



## **THE INDIANAPOLIS PUBLIC LIBRARY**

# **REQUEST FOR QUALIFICATIONS FOR ARCHITECTURAL DESIGN SERVICES FOR THE WEST INDIANAPOLIS BRANCH RENOVATION PROJECT**

## **ADDENDUM 1**

**Addendum Issue Date:** May 5, 2025

**RFQ Issue Date:** April 7, 2025

**Contact:** Adam Parsons  
[PurchasingRFP@indypl.org](mailto:PurchasingRFP@indypl.org)

This Addendum, issued prior to submission of a Statement of Qualification, alters, amends, corrects, or clarifies the RFQ documents to the extent stated herein and does thereby become a part of the RFQ and the subsequent Contract Documents.

A site visit to the West Indianapolis Branch is scheduled for Wednesday, May 7, 11:00 AM to 12:30 PM EDT.

The West Indianapolis Branch is located at 1216 Kappes Street.

**Attachments:**

Pre-Proposal Conference Notes dated April 25, 2025.

West Indianapolis Branch portion of the Long-Term Patron Services Assessment, including:

- Branch overview
- Staff survey responses
- Manager feedback
- Area Resource Manager feedback

Floor plans for the West Indianapolis Branch.

**End Addendum 1**

# Pre-Proposal Conference Notes

Date: April 25, 2025  
Time: 2:00 PM EDT  
Attendees: See list after notes  
Prepared by: Adam Parsons - IndyPL  
Regarding: RFQ – Design Services for WIN Renovation Project

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## 1. WELCOME AND INTRODUCTIONS

### IndyPL Staff

Adam Parsons: Chief Operational Services Officer

## 2. SIGN-IN SHEET

Attendees were requested to put their name, title, and company into the Teams meeting chat as a sign-in sheet.

## 3. PROJECT INFORMATION

The request is for architectural design services for the West Indianapolis Branch feasibility study and renovation project.

## 4. ADDENDA

- A. The first addendum will be issued to document the Pre-Proposal meeting, including any questions asked during the meeting.
- B. The second addendum will be issued to answer any question submitted to the [PurchasingRFP@indypl.org](mailto:PurchasingRFP@indypl.org) email address.

## 5. QUESTIONS PRIOR TO SOQ SUBMISSION

- A. Questions and requests for clarification shall be submitted in writing to [PurchasingRFP@indypl.org](mailto:PurchasingRFP@indypl.org).
- B. No questions will be accepted after 5:00 PM EDT on May 8, 2025.

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## **6. SOQ SCHEDULE**

- A. Overall schedule (Section V, page 4)
- B. Proposals are due by 4:00 pm on May 29, 2025.
- C. Public opening to follow at the Library Services Center and Virtual.
- D. Board approval expected July 28, 2025.

## **7. SOQ ITEMS OF NOTE**

- A. Confidential information and public records (Section VI, page 6)
- B. MBE/WBE/VBE/DOBE Utilization Goals (Attachment E, page 24)
- C. Scope of Services
  - 1) Design-Bid-Build
  - 2) Public/Staff Engagement (Section 4, page 4)
- D. Vendor Qualifications (Section VI, page 6)
- E. SOQ Format (Section VI, page 7)

## **8. QUESTIONS**

- Q1: Based on visitor traffic and demographics, is there a zip code that would be better for a new location?
- A1: Library branch service areas are not determined by zip codes, but rather census tracts. If the West Indianapolis Branch were to merge with another branch, the service area would change, and that will be part of the feasibility study.

The map of all branch service areas along with designated census tracts will be part of Addendum 2.

- Q2: How is the XBE participation calculated? Do prime firms count towards the XBE percentages?
- A2: The XBE percentages are calculated based on dollar percentages of the overall contract price. Both prime firms and subcontractors are included in the XBE calculations. Firms with multiple XBE designation will only be counted toward one category.
- Q3: Is relocation the best option for meeting the needs of the community?
- A3: It is unknown if relocation is the best option for meeting the needs of the community. IndyPL would like to consider all options during the feasibility stage.
- Q4: Does The Library already have sites that are available for potential relocation, or would identification of possible sites be part of the relocation study?

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A4: IndyPL is aware of one possible site, identified by the West Indianapolis Neighborhood Congress (the local neighborhood association). The site includes the parcels located at 1020, 1030, 1042, 1048, 1052, 1056, and 1104 South Harding Street, as identified on maps.indy.gov. This site has been identified as a possibility only and is not being given any preference in the feasibility study.

Other potential sites were identified during the 2023 Long-Term Patron Services Assessment, but the status of these sites is unknown. These sites are included in the West Indianapolis Branch excerpt of the Assessment, which is attached to this addendum.

Q5: Has a project budget or construction budget been published?

A5: No. The Statements of Qualification will help identify the budget for the design portion. The design will help identify the construction budget. The reason for this is to more accurately identify the correct amount of bond funding necessary for this project.

Q6: I understand the scope of outreach that's included in the project, but is there previous outreach that was done as part of the master plan that this will be building off of?

A6: Outreach was part of the Long-Term Patron Services Assessment, and there have been some patron survey efforts since then. Both will be made available for the project.

Q7: Will a visit to the building be possible so that we can see behind the scenes as well as not just the public areas.

A7: A visit has been scheduled for May 7 at 11:00 AM to 12:30 PM EDT.

Q8: Will a furniture plan and floor layout be available prior to the SOQ deadline?

A8: Yes. The most up to date documents are attached to this addendum.

Q9: Do we know if any of the potential new location sites are brownfields or have hazardous material concerns that we should be worried about?

A9: We do not have any information about status of any of the sites. The West Indianapolis neighborhood is adjacent to many industrial sites, so there is a higher chance to encountering hazardous materials.

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List of Attendees

<b>Name</b>	<b>Company</b>	<b>Title</b>
Carla Hill	Guidon	Business Development Director
Joseph Jarzen	Schmidt Associates	
Tim King	Guidon	
Vickie White	Group 4 Architecture, Research, + Planning, Inc.	Senior Planner
Bryan Moll	JQOL	Director
Renee Downing	HBM Architects	
Jennifer Knotts	IDO Incorporated	CFO
Amy Schmieding	Woolpert	
Bryan Duncan	Champlin   EOP	Associate, Senior Project Manager
Greg Perkins	Synthesis	
Heather Harbert	VPA Architecture	Senior Project Architect
Katie Grajewski	krM Architecture	Architect
Erin Jennings	Luminaut	Principal
Susan Guindon	Guidon	
Megan Wakefield	Perkins&Will	Senior Marketing Manager
Rosalia Pettinato	Woolpert	Proposal Manager
Trevor Horst	Woolpert	Architect
Antone Sgro	RATIO	Library Practice Area Leader
Ben Crabtree	Bialosky	Associate Principal   Design Director
Iasia Cheers	Engaging Solutions	Direct of Comm. Engagement and Inclusion
Scott Solverson	CCS International	Business Development Manager
Kevin Montgomery	krM Architecture	Architect
Carli Clements	WDi Architecture	

End of Pre-Proposal Notes.

# Appendix E

## Staff Survey Responses • West Indianapolis Branch

Staff Participation ..... 33%

### How do visitors arrive at your library?

Public Transportation.....25% or less

Personal Vehicle .....25% or less

Walk or Ride a Bike ..... 50% or more

### Q1. What are the hot spots in your building? Where do people spend the most time?

- Public space **x2**
- Sitting in the comfortable chairs

### Q2. What types of spaces would be the most helpful for serving adults?

- Private study rooms - Need two smaller ones for tutoring , social work visits and one large one for family social work visits **2x**
- Larger community room for programs and meeting

### Q3. What types of spaces would be the most helpful for serving teens/young adults?

- Private study rooms for tutoring
- Larger community room for programs
- Dedicated computer area

### Q4. What types of spaces would be the most helpful for serving children?

- Private study rooms for visits with social workers/family visits **x2**
- A tiled area with tables for meal service
- Larger community room for programs

### Q5. Is there anything about your location that you think would make it more usable or useful?

- More space! West Indy has no storage space and very little staff area

- Branch Manager needs their own office
- Study Rooms
- Space to expand the collection
- Expand the staff area - Staff restroom can become a noise issue

### Q6. Is there anything about/within your building that is considered “sacred” to the community and should be preserved?

- There are a few items from the original Carnegie Library that it would be nice to keep if possible (clock and bookcase)
- Charging station
- Blue sky ceiling

### Q7. What types of spaces or furnishings does your building not have enough of for patrons?

- Study rooms **x2**
- Better seating for patrons/children reading together
- Teen space
- Restrooms

### Q8. Do you have the correct number of study rooms for the demand you receive? Are the study rooms in a good location?

- We have zero study rooms and are in desperate need of several study rooms **x2**
- Sometime will allow patrons to use the community room since they are saying sensitive information

### Q9. Which parts of the collection do visitors request/use the most?

- Movies/DVDs

### Q10. Do you think collections are easy to browse in the current layout? Can visitors easily find what they are looking for? What could be improved?

- Need more space for everything **x2**
- Some items are hidden in corners or behind computers

### Q11. What works well in terms of display/merchandising collections? What could use improvement?

- The big display case at the entrance is great, however the glass doors are huge and heavy
- Display space near the checkout so patrons can see items when they are waiting

### Q12. How has the use of digital collections impacted the use of physical collections?

- Very few of our patrons use digital resources, so there has been no impact
- A lot of patrons checkout DVDs since they can't afford streaming services
- Most are uninterested in using digital collections such as Kanopy due to the lack of Internet at home

### Q13. Which features are important to have in a service desk? (i.e., size, mobility, height, views, etc.)

- Good views
- Security
- A larger desk - between reference and circulation, there is not enough space to do work

## Staff Survey Responses • West Indianapolis Branch

### Q14. Which types of technology do visitors request access to the most?

- Public Computers x2
- Hotspots x2
- Faxing
- Chromebooks

### Q15. Is there a type of program that you would like to offer but currently do not?

- Any program that requires a lot of space
- Large computer classes in a dedicated space
- Would like a large Community room to host events (job fairs, etc...)

### Q16. Are there other materials or services that you wish you could offer but are currently unavailable at your location?

- Private spaces for social work visits and intake interviews
- Free faxing

### Q17. Do you have any security concerns related to the library building in which you work?

- Everything is from the 1980s, so yes. The stove and oven, in particular, are a big concern.
- The stall in the restroom makes it difficult to check on patrons - Illegal events happening
- Security cameras do not completely cover the exterior of the building

### Q18. Is there anything about your library site that is a hindrance to visitors? (i.e., parking, availability of drive-up services, drainage, etc.)

- The street (Kappes) is in very bad repair and it is hard for older patrons/those in wheelchairs to get here

- Parking is shared with Mary Rigg Neighborhood Center, and it can be hard to find a spot some days.
- The sidewalk facing Kappes is uneven and a tripping hazard for anyone walking by the building
- The low profile and dark brick of the building are hard to see from the street
- Outside signage is not easy to see
- Lack of private rooms - Turn down patrons since there are none, patrons will leave
- Total size of the building and collections

### Q19. Which user group(s) do you feel are under-served by the library (if none, reply "none")?

- All of them
- Spanish speakers - There is not enough room to increase the collection to reflect what patrons are interested in checking out

### Q20. How can the library solidify its role as a community destination?

- West Indy branch needs to be expanded and updated to better serve residents. West Indy has always been an overlooked and neglected neighborhood, it would be nice for IndyPL to show its commitment to West Indy patrons by providing them the same atmosphere and services other neighborhoods have been given.
- Show that you care about those patrons who are in poverty, experiencing homelessness, addiction, etc. in our low-income neighborhoods, regardless if it fits the projected image you are trying to convey to the public. In order to serve all of Indianapolis, you might have to show a side of things that you don't normally want to put

on Facebook or the website. Representation of these groups matter. Not every event and patron will look picture perfect. Renovations and money should not just go to fund the up and coming White neighborhoods. Step away from being a brand and be a community home instead.

### Q21. Any additional comments/suggestions?

- Thank you for the survey! We have felt unheard/ignored for years.
- Continue asking for feedback (staff and patrons)
- Continue visiting branches
- Meet the public



### Darren Stewart Branch Manager, West Indianapolis Branch

- Not enough space in children's area
  - » Don't like the bucket shelves
- Local Spanish Language speaking population
- Social worker - improvised visits
  - » Need study rooms!
- Computers are always used 9+5
- Carpet stains
- 5 computer station table is tight at perimeter shelving
- One shared desk for circulation and reference with holds kept behind the desk
- So tight in the staff desk area
- Break room area is close to the bathroom and hear sounds
  - » Can only eat one at a time
- Have 7 staff total with 3-4 on any given day
- More shelving is needed overall
- High homeless population in the area
- Turn WiFi off at night
- Other social services: partner with Indy Parks for meals after school
  - » Shalom Health
  - » Set up at tables - other groups too
  - » Takes away from patron space
- Charging/access to power is needed
- Bathrooms - only have two and they are often clogged
  - » Not enough
- Community Room
  - » Storage area is needed
  - » Hygiene Kits, little free library
  - » Tables and chairs
  - » Book carts
- Network closet – storage is full here too
- Leaking fireplace
- Ceiling mural is loved
- No carpet
- Security switch – use a stick to operate it
- Nook for hiding in the vestibule

#### Patrons returning to the library post-pandemic

- Got used to them not being open
- E-books
- DVDs checkouts are still strong

# Appendix E

## Discussion Notes • Area Resource Managers and Other Staff

### **Elizabeth Schoettle** Area Resource Manager (DEC, EAG, HVL, MIC, WAY, WIN, WPR)

#### **What are your goals for the renovation of the Pike Branch?**

- Create better sight lines for staff and patrons
- Greeted by staff at entry
- Open up the space, make it more inviting
- The branch has been renovated a bunch of times before but this should make it more cohesive
- Amount of space is fine
- Have a staff meeting room in the back like planned for Nora
- People have seen the new branches and want more/bigger windows at PIK. Trying to lighten it up with less dark wood and dark brick.
- Get lots of teens after school and want to give them their own space. Might use glass sliding doors.
- Increased number of study rooms.

#### **What would your goals be for renovating the Decatur Branch? Do you think an expansion should be considered?**

- The shape is funky. Expansion is needed not because of use, but to make it more functional and get rid of the triangular shapes inside. Squares and rectangles create more usable space.
- Outdoor area outside of the manager's office is not used. Even the manager's office is a funky shape.
- Need a larger children's area. Would like this to be separated like at WPR or MIC
- Have the marketplace in the middle like at EAG
- Check with branch manager on study room use and needs

#### **What would your goals be for renovating the West Indy Branch? Do you think an expansion should be considered?**

- The branch is too small.
- Really needs study rooms, have social worker on staff, need space for them that is visible.
- The community room is small, dank, and without windows. Someone who recently booked it was so disappointed that the library refunded their rental fee.
- Vestibule is large and creates wasted space
- Don't want to have multiple floors because its a staffing challenge
- Not sure there is another location available nearby to build new. A lot of people walk here. There might not be much available land. Patrons from this area wouldn't walk to HVL if WIN was closed. Don't want to cross the railroad tracks.
- Need is high in this area, really a neighborhood branch.

#### **What are top priorities for improving the Haughville Branch? The Board mentioned that patrons are slow to return to this branch, have you noticed a change in the users since the library reopened after the pandemic?**

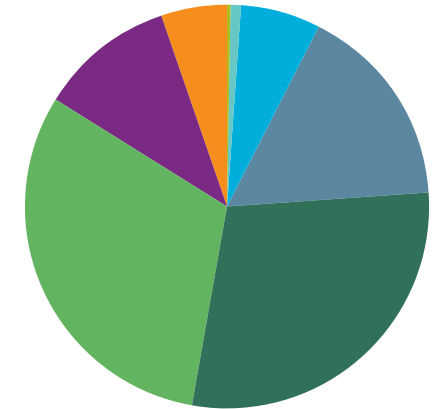
- Skeptical of pre-pandemic door counts, the counters are notoriously inaccurate and don't think there is an issue here with patrons coming back.
- The children's area is too small and behind where staff sit
- Spaces are not used to their potential in the current layout
- This is a long space with a big service desk only in the front
- Have hidden corners and are working on getting more cameras. This was built at a time when some of the better tech wasn't available yet.

# West Indianapolis Branch

## Overview



## Demographic Profile



American Indian	0.55%
Asian	0.67%
Black or African American	6.44%
Hispanic or Latino	16.43%
Hawaiian or Pacific Islander	0.01%
Not Hispanic or Latino	29.01%
White	30.94%
Other race	10.87%
2 or more races	5.17%

### Average Household Income

\$39,324

*29.48% of residents are living below the poverty line*

### Median Age

34.89

*25.40% of households have children under 18 years old*

### Dominant Mosaic Segments

Growing and Expanding  
 Small Town Sophisticates  
 Settled and Sensible  
 Ambitious Dreamers  
 Expanding Horizons

# West Indianapolis Branch

## Overview



### Address

1216 South Kappes Street  
Indianapolis, IN 46221

### Year Constructed

1986

### Year Renovated / Expanded

N/A

### Building Size

5,000 SF

*0.43 SF / capita*

*6.36 visits / SF*

*4.12 items circulating / SF*

### 2021 Service Area Population

11,721

*2.71 visits / capita*

*1.76 items circulating / capita*

# West Indianapolis Branch

## Evaluation Criteria



### Overall Impressions of the Space

#### Entry Experience

- The entry is dark and uninviting. However, once inside the library space, it is easy to see staff and understand the full layout of the space.

#### Wayfinding

- The layout, size, and shape of the building support easy wayfinding

#### Signage

- Directional signage is not needed due to the small size of this branch.
- Collection signage is provided on shelving.

#### Facility Flexibility / Adaptability

- The space is generally open for ease of future reconfiguration.

#### Response to Service Area Needs & Issues

- It appears that although this building is well located, it is in need of functional reconfiguration and updates to better serve the needs of this community. Expansion should be considered if possible on the site.
- Many patrons walk to this branch or rely on public transportation.
- There is a need for restrooms to be larger, reconfigured, and with reliable plumbing. Some unhoused patrons use the restrooms here to clean up as needed.

#### Condition of Interior FF&E

- The interior is in poor condition. This building is in need of a complete renovation and reconfiguration that will update all flooring, finishes, furniture, millwork, the service desk, lighting, etc.

#### Universal Facility Accessibility

- The restrooms are not accessible
- The doors to enter the building are in need of repair
- Shelving aisles may be tight for patrons with assistive devices and difficult to move around at the far ends of the stacks. Additionally, materials are located both at the top and bottom of the shelves.



# West Indianapolis Branch

## Evaluation Criteria



### Patron Convenience

#### Parking Lot Use

- The library's parking lot is small but adjacent parking is available for shared use through partnership with the Mary Rigg Neighborhood Center.

#### Support for Patron Self-Directed Services

- Once inside the building, it is easy for patrons to locate staff, navigate the space, and browse collections

#### Access to Self-checkout / Holds

- The Holds are located behind the service desk.
- There is a self-checkout station located on the service desk.

#### Community Information Display

- This is located in the vestibule with additional pamphlets / informational materials located at the service desk.

#### Drive-up Services

- Drive-up services are not available here and the size of the site restricts the ability to provide this service here.

#### Walk-up Book Drop

- There is an exterior walk-up book drop next to the building entry. This feeds into a secure room accessed from the vestibule.

#### Smart Lockers

- These are not currently available but could be provided in the vestibule.

#### Wellness Room

- This is not available at this location.



# West Indianapolis Branch

## Evaluation Criteria



### Services & Staff

#### Access to Staff Assistance

- It is easy to locate staff throughout the building

#### Processing & Moving Materials

- Materials are primarily processed through the staff workroom.
- The staff office and workroom are tight and double as the staff lounge.
- This branch does not have an automated materials handling system.

#### Location & Condition of Service Desks

- This branch is operated with a single combined service desk.
- The desk is well located with direct views to the entry, corridor leading to the restrooms, community room doors, public computers, and is adjacent to the children's area.
- The desk is well sized for the space and large enough for staff to work on projects while at the desk.
- However, the desk is dated, worn, and should be replaced as part of a comprehensive renovation project.

#### Ease of Identifying Service Desks

- The service desk is easy to identify.

### Technology Use

#### Library Computer Use (patrons)

- The amount of public computers currently provided is sufficient for the amount of use.

#### Personal Device Use (patrons)

- Some patrons do bring their own devices.

#### Access to Power

- There is a lack of access to power for patron devices.



# West Indianapolis Branch

## Evaluation Criteria



### Collection Use

#### Collection Access

- Collections are housed on taller shelves due to lack of space. Shelves are full with some overflowing in the children's area.

#### Collection Display

- There is 1 book display unit between the entry and the service desk. Space is limited here.

#### Organization / Layout of Shelving

- The perimeter shelving is easy to navigate.
- Stand alone shelving is tall and in long runs due to lack of space.

#### Interactive Learning / Play Features

- The children's area is tight and lacks space for interactive or imaginative play elements.



### Meeting / Gathering Spaces

#### Public Meeting Room Access

- The community room is accessed from the vestibule and a small hallway near the restrooms. There is no visibility into this room from the library and also no windows to the outside.

#### Study Room Access

- There are no study rooms at this branch. These types of spaces are needed for patrons, community partners, and social worker visits.

#### Seating Options

- There is a combination of lounge and table seating primarily located in front of the fireplace.

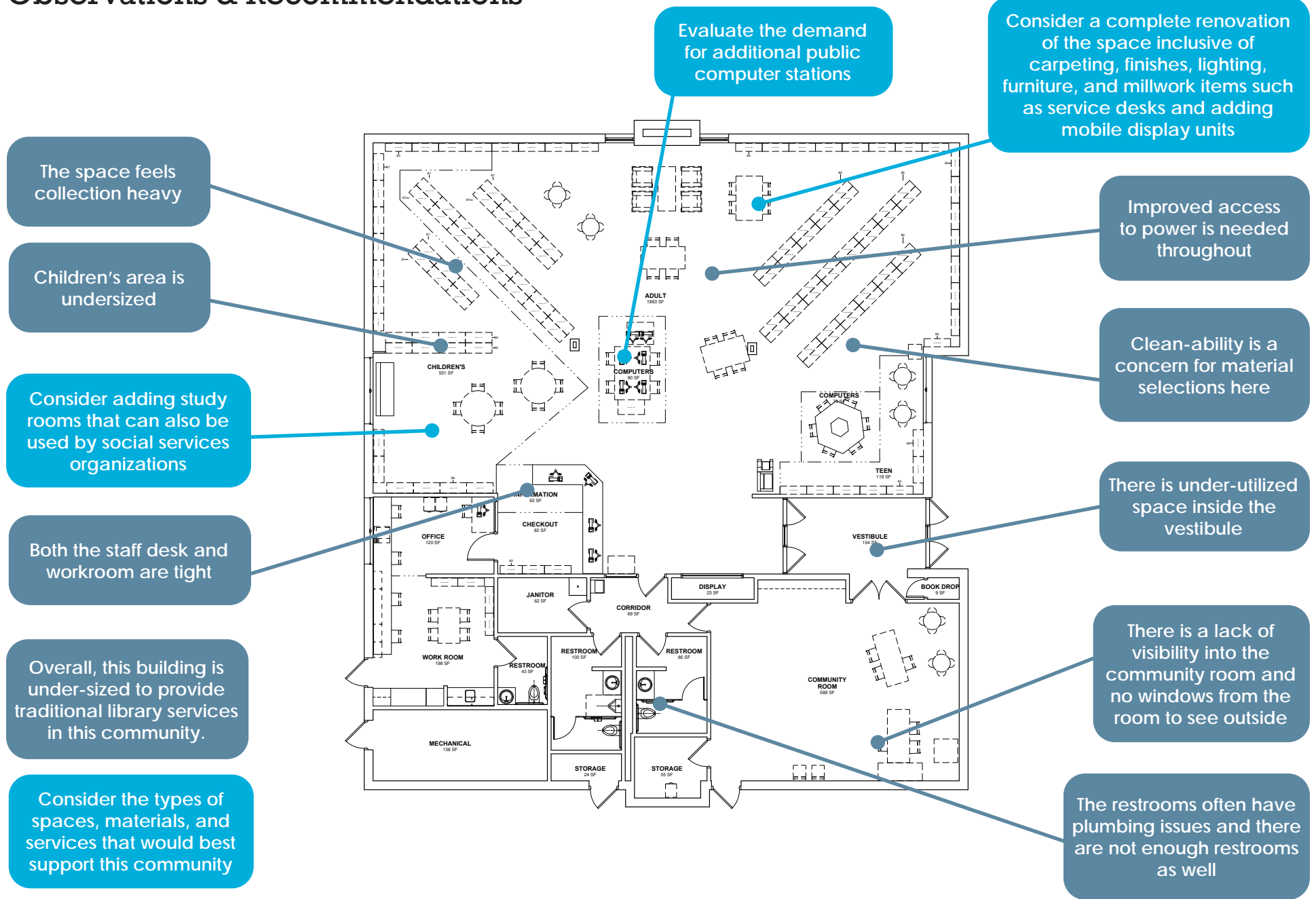
#### Outdoor Programming Space

- There is currently no outdoor programming space at this library and limited space on the site.



# West Indianapolis Branch

## Observations & Recommendations



# West Indianapolis Branch

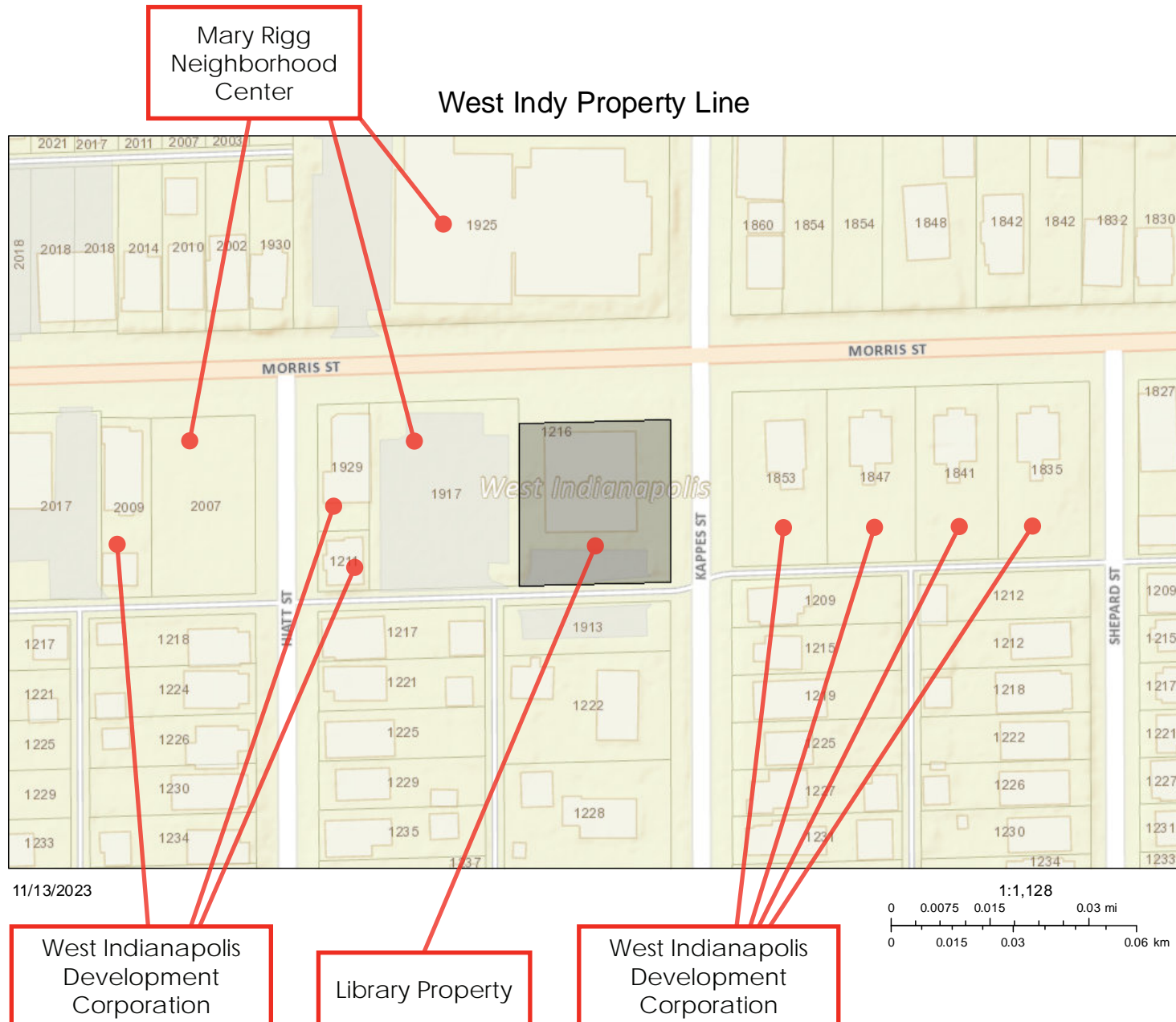
## Proposed Improvements / Option A



# West Indianapolis Branch

## Neighboring Properties

For discussion purposes only



# West Indianapolis Branch

## Proposed Improvements / Option B

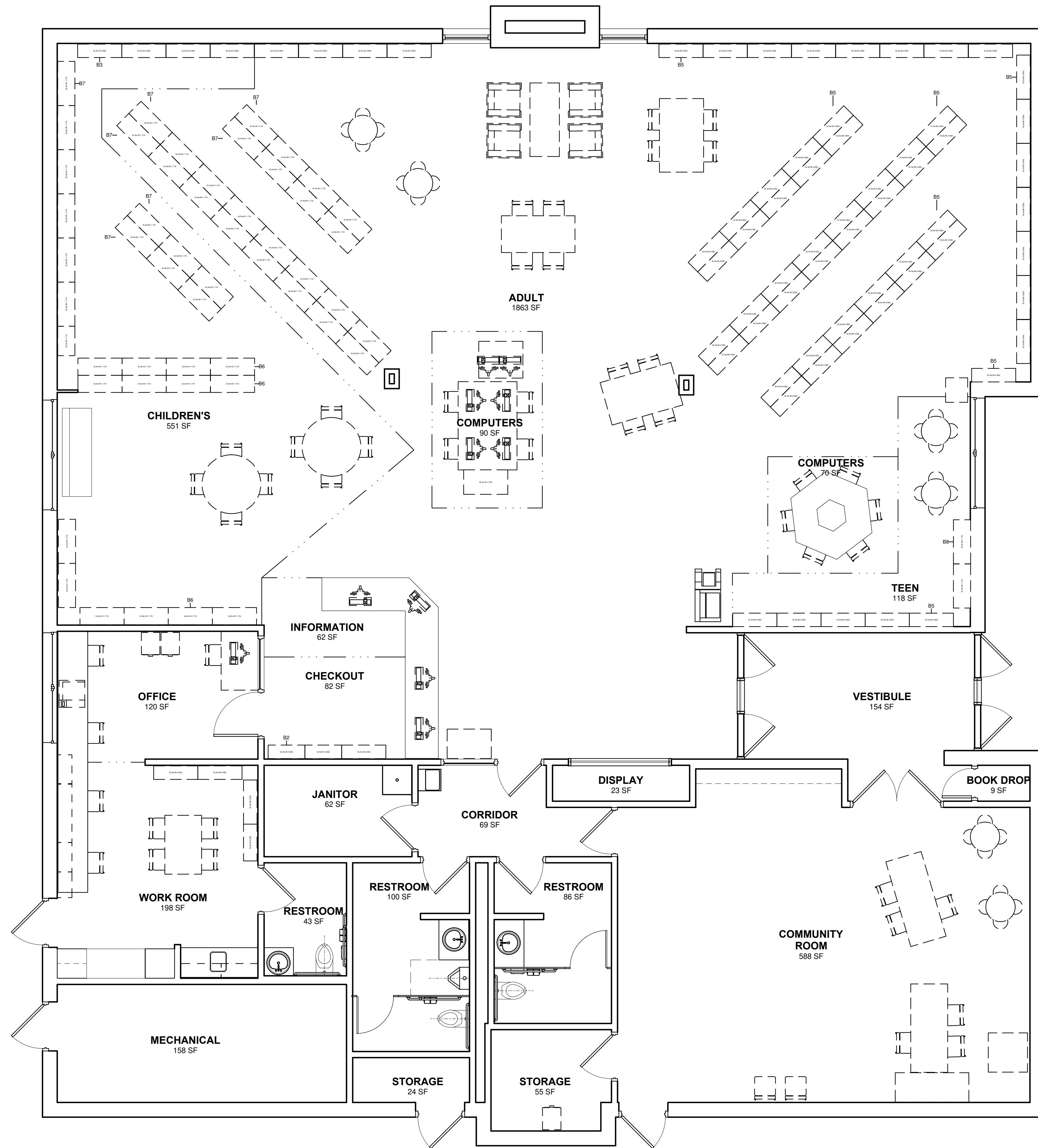


Consider an addition (1,700 SF) over the existing parking lot and entering into partnership with community neighbors for shared parking lot use

Room Schedule	
Name	Area
ADULT	1863 SF
CHECKOUT	62 SF
VESTIBULE	154 SF
OFFICE	120 SF
WORK ROOM	198 SF
JANITOR	62 SF
RESTROOM	43 SF
RESTROOM	100 SF
RESTROOM	96 SF
CORRIDOR	69 SF
COMMUNITY ROOM	588 SF
STORAGE	55 SF
STORAGE	24 SF
MECHANICAL	158 SF
BOOK DROP	9 SF
COMPUTERS	70 SF
COMPUTERS	90 SF
CHILDREN'S	551 SF
DISPLAY	23 SF
TEEN	118 SF
INFORMATION	62 SF
Grand total: 21	4525 SF

Bookshelf Schedule						
Type Mark	Width	Height	Depth	Number of Shelves	Count	Shelf Linear Footage
B1	2'-0"	5'-8"	1'-2"	3	1	6'
B2	2'-6"	5'-0"	0'-11"	3	2	15'
B2	2'-6"	5'-0"	0'-11"	5	1	13'
B3	3'-0"	5'-0"	0'-11"	3	1	9'
B3	3'-0"	5'-0"	0'-11"	5	8	120'
B4	3'-0"	5'-8"	0'-11"	4	2	24'
B4	3'-0"	5'-8"	0'-11"	5	4	60'
B5	3'-0"	7'-6"	0'-11"	5	48	720'
B5	3'-0"	7'-6"	0'-11"	6	4	72'
B5	3'-0"	7'-6"	0'-11"	7	4	84'
B6	3'-0"	3'-8"	1'-2"	2	6	36'
B6	3'-0"	3'-8"	1'-2"	3	8	72'
B7	3'-0"	5'-8"	1'-2"	3	6	54'
B7	3'-0"	5'-8"	1'-2"	4	30	360'
B8	3'-0"	7'-6"	1'-2"	5	2	30'
B9	3'-0"	4'-0"	1'-8"	3	1	9'
Grand total: 128					128	1884'

Office and Vending Equipment Schedule		
Designation	Type	Count
OEO	Computer	18
OEO	Copier-Floor	1
OEO	Laser Printer	1



1 FIRST FLOOR PLAN  
1/4" = 1'-0"

Project No. 2013-028.000  
Project Date 09.27.2013  
Produced

Field Verification Set  
Not For Construction

These Drawings and Specifications, and all copies thereof are and shall remain the property and copyright of the Architect. They shall be used only with respect to the Project and are not to be used on any other Project Work without prior written permission from the Architect.

#	Revision	Date

1216 S Kappes Street  
Indianapolis, IN 46221

KEY PLAN

INDIANAPOLIS PUBLIC LIBRARY

Facilities Documentation  
Services  
WEST INDIANAPOLIS BRANCH

FLOOR PLAN

G-101

DATE: 10/20/13  
BY: JAC/ML  
PROJECT: INDIANAPOLIS PUBLIC LIBRARY - WEST INDIANAPOLIS BRANCH - FACILITIES DOCUMENTATION SERVICES  
DRAWING: FLOOR PLAN - FIRST FLOOR PLAN  
SCALE: 1/4" = 1'-0"