

May 24, 2024

PIERCE COUNTY LIBRARY SYSTEM  
REQUEST FOR QUALIFICATIONS (“RFQ”) for  
CONSULTANT SERVICES FOR COMPREHENSIVE CAPITAL PLANNING

**Addendum 1 - Questions submitted prior to May 17, 2024 are answered below:**

1. In the Capital Planning RFQ from the DJC last week, you referenced the recently completed Facility Condition Assessment. Can you please email me a copy or send me a link to where it is online? If that’s not an option, can you please tell me the name of the architectural and structural firm that worked on the assessment?

Answer: The Facility Condition Assessment is at 85% completion right now. We expect to have the complete report by the time we move forward with the Comprehensive Capital Planning so that the consultant can have the full version upon the start.

2. The earlier Facilities Master Plan included some public engagement. Would you hope the current project revisits some of the findings from 2010? Might this be through the Citizens Advisory Committee mentioned in the 2010 study?

Answer: Use the raw data provided in the 2010 Facilities Master Plan as historical informational statistics but the current project should use current trend analysis, best practices, and city/county planning projections to develop recommendations. A Facilities Condition Assessment will be provided to the consultant for this project. A Citizens Advisory Committee is not anticipated for this project, but some public engagement is.

3. Did the 2010 study meet PCLS’s objectives? Is part of the current study to identify how those objectives may have evolved or changed?

Answer: The 2010 study did not meet the Library’s objectives. The current study will be the Library’s new plan moving forward.

4. Please confirm if the front / back Cover Pages, section dividers, and table of contents are included in the 50-page limit.

Answer: The 50-page limit includes covers, section dividers, and table of contents.

5. What expectations are there around staff engagement or community engagement through this process?

Answer: There is no explicit requirement for staff engagement but we do expect some public engagement is needed. Please provide recommendations and plan in the submittal package.

6. What level of detail is desired for design recommendations for individual branches?

Answer: We are open to different methods to showcase design recommendations for individual branches, most important is for the recommendations to be detailed enough to be actionable.

7. What are the expectations around engagement / meetings with the Board of Trustees or other stakeholder groups?

Answer: Expect to provide periodic written updates to the project team to share with the Board of Trustees and a final presentation to the Board of Trustees is desired at the conclusion.

8. Does the library or county agencies have any resources for community engagement that can support additional outreach during the project?

Answer: Yes. The Library's Communications department can support the efforts of community engagement but the consultant will lead the efforts, if recommended by the consultant.

9. What data (utilization, circulation, etc.) does the system currently track that can be leveraged as part of the study?

Answer: PCLS tracks and reports all statistical data as required which are available through the State Library of Washington (<https://apps.sos.wa.gov/library/libraries/libdev/publications.aspx>)

10. When was the last completed strategic plan?

Answer: Overview performed in 2017. Plans published on our webpage: [Strategic Plan - Pierce County Library System \(mypcl.org\)](http://mypcl.org)