



## ST. CHARLES PARISH, LOUISIANA

### REQUEST FOR QUALIFICATIONS

#### ADDENDUM 1 (11/8/2023)

#### **Name of Project: Hahnville Branch Library Architectural Services**

This addendum shall be made part of the Request for Qualifications (RFQ) for Hahnville Branch Library Architectural Services. The clarifications and revisions made herein shall hold precedence over the previously advertised material posted on the St. Charles Parish Library website.

- What information is required of the proposer's sub-consultants (engineers, landscape architects, etc). – just a list of consultants to be retained, or should their experience and resumes be included also?
  - See page 6 of the RFQ, under Proposal Contents, item A4.
- Does the firm's insurance information need to be attached to the proposal? Consultants insurance?
  - Yes, please see page 7 of the RFQ, item 11
- Is there a page limit for proposals?
  - No limit
- I noticed there isn't really a section dedicated to past projects. I realize there's a section called A. Experience and Qualifications, which does ask for education, training, experience of key personnel (which we would typically include on their resume). Can we include a list of relevant projects and photo highlight pages within this section?
  - Yes, that would be a good place to include that information.
- I noticed there isn't any information regarding teaming with subconsultants. Should we include this information under #A-4, and should we provide an organizational chart of our team?
  - Yes, that would be a good place for this and an organizational chart of your team would be helpful.
- Regarding #8 in section A, can we attach Architect licenses in this section?
  - Yes
- Regarding #9, do we need to acknowledge this statement as a response?
  - You can
- May we add project descriptions and other data to respond to the Evaluation Criteria that is not stipulated in the Proposal Requirements? If so, is the location of the information at our discretion?
  - Yes, that will be fine and the location of the information can be at your discretion.
- Would you like us to include profiles and resumes for our consultants?
  - Yes, that would be helpful.
- The Non-Collusive and Non-Solicitation Affidavit does not have a signature line for the affiant on the form. Please reissue a new form with a signature line.
  - RFQ Revised on 10/20/2023

- I see that y'all added a signature line for the Notary, but the form is still missing a signature for the Affiant. See your "Employment Status Verification Affidavit" that was included in the original RFQ.
  - I consulted with our parish attorney's office and you can sign on the "By" Line (item 7 on the 2<sup>nd</sup> page of the Non-Collusive and Non-Solicitation Affidavit) and print the name under it or not.
- Pursuant preliminary review of the RFQ Document, we respectfully request that "price or price-related information" be removed from the RFQ process in accordance with Louisiana Revised Statute RS 38-2318.1
  - RFQ Revised on 10/20/2023
- Can you please further explain the following statement from the RFQ? "Library may request online demonstration of specific vendors solutions prior to the qualifications review completion date."
  - If needed, the library may request additional information from a vendor in the form of an online demonstration or presentation.
- What is meant by "resolution proceedings" in #7 under the Experience and Qualifications section?
  - legal dispute resolutions.
- Are there any limitations regarding the size, layout or use of graphics in the response to the RFQ?
  - No limitations on this.
- Can we get a copy of the draft contract for A/E above \$250,000 for review?
  - A revised sample Professional Services Contract has been issued (revised 11/8/2023).
- Does the project budget include other professional services like Interior Design, Acoustical Consulting, IV/Security Consulting?
  - Yes, all aspects of building and design are included in the budget.
- Is a copy of the Hahnville Branch Community Input Survey available for review.
  - Yes, see below.
- On the Non-Collusive and Non-Solicitation Affidavit, it says "Contract for the East and West Bank Levee Seating Phase I and II." Are you okay with me replacing this verbiage to say, "Contract for the Hahnville Branch Library"?
  - Yes, you may change to read contract for the Hahnville Branch Library Project. The document has been updated on the website. RFQ Revised on 11/8/2023
- Please find the following requests for clarification regarding the Hanville Branch Library Architectural Services RFQ. The items below are in reference to sections in Exhibit B Standard Professional Services Contract.
  - 2.0 Paragraph 3: We are a design firm offering only Architectural and Interior Design services, we do not possess a "contracting license." We do possess a license to provide professional design services. Please confirm that this was meant to read "professional licenses."
    - This has been corrected. Please refer to the revised Professional Services Contract, updated on 11/8/2023
  - 7.0 This section addresses the Owner's right to reject Consultant's work, but it appears to be describing the rejection of work performed by the Contractor. Please confirm.
    - Yes, see revised Professional Services Contract, section 6.0

- 9.2 The term “Contractor” is used in lieu of Consultant. Please confirm that this was meant to read “Consultant.”
  - Yes, see revised Professional Services Contract, section 8.2
- 13.4 The term “subcontractors” is used in lieu of subconsultants. Please confirm that this was meant to read “subconsultants.”
  - Yes, see revised Professional Services Contract, section 12.4
- 17.0 There are two Sections numbered 17.0. One is titled “COMPLIANCE WITH FEDERAL AND STATE LAWS” and the other is titled “BONDS.” Please clarify.
  - Both sections 17.0 have been removed. See revised Professional Services Contract
- 17.0 In Section 17.0 that’s titled “COMPLIANCE WITH FEDERAL AND STATE LAWS” the term “CONTRACTOR” is used in lieu of Consultant. Please confirm that this was meant to read “CONSULTANT.”
  - This section has been removed. See revised Professional Services Contract
- 17.0 The 17.0 titled “BONDS” needs clarification as Bonds are not provided by Architects. Please clarify.
  - This section has been removed. See revised Professional Services Contract
- 17.1 This section contains multiple references to “Contractor.” It also references bonds, which are not provided by the Architect. Please clarify.
  - This section has been removed. See revised Professional Services Contract
- 17.2 This section addresses performance and payment bonds to be provided by the Contractor. Architects do not provide such bonds. Please clarify.
  - This section has been removed. See revised Professional Services Contract
- 17.3 Same comments as 17.2.
  - This section has been removed. See revised Professional Services Contract
- 17.4 Same comments as 17.2.
  - This section has been removed. See revised Professional Services Contract
- 17.5 Same comments as 17.2.
  - This section has been removed. See revised Professional Services Contract
- 17.6 Same comments as 17.2
  - This section has been removed. See revised Professional Services Contract
- On the signature page, the signature line for the Consultant is titled “(CONTRACTOR NAME).” This should read “(CONSULTANT NAME).” Please confirm.
  - This has been corrected. See revised Professional Services Contract

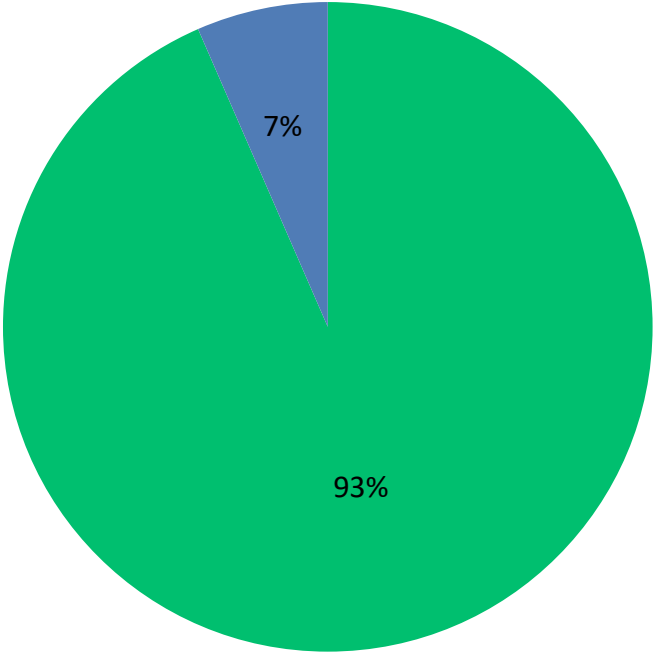


St. Charles Parish  
**LIBRARY**

Hahnville Branch Library  
Community Input Survey Results  
January 17, 2023

# Q1: Do you have a St. Charles Parish Library Card?

Answered: 107 Skipped: 0

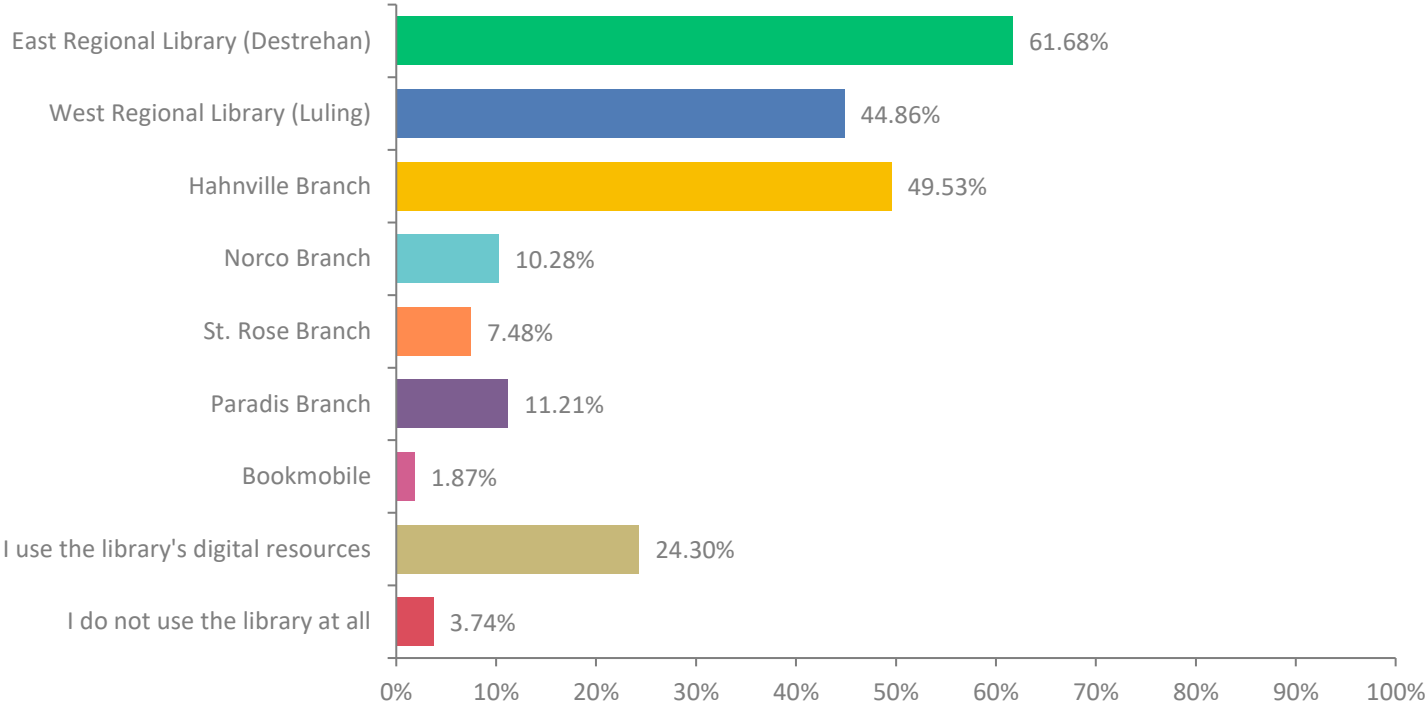


■ Yes ■ No ■ Not Sure

ANSWER CHOICES	RESPONSES	
Yes	93.46%	100
No	6.54%	7
Not Sure	0%	0
<b>TOTAL</b>		<b>107</b>

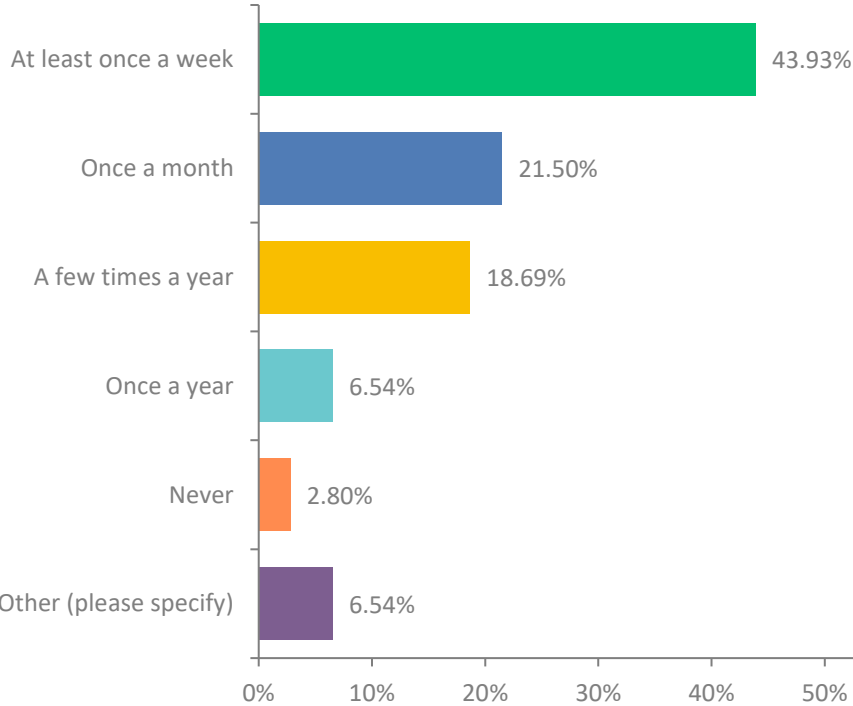
# Q2: What branch(es) do you visit most often (select all that apply)?

Answered: 107 Skipped: 0



# Q3: How often do you visit any of the St. Charles Parish Library branches?

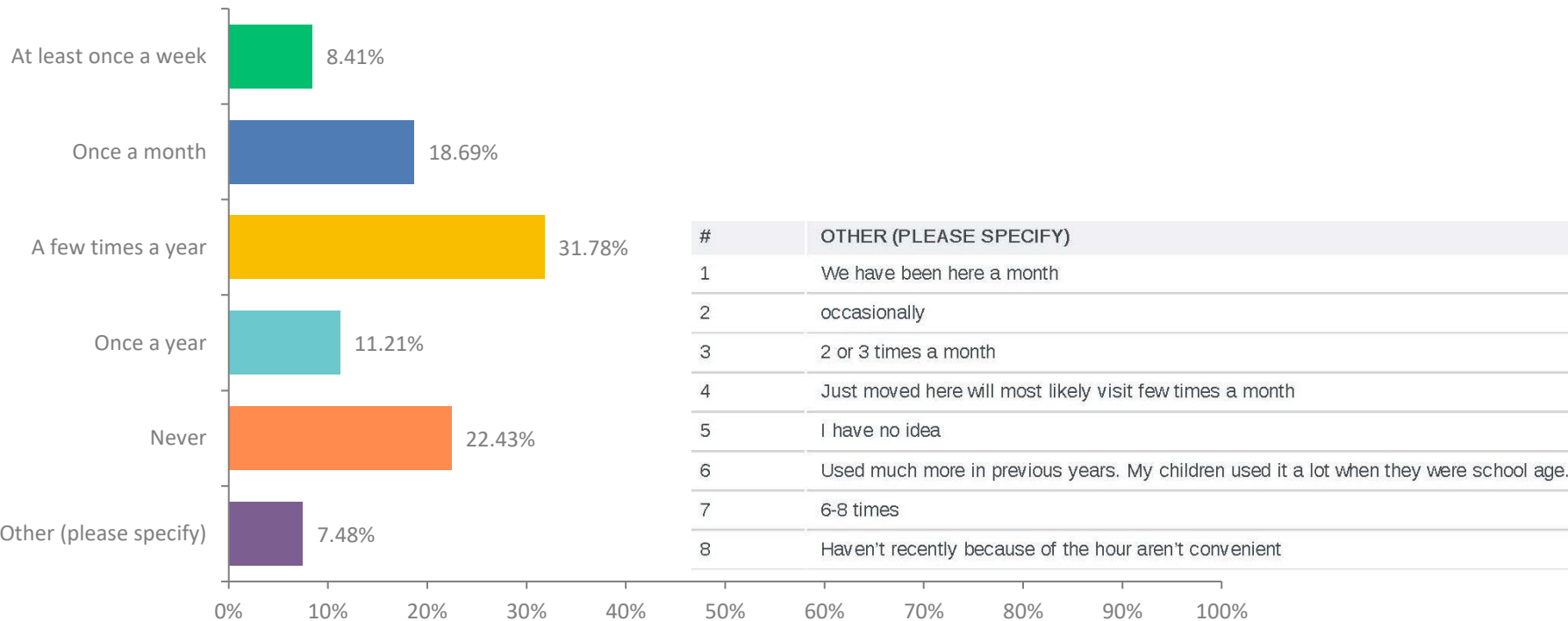
Answered: 107 Skipped: 0



#	OTHER (PLEASE SPECIFY)
1	often use digital resources as well as libraries
2	I am a new resident and a librarian. I would love to have a library card.
3	2 or 3 times a month
4	Just moved to the area
5	3-4 times per month
6	Digital user
7	Every other month

# Q4: How many times have you or a member of your household visited the Hahnville Branch Library in the past year?

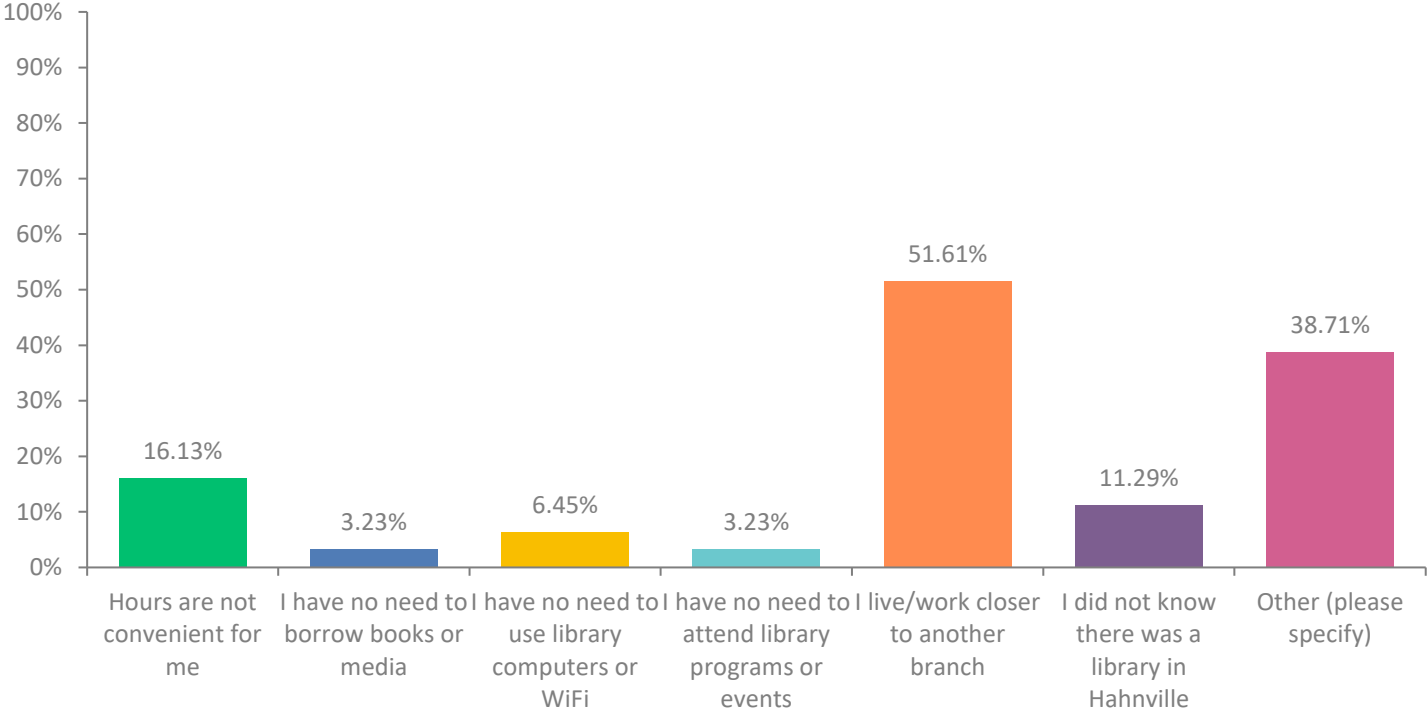
Answered: 107 Skipped: 0





# Q5: If you do not currently use the Hahnville Branch Library, please let us know why (select all that apply):

Answered: 62 Skipped: 45



**Q5 continued: If you do not currently use the Hahnville Branch Library, please let us know why (select all that apply):**

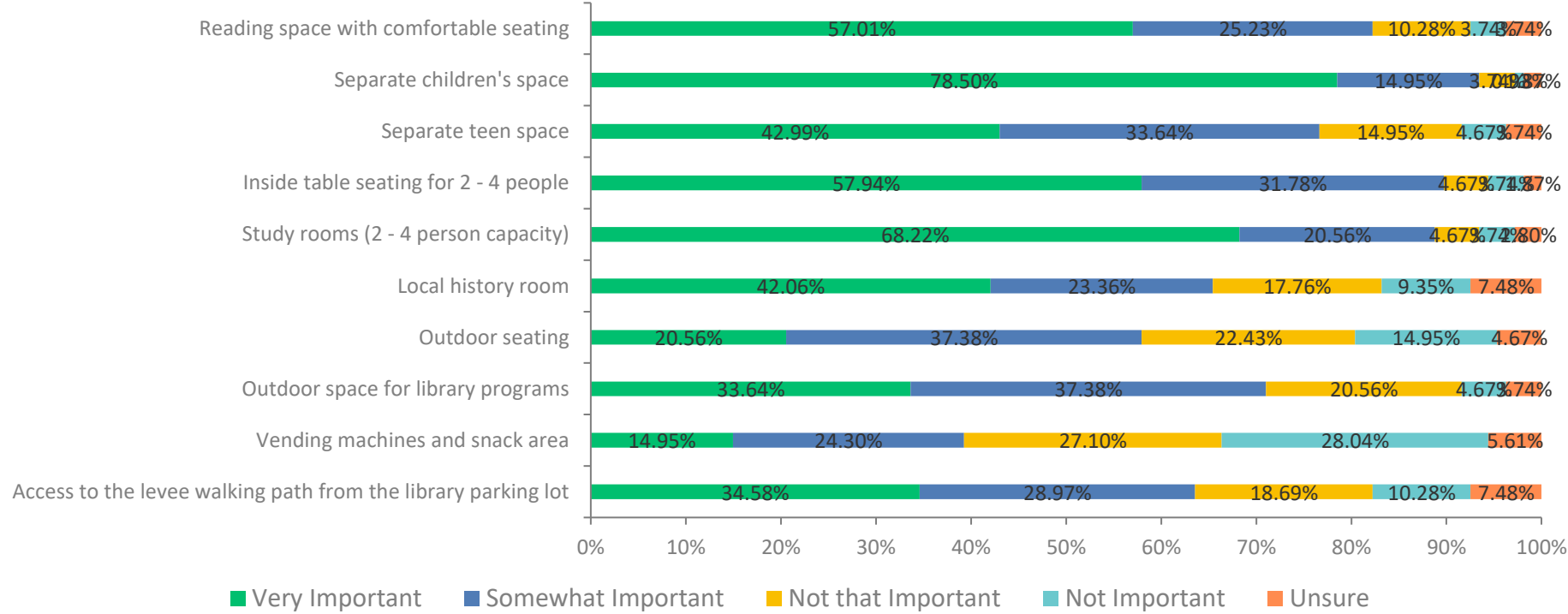
#	OTHER (PLEASE SPECIFY)
1	I've used it but opt to go to the other because also of the Meeting/study rooms too.
2	I don't get home until after 5:30p.
3	I mostly use digital and westbank library, but occasionally use eastbank. I will use Hahnville more once research/history/genealogical resources are set up
4	Will visit soon.
5	How many people use the library
6	The Destrehan branch is nicer and enjoyable to browse the books.
7	Facility is too small. No meeting rooms.feels claustrophobic at times.
8	I use the library
9	Just moved to Hahnville from Marrero
10	Digital user
11	Not as big of a selection of mysteries
12	I
13	Destrehan branch is nicer

**Q5 continued: If you do not currently use the Hahnville Branch Library, please let us know why (select all that apply):**

14	Older/smaller
15	I have internet at home. I can afford ebooks. More convenient in my own home. What difference can the new library make? What can draw people to it of different age groups? Don't build a library just to build a library. Do libraries in communities need to update their focus and reason for their very existence? Just throwing ideas out there.
16	It is difficult and time consuming to get to the Hahnville Library.
17	Too tiny. Happy a larger one is coming. Needs shelf-visiting and comfy reading spaces.
18	I use it to meet friends there.
19	It is small and feels squishy. I wish it were more like the east regional building.
20	The distance is a bit far but I go there to purchase the Friends of the Library books. They have a bigger selection than at any of the other branches.
21	Available resources is minimal No activities that we are interested in
22	Need more meeting space/study rooms
23	Branch is outdated and shabby in appearance
24	The collection of books and DVDs is very limited. Few of the programs are designed for adults.

# Q6: How important are the following library spaces to you at the Hahnville Branch Library?

Answered: 107 Skipped: 0



## Q6 continued: How important are the following library spaces to you at the Hahnville Branch Library?

#	OTHER SUGGESTIONS FOR SPACES YOU WOULD LIKE TO SEE IN A NEW HAHNVILLE BRANCH LIBRARY:
1	- newer titles - additional space for group meetings
2	Space for the Book Nook. It would be very convenient to be able to buy used books on a regular basis. This area helps raise funds tht are used to sponsor library programs and items which can not be purchased with library funds.
3	meeting room
4	I think access to levee walking path is an excellent idea as bicycle riders from nearby could come by bike, too. Brilliant.
5	programs of local history. Children's activities Local authors (Louisiana) Computer courses Craft activities
6	I would like to see an expanded area for St. Charles Parish History - a place for documents and displays on the Parish to be housed. Our library system needs to make extra efforts to preserve our history for generations to come.
7	Digital media cubicles for patrons.
8	Computer area wirh local history . More space for more kids progmas
9	please incorporate the trees and natural environment of the area. Weave some water trail or some feature into the library to enhance the atmosphere and character of the space.
10	PLEASE INSTALL MORE THAN ONE ELECTRICAL OUTLET ON THE WALLS IN SEATING AREAS FOR LAPTOPS AND TABLETS USAGE. AT LEAST ONE OUTLET EVERY 8 FT..
11	A fax machine
12	Outdoor space with shaded reading areas, hammocks, etc...
13	Definitely a snack/coffee area

## Q6 continued: How important are the following library spaces to you at the Hahnville Branch Library?

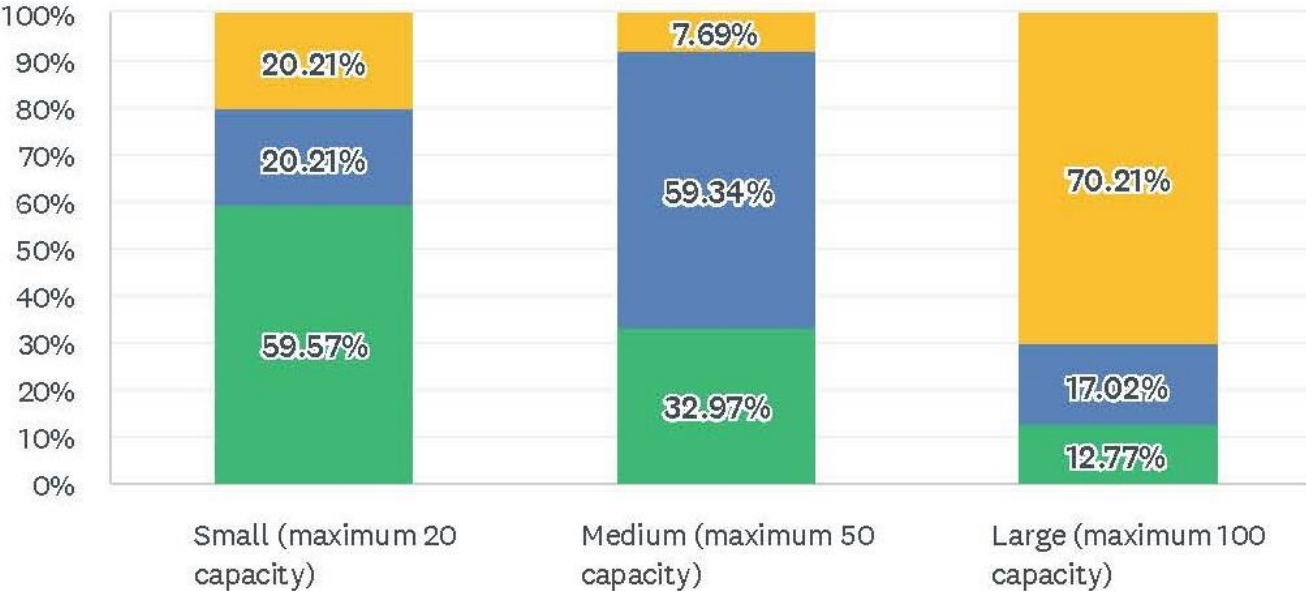
#	OTHER SUGGESTIONS FOR SPACES YOU WOULD LIKE TO SEE IN A NEW HAHNVILLE BRANCH LIBRARY:
14	As it seems this new Library site will be of sufficient size there are many many possibilities for this site. Let us incorporate a children's play area within the design of this building. This will go a long way to off set the lack of recreation needs for the Hahnville area. At present we the residents of Hahnville know that our recreation director has no intention of providing recreation equipment for the children of Hahnville.
15	a opening with pazazz
16	An Afrocentric space for viewing videos and hearing lectures and discussions on African American history and how it contributes to the local economy, etc. Also can be used for sharing and recording life stories.
17	That idea would be wonderful. And a couple of covered benches on the levee?
18	Room large enough to accommodate special programs. Example - summer programs
19	I would like to see an inspirational mural at the library interior entrance of the people who were the "giants" of the town of Hahnville. Don Raymond, Raymond Smith, Mrs. Raymond Smith, Judge Mary Ann Vial Lemmon, Al Green, Ellis Alexander, Michel Hahn, Nancy Tregre Wilson, Valcour Aimee. Please consider naming the library: The Don Raymond Memorial Library
20	The library must stay open late enough for students to complete homework and study following after school activities.
21	Book nook Meeting room for playgroup Study rooms for tutoring Planetarium would be nice or at least screens for the kids
22	Adequate space for a Book Nook to be included so that used books could be made available at a low price. The funds raised ti be used to help sponsor prizes, programs and other activities.
23	I think that you don't need a hahnville branch and need to use that money to buying more books. Too much of the library budget goes towards buildings and employees.
24	Seating space away from the computers. Comfy chairs near the magazines and away from the kids' sections.

## Q6 continued: How important are the following library spaces to you at the Hahnville Branch Library?

#	OTHER SUGGESTIONS FOR SPACES YOU WOULD LIKE TO SEE IN A NEW HAHNVILLE BRANCH LIBRARY:
25	I would love to see a space within the library for the Friends of the Library, accessible from inside the library: large shelving for the books and a space for a desk.
26	Enlarged reference area
27	I hope the Friends of the Library will have a newer, fresher space. (Their current space for book sales is so tiny and oddly organized.)
28	Permanent place for Friends of the Library book nook and sales.
29	Flexible use, indoor/outdoor space to make the library feel connected to its setting and not closed off from the outdoors
30	Extended evening hours could increase patron use
31	Craft room with evening crafts and programs for all ages.
32	Areas along a walking path around the library
33	I would like to see the local history room expanded to become a focus for St. Charles Parish. This could be done by having quarterly exhibits about local history, hosting history related seminars in-person and through Zoom, having a regularly scheduled meeting for history buffs to explore various topics, purchasing access to additional history resources such as newspapers.com. To increase patron visits consider some "out of the box" ideas such as exercise bikes or other exercise equipment that would encourage patrons to read/watch videos while exercising, a seed library, interactive displays for children, a summer reading camp (not just checking out books and reading at home), a children's indoor or outdoor playground with the necessary equipment, making the meeting rooms available for children's birthday parties, partnering with agencies such as the LSU Ag and Senior Centers to offer them work/meeting space at the library.
34	Name the library after James P Vial. It is his property that the new library is being built on. He and his family were important in the development of St Charles Parish.

# Q7: Which size meeting room would you be most likely to use at a new Hahnville Branch Library? Rank 1 as most likely and 3 as least likely.

Answered: 99 Skipped: 8





## Q8: What is ONE feature that would make you use the new Hahnville Branch Library more than you do now? Answered: 74 Skipped: 33

#	RESPONSES
1	space for the Friends of the Library to showcase many of the donations for sale to the public
2	Location and hours
3	interactive learning, games, play table
4	Book Nook
5	study rooms
6	Hours
7	Comfortable work space beside the study rooms.
8	better hours - after work and Saturdays
9	historical resource room for genealogy and other research purposes
10	online book access
11	Meeting rooms
12	A St. Charles Parish Room that you can use without having to feel that you are inconveniencing the staff to sit with you.
13	Small study room available for hybrid workers
14	availability of small meeting room for our clubs to meet monthly. Many times the east or west branches are in use all the time.
15	Kids area for elementary specialities with steam focus more events throughout year
16	an open and natural calming feature
17	Study rooms
18	the local history/genealogy collection being housed there
19	Well now that I know we have one.... That's it!
20	Open on Saturday all day
21	Larger space
22	CURRENT MOVIES
23	More windows
24	Children activities, arts and crafts, storytelling
25	Study rooms. More Convenient hours on the weekends and weekdays including evening times.
26	Outdoor shaded seating and garden areas. Working with LSU At center and Master Gardener program for programming. Work with levee district and local volunteers to maintain a Mississippi reading trail that goes in the river bature and can get to an overlook of the river and Luling bridge. The Ms. River is our greatest natural resource and it is currently out of sight and out of mind with the taxpayers.
27	Increased size
28	Hours of operation Access to more computers

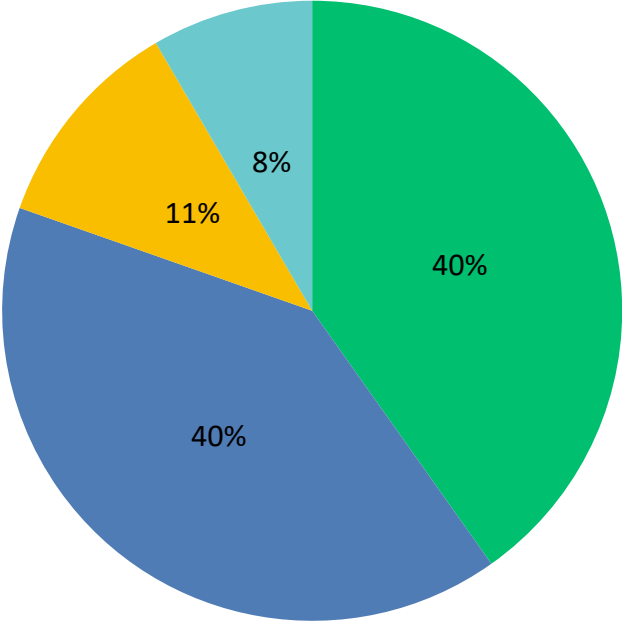
29	The above mentioned play area for our minor children.
30	More space for book inventory
31	Walking from levee/or biking on levee to access library
32	Because of the workers are very friendly and they are willing to help each and everyone to the fullest and I enjoyed going over there
33	Improved children's area
34	The library offering financial magazines that I cannot afford. Teaching and informative talks by guest speakers in popular subjects.
35	Book displays showing new books
36	being located closer to Taft
37	Events for homeschoolers
38	A shuttle bus.
39	3 Path to river and covered bench. 2 Author speakers. 1 Genealogy lessons.
40	Access to River levee with walking/bike path
41	If you had the archives in this branch.
42	A nice genealogy room.
43	Incorporating outside areas into the design of the library. The outdoor areas must feel like part of the library and not a separate park.
44	It being bigger than it used to
45	Teen/tween activities, updated interior
46	Children's area and programs
47	Easy access to items pertaining to our parish.
48	Children's room
49	Larger children/teen collection
50	The increased size which would allow for greater numbers and types of technological and other materials and would increase the number of study and meeting rooms.

## Q8 continued: What is ONE feature that would make you use the new Hahnville Branch Library more than you do now?

51	study rooms		
52	video screen and player		
53	I would love a library branch to be open on Sunday afternoons. I lived somewhere that did that and it was very busy on Sundays. You would see whole families using the library. I also want a well lit parking lot for evenings.		
54	Better hours for the friends of the library.		
55	Reference		
56	Childrens interactive stations or computers		
57	Device charging stations (maybe)		
58	Meeting room spaces and book nook for Friends	64	I go for storytime and summer reading programs. The employees there feel more like visiting family than at any other branch.
59	More children's and teen programming		
60	Something unique that the other branches don't have as we live in norco	65	A space to work remotely in. Either lots of study rooms so there is space available when I need or a laptop bar or something similar. Would also LOVE if there was coffee or a space to make it! I would also like to see more programs for adults, maybe some genealogy classes if there will be local history or archives available to browse.
61	Meeting spaces (and longer hours)		
62	Area for 0-5 age kids for story telling and crafts		
63	More large print books.	66	A large screened back porch for reading or activities during nice weather
		67	Evening crafts and programs
		68	more space and modern look to library
		69	The addition of more reference materials (digital and print) in the LA History room.
		70	Bigger movie selection.
		71	Larger selection of materials
		72	Better selection of nonfiction and fiction. Reference books also.
		73	Convenience
		74	A fitness group or book discussion group

# Q9: How important are weekend hours at the Hahnville Branch Library to you?

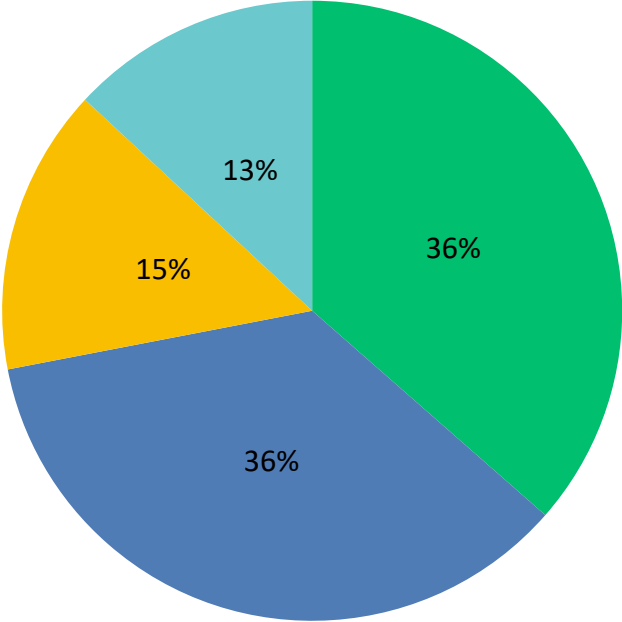
Answered: 107 Skipped: 0



Very important Somewhat important Somewhat unimportant Not important at all

# Q10: How important are evening hours at the Hahnville Branch Library to you?

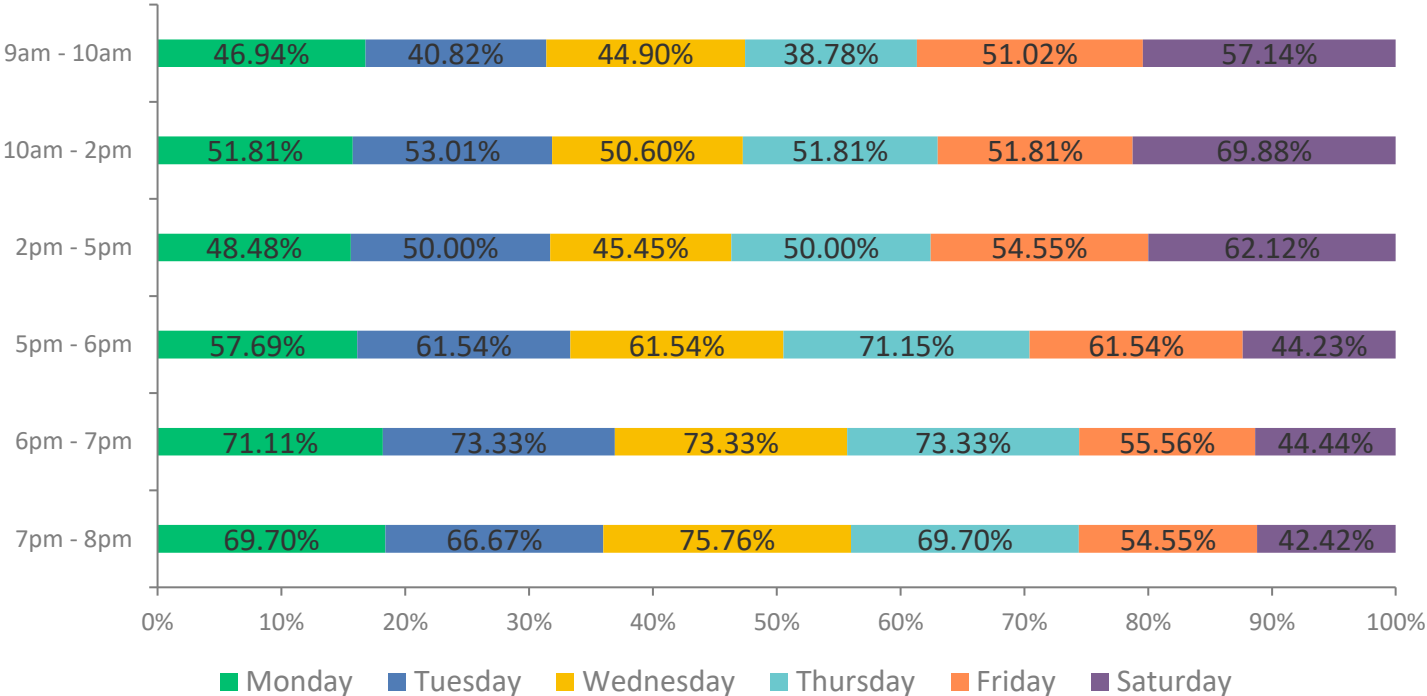
Answered: 107 Skipped: 0



Very important Somewhat important Somewhat unimportant Not important at all

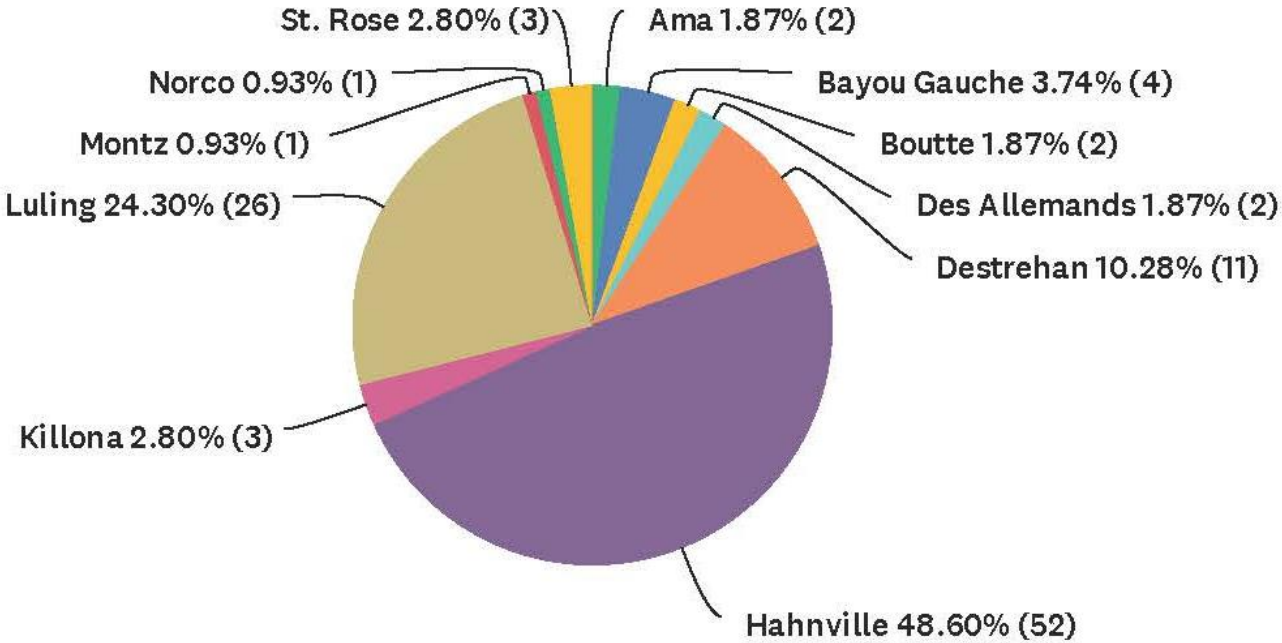
# Q11: What hours would you be most likely to visit a new Hahnville Branch Library (select all that apply)

Answered: 107 Skipped: 0



# Q12: What city do you live in?

Answered: 107 Skipped: 0



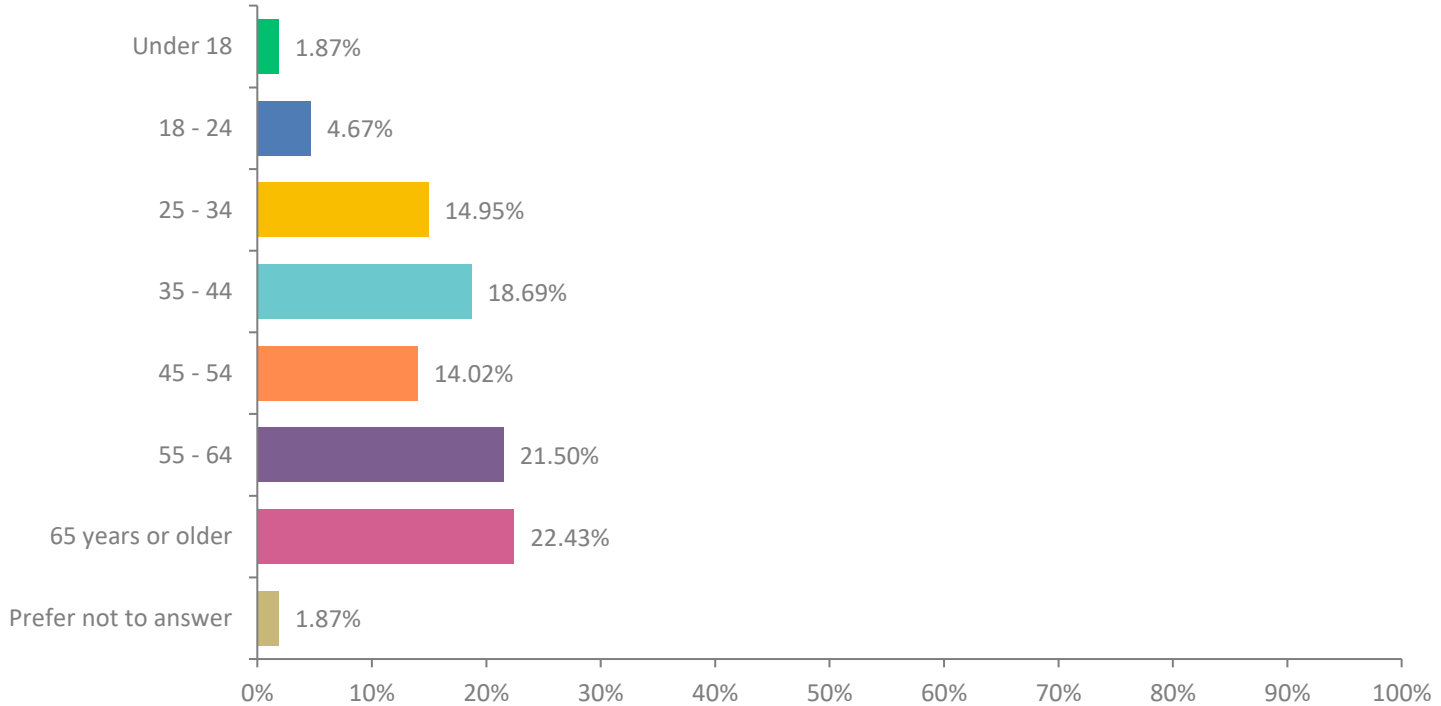
## Q13: Including yourself, how many people, by age, currently live in your household?

Answered: 105 Skipped: 2

ANSWER CHOICES	TOTAL NUMBER
0 - 4 years old	18
5 - 10 years old	28
11 - 13 years old	25
14 - 17 years old	25
18 - 29 years old	32
30 - 59 years old	190
60 years or older	120
Total Respondents: 105	

# Q14: What is your age?

Answered: 107 Skipped: 0





## Q15: What is your gender?

Answered: 107 Skipped: 0

