

RFQ Question and Answer List

State of Ohio Standard Forms and Documents

Project Name UC Libraries Master Plan Study Project Number UCN-16164A
Project Location University of Cincinnati, Uptown Campus

Date posted: October 7, 2016
Date revised: October 26, 2016

Below are the questions that have been received to date for the RFQ of the above-referenced project:

1. "Services requested include 'Public Higher Ed Library Code Consulting' – are there any specific concerns regarding the existing buildings or potential scope of modifications that highlighted the request for a code consultant specific to the project type?"
 - A. You can add someone to the team later. There are no specific concerns, but if the use of space is changing, then a code review may be in order.
2. "The schedule noted a Planning Services Start date of 9/15/16. We assume the 9/15/17 completion date remains, but is there an expectation of a revised start date?"
 - A. Yes, the start date can be revised to 11/1/16, and the completion date can be revised to 11/1/17.
3. "Estimating was not included in the scope, expected deliverables or requested services, but is often an expectation of a master plan study. Should be consider adding a cost consultant or will those services not be required for this plan?"
 - A. The services of a cost consultant are not required at this time. One can be added in the future, if necessary.
4. "I'm wondering if we may visit the facilities on our own to become generally familiar with them. We understand that no meetings or structured tours would happen until a short list is formed."
 - A. While our facilities are open to the public and can be informally toured, we would prefer that any proposals not focus extensively on current physical conditions.
5. "With regard to project Funding/Estimated Budget, is the Total Project Cost expected to include reimbursable travel expenses in addition to fees?"
 - A. This will be determined as we develop the scope of work with the selected consultant. There is an opportunity to add travel expenses.
6. "Approximately how many 'aspirant and peer libraries and higher education institutions' do you anticipate listing for the benchmarking research?"
 - A. The number of institutions is not as important as the development of some metrics that are important to the University. I would assume 3 – 5.
7. "Please provide dates and timeframe expected for shortlisted firm interviews, if available."
 - A. We have not yet determined a time frame but will give the shortlisted firms at least two weeks to prepare.
8. "We have three teams with extensive library experience who could work on this project. The assignment of a team for the UC Libraries Master Plan Study would happen based on the project start date. Is a November 2016 start firm?"
 - A. The University can be a bit flexible regarding the start date for this project.