Strategic Plan process will also yield some demographic data that can be shared with the Comprehensive Facilities Plan firm(s).**
3. Is there a file size limitation for emailed pdfs? Can we send a link for downloading a larger file if needed?
  - a. **A link is fine if needed to accommodate a larger file.**
4. Please clarify what you are expecting for the "sample of a complete report" under the qualifications section (type of content, entire document or just excerpts, etc.)
  - a. **We are interested in seeing the full scope of work you've completed for similar comprehensive facilities plans to better understand your proposal to us. We would like to see more than excerpts.**
5. Is there an existing committee that would serve as a group to shepherd this project / serve as a project working group?
  - a. **In addition to a designated project manager, we anticipate having a steering committee designated to work alongside the consultant. We will be looking to the consultant to advise on specific positions within the organization that are recommended to work on this project.**

6. To what degree is community engagement expected? Or, in other words, can you say more about the desired outcomes of community engagement?
  - a. **We anticipate the facilities plan consultant will work closely with the strategic plan consultant on a robust process for community engagement. We need to intentionally listen to the community before presenting any informal or formal ideas of what next steps could look like. We will be looking for an experienced consultant who presents a plan for engagement that reaches both library patrons and non-library patrons throughout our urban district – truly meeting the community where they are.**
7. What is the anticipated completion date of the KCPL Strategic Plan that is in the process of kicking off?
  - a. **Kick-off in May 2025, Completion anticipated end of 2025**
8. Are there known specific milestones / leadership approval dates that might inform the overall project schedule? Or, in other words, are there key dates for the Library that need to align with deliverables?
  - a. **None beyond the targeted start and end dates listed in the RFQ. We will need to coordinate connecting with our Library Board who usually meet on the 3<sup>rd</sup> Tuesday of each month.**
9. Will there be a shortlist and interview process during the May & June “review & select” phase? If so, how many firms do you intend to shortlist and interview?
  - a. **Yes, the evaluation committee will make this determination together after reviewing the proposals.**
10. Though performance reporting (a snapshot) is requested, it’s unclear if performance goal setting should be established as part of this scope. Does the Library have specific performance criteria that exist or need to be established through this service – especially around utility costs, energy reduction, renewable production, human health, and accessibility?
  - a. **We do not have existing or requested specific performance criteria. We are interested in your proposal for what you think should be a part of our comprehensive facilities plans.**
11. Is there an expected budget capacity range for improvements or adjustments to existing facilities from the Library to be affirmed by this work that might help further establish teams cost proposals?
  - a. **Facility assessments were completed in late 2024 for each facility and provide estimates for current maintenance and future maintenance needs over the next 10 years.**