



REQUEST FOR PROPOSAL “RFP VPL20190917
EARLY LITERACY SPACE - RENFREW BRANCH

QUESTIONS AND ANSWERS NO. 1

ISSUED ON: October 18, 2020

Q1	How many linear feet of shelving can be removed?
A1	We can free up 48 shelves / 144 feet in the Children’s area The Children’s shelves include all shelves in the red/target area indicated in the RFP document’s floorplan (page B-15). The current size of the collection is 371 shelves / 1113 feet (please refer to the attached document for details of the collection types and numbers).
Q2	Do you prefer modular furniture?
A2	Flexibility of furniture configurations is preferred but not required.
Q3	Do you require a reserved space for programming such as art?
A3	No.
Q4	Do you require community incorporation into the space?
A4	This is of interest, but not required.
Q5	Do all the components need to be related to literacy?
A5	No. Our priority is adding a range of elements with high play value that will support the cognitive and physical skills that children aged 0-5 are developing.

Q6	What is the maximum number of people at the branch?
A6	<p>The maximum number of people at the branch is 90. Additionally, there is a separate program room that can accommodate up to 48 people. In 2015, that annual foot traffic at Renfrew Branch was 348,356.</p> <p>There will be times when the entire branch is full. Every computer station, and chair are occupied. The busiest time for younger children and care takers are during the mornings, while school-aged children and families visit mostly between 3pm to 6pm</p>
Q7	Is there a separate program room or do they plan to hold storytimes and activities within this space?
A7	Yes. There is a separate program room to deliver storytimes, craft programs, and other activities. However tours of the space are frequently led by VPL staff. These groups can consists of up to twelve 0-5 children moving through the space.
Q8	Is there any desire to provide quiet spaces for a child to watch a DVD?
A8	No. Digital media viewing and mobile devices (e.g. iPad stations) are not a target for this space, though we would be happy to see powered furniture and options for additional plugs/USB sockets to allow families to connect their own devices.
Q9	Do they want fixed or mobile tablets in this space?
A9	No. The 0-5 area is not a target for mobile tech, though we might consider this for the middle years (top of the target zone) in the future.
Q10	Are there fixed PCs for this age group?
A10	Yes. There are fixed PCs assigned to children in the centre of the library space. These PCs could be moved or removed if needed.
Q11	Is the entire red-outlined space for 0-5? What is adjacent to this area?
A11	Yes. The lower and lower-centre areas of the target zone (outlined in red) are currently allocated for children aged 0-5. While this project is focused on enriching the space for children aged 0-5, we hope to include transition elements that indicate the change in zones to patrons as they move into the 6-12 area (top of the target zone). These elements could be furniture, carpet, graphics, or other ideas that visually and functionally signpost a change in audience target.
Q12	Do you have any lounge seating for families and children 0-5 you especially want to use?
A12	<p>No. We have no specific pieces in mind for lounge seating. As per the RFP, we are hoping to include comfortable and perch type seating within the area for caretakers to stay close to their children for both short and long periods of time. These will also act as pieces for those who are browsing the collection, looking at a play element, or taking a quick rest.</p> <p>Please see the RFP for a more complete description of our furniture preferences.</p>

Q13	Do you want a staff help desk?
A13	No. We have a single service point at the front of the library. Staff will oversee the children’s area from that central desk, which is why excellent sightlines and self-directed elements that don’t require staff intervention are so important.
Q14	Will VPL source the sensory play equipment?
A14	No. VPL does not have experience integrating sensory play elements or equipment into our spaces at this time - this RFP is a first step for us in investigating this opportunity. We would hope to have the respondent suggest appropriate sensory elements or to design specific areas where sensory play elements might be placed. This may require research or a partnership with a subcontractor.
Q15	Can VPL produce and print graphics for walls in the children’s department if we design them?
A15	No. VPL does not have an in-house print shop. The respondent would be responsible for printing and installation of any graphics or wall elements.
Q16	Could you forward any info on seismic regulations?
A16	No. We don’t have any VPL regulations, as we would typically require a contractor to comply with all City of Vancouver and BC building code regulations. We would expect a contractor to be aware of these regulations and ensure compliance.

END OF Q&A No. 1