



THE INDIANAPOLIS PUBLIC LIBRARY

**ADDENDUM #1
FOR
ARCHITECTURAL DESIGN SERVICES
FOR
THE IRVINGTON BRANCH RENOVATION PROJECT**

Addendum #1: October 23, 2025

Project Site: 10 S. Audubon Road
Indianapolis, IN 46219

Contact: Diana Short
PurchasingRFP@indypl.org

Web Site: www.indypl.org

I. ATTACHMENTS:

1. **Pre-SOQ Conference Meeting Notes**
2. **Pre-SOQ Conference Sign-in Sheet**

END OF ADDENDUM #1



Pre-Proposal Conference Notes

Date: October 21, 2025
Time: 10:00 AM EDT
Attendees: See list after notes
Prepared by: Diana Short - IndyPL
Regarding: RFQ – Design Services for IRV Renovation Project

1. WELCOME AND INTRODUCTIONS

IndyPL Staff
Diana Short: Manager of Capital Projects

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 Irvington Branch 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 email address.

5. QUESTIONS PRIOR TO SOQ SUBMISSION

- A. Questions and requests for clarification shall be submitted in writing to PurchasingRFP@indypl.org.
- B. No questions will be accepted after 5:00 PM EDT on October 27, 2025.

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6. SOQ SCHEDULE

- A. Overall schedule (Section V, page 4)
- B. Proposals are due by 4:00 pm on November 4th, 2025.
- C. 1-hour discussions with selected vendors scheduled for November 25th, 2025 (times TBD).
- D. Board approval expected December 15th, 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) CM at Risk
 - 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: Can you share an example of the score sheet that will be used to evaluate the vendor's submittals of qualifications?

A1: We will not be providing an example score sheet at this time. Please refer to the RFQ, under Vendor Qualifications (Section VI, page 6). The specific evaluation criteria will be selected by the facilitator and selection committee, and the criteria will be deemed relevant by the specific needs of the branch. The evaluation team will weigh the criteria, which will equal 100%. Each criterion is evaluated from 1 to 5 with high scores being desirable.

Q2: What is the targeted project budget for this renovation?

A2: The Library is targeting the 8-9 million dollar range for the Irvington Branch Renovation. This target budget will be validated during the design process by the Architect and Construction Manager.

Q3: Would the architect be responsible for estimating services or is that something you're handling in house at the library?

IA3: IndyPL will look to the Architect and eventually the Construction Manager for cost estimating services to validate the project budget as described in the previous question.

Q4: Do you have any past study or other work beyond the overall library master plan for IndyPL that you might be able to share in terms of any proposed changes that have been shown in the past to the library?

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A4: The best and most recent information about the current state and potential changes to the Irvington Branch can be found in the Long-Term Patron Services Assessment document.

Q5: Is there any definition on who the selection committee will be for the project?

A5: Tentatively, 4-6 people have been identified – someone from purchasing, someone from facilities, the branch manager, circulation supervisor, the East region Area Resource Manager (ARM), and someone from leadership in public services or programming.

Q6: Can you elaborate on the furniture requirements and whether the library is ordering new furnishings or retaining existing furniture?

A6: The library will be purchasing new furnishings as part of this project.

Q7: Can you elaborate on the furniture requirements and whether the library is ordering new furnishings or retaining existing furniture for reuse?

A7: The Irvington Branch will not be retaining existing furniture, this will be a full replacement in terms of furniture. Certain children's items like the wagon will need to be evaluated during the process because it was donor provided. This may need to be reviewed with the IndyPL Foundation.

Q8: Are there any historical or artwork pieces that they would also like to be retained?

A8: Nothing historical, but the branch does have a collection of Irvinton Halloween Festival posters that they would like to retain for install in the new community room potentially.

Q9: Are you going to plan to phase construction, where you would move all your materials into one section at a time or are you going to be moving people off site for the renovation?

A9: Construction will not be phased, this branch will close for renovation and reopen again once construction is complete and the collection has been reinstalled.

Q10: Will move coordination services be needed?

A10: Move coordination services will not be needed; the library will move out staff, collection, and loose equipment prior to construction commencing.

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List of Attendees

Name	Company	Title
Frank Mora	Meticulous	Principal
Ramon Morrison	Meticulous	Partner/CMO
Charles Wilson	Creative Engineering Solutions (CES)	Principal
Gabe Currier	Creative Engineering Solutions (CES)	Principal
Jayne Brooks	DELV Design	Marketing Coordinator
Sam Vonderau	DELV Design	Principal
Jeremy Welu	DELV Design	Principal
Jill Rose	Luminaut	Principal
Aaron Hill	Bialosky	Principal
Renee Downing	HBM Architects	Dir. of Library Planning
Pat Robbins	HMB Architects	Dir. Of Business Development
Julie Burroughs	IDO Incorporated	Senior Project Manager
Amanda Medlan	IDO Incorporated	Principal/CEO
Jordan Denson	Studio GC	Marketing Coordinator
Angelina Soberal	Convergent Technologies Design Group, Inc	Business Development
Greg Perkins	Synthesis	Creative Director
Carla Hill	Guidon	Dir. of Business Development
Scott Hunt	Ratio	Principal
Antone Srgo	Ratio	Library Practice Leader
Karen Loftus	Loftus Engineering, Inc.	Owner
Joeseeph Jarzan	Schmidt Associates	Client Liason
Heather Harbart	VPS Architects	Project Manager
Adam Weber	Design 27	Partner

End of Pre-Proposal Notes.