

Good morning-

This email forms a part of the Request for Proposals and modifies the original document only to the extent noted below. This addendum is also posted on the Village of Little Chute's website at <https://www.littlechutewi.org/432/Requests-for-Proposals>. This addendum is to address responses to questions.

1. Question: Can you please explain what type of "summary plan" you are looking for? Do you want an interior layout of all rooms and furniture (based on the space plan requirements) for the existing and expanded library space? Do you want to see a site plan that addresses parking, outdoor program space, drive up book return? Do you want a similar plan for a new free-standing library building for a yet to be determined site?

Response: We are looking for a summary plan that includes ideas for the interior layout of the rooms and general furniture placement for the existing and expanded space. Parking, outdoor program space, and drive-up book returns do not need to be addressed at this time. We would like a similar plan for a new free-standing building.

2. Question: Are you and staff going to be our primary contact to determine new and existing services or are you looking for a public engagement process for the study including a town hall style meeting or infinity group sessions?

Response: Library staff and I will be the primary contact for the project. We are not looking for public engagement at this time.

3. Question: Will digital existing building plans be provided by you or the town or are we expected to field measure the space in preparation of the space plan?

Response: Yes, we can provide building plans.

4. Question: Are you expecting your consultant team to provide an existing building analysis of existing building systems?

Response: Yes, please provide a building analysis of existing systems.

Please respond acknowledging receipt of this email.

Thank you.

Megan Kloeckner  
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