



Purchasing Division
Finance Department
Room 120
411 West First Street
Duluth, Minnesota 55802

218-730-5340
purchasing@duluthmn.gov

Addendum 1
Solicitation 23-AA04
RFP for Community Engagement Liaison for Main Library Renovation

This addendum serves to notify all bidders of the following changes to the solicitation documents:

The following questions asked are answered in italics:

1. Have you identified non-English-speaking community groups and populations to be engaged through the redesign process? If so, what languages? *We do not have significant populations of any particular foreign language speakers in Duluth, rather speakers of a range of languages live in our community. Both the Library and Workforce Development are committed to providing inclusive services, and we invite proposals to consider ways to include input and perspectives from speakers of all languages.*
2. How many in-person engagement activities and stakeholder updates do you envision being held? (A round estimate will help us develop the project budget for our proposal.) *The number of in-person engagement activities depends on the specific approach taken by the consultant, and will be evaluated based on what is outlined in the proposal. We anticipate a minimum of monthly stakeholder updates, with potential for more frequent check-ins with design consultant and core project team.*
3. Who will be the primary contacts from the City, Library, Duluth Library Foundation, and Workforce Development? *A core project team that includes leadership from each department/division will serve as primary point of contact.*
4. How many individuals will serve as part of the project team and stakeholder oversight group? (Page 7 notes guidance and oversight from project team and stakeholders. 13 groups of stakeholders are listed but some have multiple subgroups.) *A core project team will include leadership from each department/division involved in the project, and will provide primary oversight of community and stakeholder engagement. A broader committee that includes front line Library and Workforce Development staff will provide guidance on stakeholder engagement, and review summaries of results throughout the process.*
5. Will there be a liaison available from the design services consultants to co-plan community design input based on their draft designs? *Yes, this is a requirement outlined in the design services RFP.*

6. Do you have an exact June date for delivery of the renovation proposal to the state? *June 1 for first submission and October 1 for final submission.*
7. We are not able to attend the January 9 site visit. Will there be a synopsis available afterward? *There will not be a synopsis of the site visit, but if there is information provided during the visit that may provide a material advantage, that information will be included in an addendum.*

Please acknowledge receipt of this Addendum by including a copy of it with your proposal. The pages included will not count toward any page limitation, if any, identified in the RFP.

Posted: **January 6, 2023**