

Facilities Master Plan Committee

Facilities Assessment RFP Pre-Proposal Meeting

October 16, 2025

Firms Represented:

- Dake-Wells Architecture
- N-Form Architecture
- RTM Engineering Consultants
- Terracon
- Paragon Architecture
- Entegrity
- Cordogan Clark
- Sapp Design Architects
- McKinstry
- Bond Architects

Questions asked by firm representatives regarding RFP

- Paragon: Asked if demographics data should be focused on current growth or if it should focus on where growth might be in 15 years.
- Sapp: Asked if access to locations like roofs and equipment rooms of leased properties would be an issue.
- Terracon: Asked if statement made about the need for the Library to have access to data via software meant the library expected access to the company's software.
- McKinstry: Clarified understanding that firm could use whatever software they wished as long as the information was provided to the Library in a format that the Library would have ongoing access to.
- Paragon: Asked what the impetus for selection of the March 30 deadline provided in the RFP was.
- Dake-Wells: Asked if the RFP included suggestions for reconfiguring SGCL locations based on demographic data or simply recommendations for new service locations.
- Terracon: Asked what the expected deadline for the executed contract and notice to proceed would be.
- Terracon: Asked for information on the self-serve stations configurations
- Dake-Wells: Asked for clarification about the composition of the Committee that would select the firm.
- N-Form or Paragon (**my apologies, I neglected to write the firm for this question, but it was asked by a woman somewhere to my right so it had to be either Stephanie with N-Form or Dana with Paragon**): What sort of training was the RFP referring to when it indicated that the firm would provide staff training.

- Terracon: Asked if the City would provide demographic data or if the firm was expected to provide that data.
- Paragon: Asked for clarification on the meaning of the phrase “trends analysis” used in the RFP.
- Dake-Wells: Requested clarification of what “footprint analysis” language in RFP pertained to.