Compilation to questions submitted by Oct 1, 2026.

Prepared by Shirley Taylor, Library Director, Oct 2, 2026

Will the library post written answers to all RFP inquiries and any addenda on the library website, or email them to all firms? By what date?
Based on other questions, I have been updating and adding to the documents on the Strategic Plan portion of our website (https://www.lemars.lib.ia.us/about/strategic-plan). After Oct. 1, I plan to compile the written questions I have received and my written responses into a document that will be posted to the same section of our website by the end of the day on Friday 10/2 or Monday 10/5.

Section 4 lists five evaluation criteria. Will the Board weigh them equally, or assign points to each criterion?
The Library Board did not specify any additional information.

For interviews on October 13–16, 2026: Do you have an intended format; in-person, hybrid, video? Do you have details about intended length and who will serve on the panel?
In the past, the Library Board has used in-person, hybrid, and video for various meetings. While these details were not addressed specifically by the Library Board in the RFP, I assume that the Board will make use of these options during this process as well.

The cover page certifies that "an examination has been made of the Library Plans, and studies, and the site of the work." Will the library arrange access to the current library, the Convention Center, and Kluckhohn Elementary before October 12? If not, does a visit to the building exteriors satisfy this certification?
Access to the library is available during typical business hours. Please note that I will be attending the Iowa Library Association Conference in Cedar Rapids from Oct 7-9. Access to the Convention Center is available during regular business hours if it does not impact a scheduled event. The contact for access is Jessica Brownmiller (Convention & Visitors Center) at 712-548-4971. Access to Kluckhohn should be arranged through the school (712-546-7064) or district office (712-546-4155).

Should the fee be a single lump sum that includes all reimbursable expenses, such as travel, printing, and meeting materials? Would the board like the fee broken out by tasks?
The RFP asks for "Detailed Cost Proposal; Final & Total Cost must be clearly labeled." Each firm should determine the best way to present the value of the services offered.

Has the board set a budget or not-to-exceed amount for the study? No

The scope includes structural integrity and major building systems. Does the library expect visual, nondestructive assessments, or should the fee include testing such as hazardous materials surveys, geotechnical borings, topographic surveys, or destructive structural investigation? City Administrator Jason Vacura recommended ***not including*** "hazardous materials surveys, geotechnical borings, topographic surveys, or destructive structural investigation" in the scope of this feasibility study.

Do hazardous materials reports exist for any of the three buildings?
During the library's 2017 renovation, asbestos was found in the library and abatement was conducted in the necessary areas. My understanding is that a full report **does NOT** exist for the library or Convention Center. For more information about Kluckhohn, please contact the district office at 712-546-4155.

The current Strategic Plan covers 2022–2026. Is the board preparing a new plan, and should the study align with it?
The Library Board has not started a new planning process currently. This process should start within the next year. I have posted the Community Feedback (survey results) from the most recent strategic plan on the website. These comments seem consistent with comments from the public in 2026.

New building at an undetermined location: Should the study identify candidate sites and site selection criteria, or provide a site-neutral cost for a new building?
City Administrator Jason Vacura recommended a site-neutral cost, excluding the cost of a lot.

What existing documents can the library and city provide? For example: drawings of the current library (including the 2017 renovation), the Convention Center, and Kluckhohn Elementary; site surveys; utility maps; and the full narrative report for the 2025 Kluckhohn facility assessment.

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Are measured drawings/BIM/CAD files available for the current library, Convention Center, and Kluckhohn Elementary?

Because of the 2017 renovation, there is a recent set of drawings for the library. According to City Administrator Jason Vacura, only hand-drawn building plans exist for the Convention Center, which are available at City Hall. Jason told me past attempts to scan or copy the drawings were unsuccessful because the drawings are too light to copy well. The school district has blueprints for Kluckhohn Elementary, dated 1969. City Hall has also located a copy for Kluckhohn. A full narrative report for the 2025 Kluckhohn facility assessment, if available, should be requested from the district office at 712-546-4155

Have specific governmental/nonprofit joint-use partners already been identified?
Since the Convention Center & Kluckhohn are larger than the target of 25,042 sf, this possibility was listed to "right-size" those buildings. Currently, the ISU Extension Office for Plymouth County occupies a portion of the Convention Center's lower level. Other than this current arrangement, no other partners have been identified at this time.

Does the board have a target project budget or funding range the study should test the options against? No

How many Library Board, City Council, and public-engagement meetings should be included in the fee? (received prior to Sept 14, 2026)

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Do you have an estimated number of library board meetings, city council meetings, public meetings, and stakeholder sessions firms assume as a baseline in the fee? (received after Sept 14, 2026)

I talked with the library board at the Sept 14, 2026 meeting regarding the first questionlisted. As a result, I posted an update to the RFP, adding this change to Feasibility study should cover: *" prepare materials and participate in Library Board, Council meetings, and public engagement** *Preference for public engagement would be meeting with the general public as well as selected stakeholders* (revised 9/15/26)" The library board did not specify the number of meetings and I did think to ask that question. I am sorry I can't provide more details

Is community engagement expected to help select among the four scenarios, or primarily communicate findings in a Presentation & Q/A format?
The Library Board did not specify any additional information.

Does the Board have an estimated number of stakeholder groups to engage in this study, such as the Le Mars Public Library Friends of the Library, city staff, the school district, the arts center, the chamber, and local employers?
The Library Board did not specify any additional information.

Will the board appoint a steering committee or task force for the study, as it did for the 2017 renovation?
The Library Board did not specify, however based on past projects (renovation, space needs assessments, etc.), it is fair to assume a steering committee will be established.

Is there an expectation that the feasibility-study consultant would then be selected for the subsequent architectural commission?
The Library Board did not specify this expectation.

I would like to thank all the firms that expressed interest in this project. I am excited about the next chapter in our library story! – Shirley Taylor, Library Director