

PURCHASING DEPARTMENT
TOWN OF ARLINGTON
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September 8, 2023

Request for Proposals #23-58
Fox Branch Library Facility Needs Assessment

ADDENDUM NO. 1

The purpose of this addendum is to answer questions received from interested firms.

Question 1: Are there expectations for in-person visits beyond the community engagement piece?

Answer: While there is no stated expectation for in-person visits beyond the community engagement phase, proposals that include options for in-person community presentations, including in-person events that support the fundraising goals of the Arlington Libraries Foundation, will be received favorably.

Question 2: Under Scope of Services 4b, there are four presentations listed. Will these be four separate meetings or is there a possibility some will be combined? What might a presentation to Arlington community members look like?

Answer: Combined presentations of the Facility Needs Assessment will be considered.

Answer: Presentations to the Arlington community could include an open community meeting including a slide deck of the presentation and a Q&A period, or a program in partnership with the Arlington Libraries Foundation.

All other terms and conditions of the bid documents remain unchanged.

ADDENDUM MUST BE ACKNOWLEDGED IN THE PROPOSAL. FAILURE TO ACKNOWLEDGE ANY OR ALL ADDENDA COULD RESULT IN REJECTION OF YOUR PROPOSAL AS NON-RESPONSIVE.

James Feeney, Town Manager