



Ruth Holley Library and Library 21c Design Services

RFP 401-26-01-DIST

Pre-Bid Conference, and Additional

Questions and Answers

April 17, 2026

1. Do you have construction budgets for both projects or is the intent to use the initial concept phase to establish one for each project?
 - a. Budgets will be developed after the designs are complete with the assistance of the design firm.
2. Do you have an anticipated design fee or fee target for this phase of the project?
 - a. This RFP will help us to determine what the appropriate fee is for the design work requested.
3. The RFP states a project completion of Sept 9, 2026. It also notes that a “Construction RFP will be targeted for 2027. Can you confirm that the deliverable for Sept 9th is drawing sets that will be submitted for permit and pricing? And that the project will extend beyond the Sept 9th date for construction in 2027.
 - a. Yes, September 9, 2026 is the targeted date for design to be complete for 2027 budgeting purposes.
4. Further building on this, is Sept 9th drawing sets for both projects? And when is the target completion for construction for each project?
 - a. Yes, September 9, 2026 is the targeted date for design to be complete for both projects. Both are targeted to begin construction in 2027 if budget allows.
5. Confirm that while the proposal states to following LEED guidelines these projects are not seeking any specific LEED certification? Best practices are acceptable?
 - a. The amendment posted removed LEED from the Scope of Work.
6. Can you provide further information on what is specifically being requested in the Vendor History Summary in Part 4, page 12 of the RFP?
 - a. An introduction to the vendor and any experience relating to jobs similar to Pikes Peak Library District.

7. Will these projects be Design/Bid/Build or CM/GC construction methods?
 - a. These projects are intended for CM/GC construction methods.
8. Can PPLD provide as-builts for each location? It would be helpful to dial in pricing.
 - a. PPLD will provide current as-builts for both locations upon award.
9. Can we request a list of pre-proposal conference attendees?
 - a. List has been posted.
10. On page 2 of Amendment 1, teams are instructed to “coordinate with engineering disciplines as needed”, but those engineering disciplines are not included in “Minimum Services” identified on page 4. Will Pikes Peak Library District provide those engineering disciplines, should we include them as Minimum Services in our proposal, or identify them as Optional Services?
 - a. Please include them in your proposal.
11. With the Cost Estimator required to be a part of the project team, would their inclusion disqualify them from proposing for the construction work in the future? Will participation in this phase affect our eligibility to continue into subsequent phases of design and construction administration?
 - a. No
12. The schedule does not appear to include a shortlist and/or in-person interview process. Can you please confirm?
 - a. Correct, the vendor will be selected based on the submitted proposal.
13. Can you clarify the intent of the construction RFP? Specifically, is it intended to establish an anticipated construction budget and select a Construction Manager at Risk for coordination during later design phases or for other support processes?
 - a. The subsequent construction RFP, developed from this design RFP is for awarding the construction of the project.
14. Is there an anticipated construction start date for each project that we should consider in our planning?
 - a. The Construction is targeted to begin in 2027 if budget allows.

15. Is there a possibility that the projects could be procured or awarded separately, or should we assume they will be delivered as one combined project?
- a. The Design and Construction projects will be 2 separate RFPs awarded independently. The Design for Library 21c and Ruth Holley Library will be delivered as one combined project.
16. At this stage, would it be acceptable to provide a fee range for the supporting design disciplines (MEP, structural, civil, etc.) until the Concept Design is complete?
- a. A not to exceed fee for supporting design is acceptable.
17. For the "Construction Document Level" deliverables referenced in the amendment, could you clarify the intended level of completeness? Should these documents:
- Serve as permitting documents?
 - Be suitable for construction administration?
 - Support competitive bidding by multiple contractors before entering other phases of design (such as design development, construction documents, construction administration, etc.)?
- a. Serve as permitting documents.
18. Will PPLD provide a refined program and scope?
- a. Please see RFP amendment posted to the website.

Library 21C

19. Can you confirm the approximate square footage of this project to allow for consistent base bids across all submittals.
- a. There is no firm requirement for square footage to be reclaimed. Hopefully, the design proposed will improve space for staff use while still having ample space for public use. The proposed design will be created in conjunction with PPLD staff in discussion. This RFP is for the award of that contract.
20. Can you confirm the level of renovation for the staff spaces? Are you looking for a carpet / paint refresh? Will the renovation include removal of walls and dept reconfigurations? Will the new design look to create open workspaces and join departments?

- a. No, we aren't looking for a carpet/paint refresh. The new design is not a beautification project, but rather it is about designing an efficient use of space that will provide:

Ruth Holley Library:

- Greater space for families in a functioning children's area
- Greater space for educators to work with students (study rooms, collaborative workspaces)
- Evaluation of potential building expansion into adjacent parking areas (to be explored at a conceptual level unless otherwise directed).
- Drawings with highlighted areas that are available for consideration are included, Exhibit A - Ruth Holley Library Drawings

Library 21c:

- Expansion and improvement of staff workspaces, staff collaboration, and staff storage space within the current staff-use space footprint, may consider repurposing some public-use space.

Drawings with highlighted areas that are available for consideration are included, Exhibit B - Library 21c Drawings

21. Will the renovation include any overall mechanical, lighting or system upgrades?
- a. Only if occupancy in spaces is altered to require alterations or fire system adjustments.
22. Can you confirm that public library spaces are not part of the scope and only to be included if reclaimed by the staff renovation work?
- a. Correct. See the highlighted exhibits that are on our website that show the public spaces that may be considered for staff. www.ppld.org/request-for-proposal

Ruth Holley

23. Can you confirm if there is a target size/square footage for expansion?
- a. PPLD does not have a target square footage; this is something that we hope to be guided by from the awarded design process.

24. Can you clarify the extent of site work for RH?

- a. This depends on the extent of the expansion of the current footprint of the location. The expansion will be dependent on consultations between the design team and PPLD.

25. Do you intend to add drive-thru capabilities to this location?

- a. This may be proposed in the final design work submitted once this RFP is awarded

26. Will there be any requirement to repair the parking lot? Items pertaining may be subject to additional Site Plan Submittal reviews by Planning & Zoning

- a. The scope of this RFP is for Design. Construction will be addressed in a future RFP that may include adjustments to the parking lot at Ruth Holley Library (depending on the selected design).