

ACKNOWLEDGEMENT OF ADDENDUM
ADDENDUM 2 TO REQUEST FOR QUALIFICATIONS
INTERIOR DESIGN/ARCHITECTURAL SERVICES
1931 HISTORIC ROOMS REVITALIZATION
FEBRUARY 25, 2025

This Addendum 2 to the Request for Qualifications (RFQ) for the 1931 Historical Rooms Revitalization project is issued by Lake Forest Library through the Library's website.

All prospective applicants shall acknowledge receipt of this Addendum by signing and submitting this Addendum acknowledgement form. Failure to acknowledge receipt of the Addendum may be cause for rejection of the RFQ submission.

When submitting all Qualifications, this Addendum Acknowledgment Form must be included in the Qualifications submittal. The page will not be considered part of the 20 single-spaced page limit for Submissions. This Addendum No. 2 consists of four (4) pages and has the following information to be incorporated into the Qualifications Proposal submittal.

Question #1. What is the approximate square footage of the Reference Annex, Reed Room and Director's Office?

Answer:

Reference Annex: 563 sq. ft.
Reed Room: 334 sq. ft.
Director's Office: 269 sq. ft.

Question #2. Are original drawings available for the 1931 building and the 1978 additions?

Answer:

The Library has a partial set of drawings for the 1931 building and no drawings for the 1978 additions.

Question #3. Are there additional photographs of the building from the time of its original construction?

Answer:

There are some additional digital and print photographs of the building that are available for review in the library.

Question #4. Is the casework in the Friends' Reading Room and the Reference Room original to the building? Will they remain in place?

Answer:

The casework in the Friends' Reading Room and the Reference Room are original to the building, although certain sections have been modified to accommodate changing trends and technology in libraries. For example, the casework in the Reference Room originally housed print reference materials such as almanacs, encyclopedias and directories and are now used to display historical/archival materials and newer technologies that are available for checkout. The original card catalog cabinets in the Rotunda have been repurposed to display/merchandize the library's latest collections.

Question #5. Are we planning to restore/refurbish the pocket doors between the Entry Foyer and the Rotunda? How often are the pocket doors used?

Answer:

The pocket doors were most recently used during the COVID-19 epidemic to provide limited services to patrons. At this point, we do not have any plans for their restoration/refurbishment.

Question #6. Could the emergency exit from the Fine Arts Room be used as a potential access point to the Library?

Answer:

Thank you for identifying this possibility. We will explore it during Phase 3 of our Centennial Projects.

Question #7. Are we looking to upgrade any of the mechanicals as part of the project?

Answer:

The Library has been diligently upgrading its mechanicals over the past few years. We are not planning to upgrade any systems during this project but are interested in replacing/restoring the vent grills and possibly the radiators in the Reference Room and the Friends' Reading Room.

Question #8. Are all the fireplaces in the building functional?

Answer:

The fireplace in the Friends' Reading Room is functional and well utilized during the cooler months. The fireplaces in the Reference Room and the Reference Annex/Adult Services Office are not functional and we are interested in hearing your thoughts on how we might reactivate them in a safe manner for patrons and staff.

Question #9. What is the size of the library's collection?

Answer:

The collection size varies from month to month. We currently have approximately 115,000 physical items.

Question #10. How many employees work in the Library building?

Answer:

We have a total of 55 full-time and part-time employees. On a given weekday, there may be up to 30 employees in the building and about 12 during the weekends when we are open fewer hours.

Question #11. Will the library seek community input during the project?

Answer:

Community input will be vital to the successful completion of this project. We expect that the successful firm will lead that effort in partnership with the Lake Forest Preservation Foundation and other community partners, Library staff, the Board's Building Committee and the City of Lake Forest.

Question #12. Has a budget been identified for the project?

Answer:

We anticipate that a budget will be identified once the successful firm and the Library finalize the scope of this project.

Question #13. What is the deadline for submitting applications to this RFQ?

Answer:

The deadline for submitting applications is **Friday, February 28, 2025 at 5:00 pm CST.**

Please submit **5 printed copies** of your application to the Library address noted below:

Ishwar Laxminarayan
Executive Director
Lake Forest Library
360 East Deerpath Road
Lake Forest, IL 60045

An electronic copy of your application should also be sent to **ishwar@lakeforestlibrary.org** by the deadline noted above. Please also submit signed copies of Addendum 1 and 2 with your application.

Question #14. When is the Library planning to conduct interviews with the prospective firms?

Answer:

At this point, the Library has scheduled interviews (in-person or via Zoom) with prospective firms at the following times:

Monday, March 17, 2025: 9.30 am. – 12.30 pm.
Wednesday, March 19, 2025: 1 pm – 2.30 pm.
Thursday, March 20, 2025: 9.30 am – 11.30 am.

The full RFQ is available at: [1931 Historic Rooms Revitalization RFQ January 23 2025 Final.pdf](#)

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I hereby acknowledge receipt of this Addendum 2 to the above-referenced Request for Qualifications.

Firm Name: _____

Contact Person: _____

Address: _____

City: _____ State: _____ Zip _____

Phone: (____) _____ Email: _____

Signature _____ Date _____