

## **FINAL RFP FAQ: Questions Received as of August 15, 2025**

1. Q: Looking beyond the master plan, what is your funding mechanism for moving forward with facility improvements?

A: Looking beyond the master plan, NRPL anticipates using a combination of funding sources to support future facility improvements. These may include:

- State and public grants such as the NYS Public Library Construction Grant, Dormitory Authority of the State of New York (DASNY) grants, Economic Development Assistance Program (EDAP), CREST, and SAM funding
- The Library's Capital Fund
- Contributions from the NRPL Foundation
- Support from the Friends of the Library
- The potential pursuit of a public bond, if appropriate and feasible

This multi-pronged approach is intended to provide both flexibility and long-term sustainability as we move from planning to implementation.

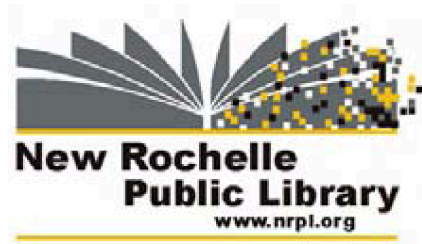
2. Q: Was a budget for improving the Main Library established as part of the Physical Condition Assessment process?

A: A formal budget was not established as part of the Physical Condition Assessment process. However, a preliminary estimated construction cost for the Main Library was developed based on 2020 first-quarter pricing, with a 20% design contingency. That estimate totals \$15,107,163 and covers repairs and renovations to the existing structure only—it does not include any new construction.

This preliminary estimate is strictly for construction costs and does not include soft costs, such as:

- Architectural and engineering fees
- Owner's representative or construction manager fees
- Hazardous materials abatement
- Permits, furnishings, or technology infrastructure

A detailed breakdown of cost estimates for both the Main Library and Huguenot Children's Library (HCL) can be found in Section 5 of the assessment report.



3. Q: Are you anticipating that the master planning for the Children's Library will focus solely on the ADA addition or look at the space as a whole for potential improvements?

A: The master planning process will evaluate the entire Children's Library, not just the ADA addition. We anticipate a comprehensive review of the space to identify opportunities for broader improvements.

4. Q: Page 5, Item 6 "Questions" mentions the deadline for questions is August 1. Page 5, Item 7 "Timeline" mentions the deadline for questions is July 16. Please clarify what the deadline is.

A: The deadline for submitting questions related to the project has been extended from August 1, 2025 to August 15, 2025. All other deadlines and requirements outlined in the RFP remain unchanged unless otherwise noted.

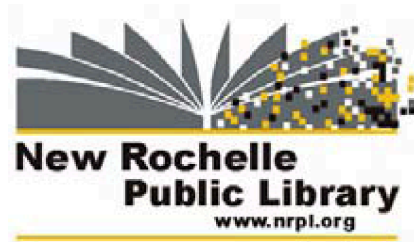
5. Q: What consultants/specialties is NRPL expecting firms to include at the RFP stage?

A: At this stage of the RFP, NRPL is not requiring firms to have a finalized consultant team in place. However, we do expect respondents to identify any key consultants or specialties they anticipate including based on the scope of work - for example, specialists in historic preservation, sustainability, community engagement, or technology planning. While the team can evolve, demonstrating an understanding of the expertise likely needed will strengthen your proposal. We encourage firms to outline their approach to assembling a qualified team and to describe any confirmed or potential collaborators, if known.

6. Q: We would like to confirm whether hard copies of the proposal are required in addition to the email submission. If so, could you please advise how many hard copies should be provided?

A: Digital copies are sufficient. If you are also providing paper copies (not required), please send six (6) hard copies to:

New Rochelle Public Library  
1 Library Plaza



New Rochelle, NY 10801

Attn: Eugenia Schatoff

7. Q: Does the New Rochelle Public Library have a preferred MEP consultant?

A: No.

8. Q: We noticed the RFP due date is set for Saturday, August 30th. Is it possible to extend the due date until after Labor Day (September 1st)?

A: Yes, we are extending the due date to September 2, 2025 to accommodate Labor Day.

9. Q: Are you able to provide a sign-in sheet from the walk-throughs?

A: Below is the list of firms who attended walkthroughs:

Peter Gisolfi Associates

H2M Architects and Engineers

GF55 Architects

Andrea Steele Architects

Lothrop

KG&D

Margaret Sullivan Studio

Architectural Preservation Studio

HMAZ Architects

Sage and Coombe Architects

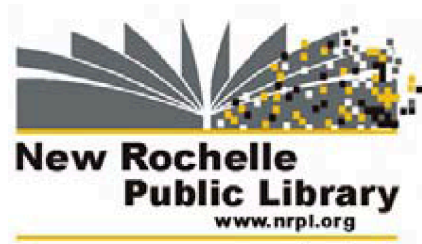
Dattner Architects

Perkins Eastman

10. Q: What systems are currently in place for data collection at the Library? For example: foot traffic, collections and circulation, patron feedback, integrated library system (ILS), etc.

A: The Library uses a variety of systems to collect data:

- Foot traffic is monitored using people counters installed at each entrance.



- Collections, circulation, and library cardholder data are tracked through our integrated library system (ILS), which provides automated and comprehensive reporting.
- Patron feedback is gathered through surveys, a physical suggestion box, and occasional targeted outreach efforts.

11. Q: Does NRPL use off site storage or interlibrary loan for collections?

A: No.

12. Q: Does the library have any information on the catchment area for its patrons and programming?

A: We serve all neighborhoods of New Rochelle- including zipcodes 10801, 10802, 10804, 10805 (and parts of 10583) - as well as residents who work or attend school in the city. The NRPL's recent 2022-2026 Strategic Plan emphasizes enhancing outreach to communities of color, Spanish-speaking residents, and underserved neighborhoods.

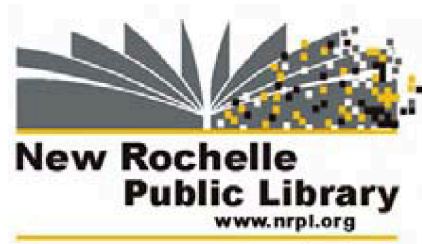
13. Q: Has the library ruled out negotiating the development rights for the library site, as was considered circa 2015/2018 in exchange for the construction of a new Library facility on the property or a nearby property?

A: The concept of utilizing the development rights of the Library site was discussed in general terms during city planning efforts around 2015-2018. While the idea was explored, no formal proposals were advanced by the Library at that time.

The Library remains focused on meeting the evolving needs of the community, and any future considerations related to the site or facility would require careful evaluation, collaboration with the City and Library Board of Trustees, and meaningful public input to ensure alignment with community priorities.

14. Q: Will digital files of the library's existing plans be ready and uploaded for access prior to the RFP deadline?

A: Digital copies will be made available as soon as they are received. At this time, we do not have a confirmed timeline for when they will be ready.



15. Q: Is there some flexibility in the 10-year window for relevant Master Planning project experience?

A: At this stage, we encourage all interested firms to submit their qualifications, including any relevant project experience they believe best demonstrates their capabilities.

16. Q: We are in receipt of the CAD plans for the Main Library. Would it be possible to share digital or PDF plans of the Huguenot Library as well as sections of the two library buildings?

A: An attached PDF document titled “Archival Supplemental Materials” outlines the materials currently available in our archives. If any of the listed items are relevant to your needs, you are welcome to visit the library to review the drawings and related materials in person.

17. Q: Can you please share a property survey for each of the two sites to permit us to understand the location of the library property lines?

A: An attached PDF document titled “Archival Supplemental Materials” outlines the materials currently available in our archives. If any of the listed items are relevant to your needs, you are welcome to visit the library to review the drawings and related materials in person.

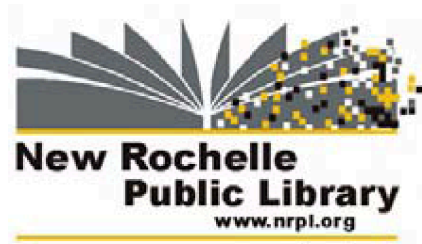
18. Q: Can you please share the Haz Mat Testing results that were obtained for the two buildings?

A: Asbestos testing was conducted only on the mechanical systems and the roof of the Main Library, and no asbestos was found in either area. No additional hazardous materials testing has been performed.

19. Q: Please share the number of firms who are responding and if possible, the names of those firms.

A: See question 9 above.

20. Q: In addition to the CAD plans, are there other existing drawings available for reference – architectural, structural, mechanical, plumbing, electrical, fire protection,



civil/site, etc. Are they hard copies, PDF format, CAD format? (not necessary to provide at this time, but will help us understand scope for our RFP response)

A: An attached PDF document titled “Archival Supplemental Materials” outlines the materials currently available in our archives. If any of the listed items are relevant to your needs, you are welcome to visit the library to review the drawings and related materials in person.

21. Q: Do you have recent utility bills available for reference? (not necessary to provide at this time, but will help us understand scope for our RFP response) We typically look for about 2 years of bills.

A: We can provide the selected firm with all utility bills.

22. Q: Is there an expected timeframe for the Master Planning Services, or any milestone dates that need to be met?

A: There is no defined timeframe at this stage. Milestones and timelines will be established collaboratively with the selected firm during the initial planning phase.