

## Q&A

### RFQ - Museum Master Planning

Last updated: 4/27/2021

**1. Is this a public RFP? Or an RFP by invitation only?**

This is a public [request for qualifications](#). We are only asking for qualifications at this time. Once the top firm has been selected, we will ask for cost estimates. No cost estimates are accepted at this time.

**2. Are you currently working with a master planning firm?**

This is a new project, and we are in the beginning stages. We have not selected a firm to work with yet, and this is our first attempt to find one.

**3. Is a guided tour available? Or would a self-guided walkthrough be preferred?**

Since all questions regarding this project must be submitted in writing, it is preferred you do a self-guided walkthrough. Currently, the museum is open M-Sa, 9-6pm on a first-come, first-serve basis. When you arrive at 126 S. State St., you may ask the front desk about our daily availability.

**4. Will the master plan include the full Library as well as the History Center & Museum? Or is it just for the museum?**

This master plan only includes the History Center & Museum.

**5. What is your budget for the Museum Master Planning project?**

Currently, we are only looking at qualifications of firms. Once the qualifications phase is completed the History Center & Museum will short list qualified firms to interview. Budget/cost estimates will not be discussed until a firm is selected through the RFQ process.

**6. What is your desired completion date for the Museum Master Plan?**

Desired completion date for this project is as soon as possible.

**7. Do you have any organizational or facility strategic plans completed over the last 10 years that we could review?**

The most recent strategic plan for the Westerville Public Library is posted on the website, there is not a specific strategic plan for the History Center & Museum.

<https://www.westervillelibrary.org/event-images/Strategic%20Plan%202019-2021.pdf>

**8. In addition to the RFQ being available publicly on the library's website, was it sent directly to any museum planning or architecture firms?**

The RFQ was posted publicly and emailed out to potential firms.

**9. Do you have any floor plans of the current facility that you could share?**

We do not have current floor plans for the History Center & Museum.

**10. What is the approximate square footage of space(s) included in this master plan project?**

The History Center & Museum is approximately 4000 square feet.

**11. Does the project require a licensed architect or simply a museum planning team with those qualified to provide architectural input and expertise? If a licensed architect is required, must they be licensed in the State of Ohio?**

For this project, it is not a requirement you be a licensed architect. We are hoping for a museum planning team that is qualified to provide input and expertise. We would like the individuals to have experience working with architectural firms, understand their scope of work and at what stages in our master plan we would need to contract for those services.

**12. How does the Library/Museum see this project unfolding? What are the anticipated and expected phases given the overall square footage?**

We hope the Master plan will be a guide for us to proceed with the necessary improvements and construction phases in the future. There are two floors. Currently, the first-floor houses exhibitions and staff offices, and upstairs is archival storage, some former exhibition space and more. We hope to make the first-floor exhibition space only, and upstairs be staff offices and archival space. We are not sure how many phases will be included for these transitions, which is why we're hoping for a plan that will guide us.

**13. Is a typical/generic schedule with durations enough information to fulfill your request or do you want/need calendar dates and key milestones? If so, what is a realistic start date to assume after the partner selection and contracting would be complete?**

At this time, we don't need calendar dates. We would like this project started as soon as possible once we have selected a firm.

**14. What sort of approval process should we assume? Are there committees or perhaps a monthly city council meeting schedule we need to account for in the project planning? Is there an ideal or targeted completion date that has been discussed that you'd like us to work back from?**

At this time, we don't have requirements for meeting attendance. There may be a few Library board meetings that we will invite the firm to attend. We don't have a targeted completion date.

**15. Can you confirm that the Museum Master Planning project scope covers the comprehensive visitor usage of the entire facility/campus or is it more focused on the Anti-Saloon and Temperance Collection areas? If so, can you provide a drawing showing the layout of those areas with their related square footage?**

This is a master plan for the entire museum, which is approximately 4,000 square feet. We do not have current drawings of the area, but you can visit in person (see question #3).

**16. Do you foresee the need to engage the community in any surveys, focus groups, listening sessions etc. as part of the Master Plan process?**

This is the first step in this process for us. We are looking for guidance as to what steps need to be taken in order to complete a master plan.

**17. Are you able to share how many firms were invited and/or have expressed interest in participating in the RFQ? What criteria was used to determine the firms selected that you can share?**

The RFQ was posted publicly and emailed out to potential firms. We are hoping for a museum planning team that is qualified to provide input and expertise. We would like the individuals to have experience working with architectural firms, understand their scope of work and at what stages in our master plan we would need to contract for those services.