

RFP Mixed Use Library Project Tour Questions & Answers

1. Is 3D model/fly through required?

Providing 3-D modeling and project “fly-through” is suggested but not required. If you have an example of a similar project, you can share that 3-D modeling/project fly-through.

2. What is the timeline of the project?

Request for Proposal Deadline	12:00 p.m. January 12, 2018 CST
City & APL staff review and score request for proposals for conformity with RFP requirements and select consultant for interviews	January 19, 2018
In-person interviews and final development concept selection	January 29, 2018
Finalist notified	January 30, 2018
Public Presentation by the successful developer to Library Board and Common Council	TBD
Library Board and Common Council approval	TBD

NOTE: This timeline should be considered a draft. The City reserves the right to deviate from this schedule.

3. Is 120,000 the correct square footage? **Yes**

4. Do you have statistics on how people arrive at the library? (bike, foot, car, etc) **Yes – 2017 Public Survey Results. Total responses = 834: 88.6% Car, 5.8% Walk, 1.68% Bike, 1.44% Public Transit, 2.4% Other**

5. Does the RFP include the design of the library?

Yes, proposals should take into consideration the needs and current market condition. Building designs and material should complement the existing urban form of the area as well as the goals spelled out in Chapter 14: Downtown Plan (Comprehensive Plan 2010-2030).

Provide a detailed description of the proposed project, including conceptual designs with enough details to evaluate the building and site relationship, parking, landscaping, floor plans, elevations and renderings.

6. Does the relocation location need to be in downtown Appleton?

The library understands that it might not be possible to find an appropriate *temporary* site within the boundary defined in the RFP, so there is more flexibility in determining a temporary location.

7. Is the temporary relocation of the library a qualifying consideration?

The current library is bordered on the north, east, and west by busy streets with little buffer between the library and the street. The current entrances are located in the expansion area. The temporary location is not expected to duplicate all the services currently offered within the library, but it is important for the library because the phasing and disruption required to operate during construction would severely impact service for a prolonged period.

8. Is mixed-use solution a requirement on current site?

Yes, Respondents are invited to submit proposals for a mixed-use development, including a new or remodeled library, located within downtown Appleton.

9. Could open lots around the existing site be included in proposal?

Yes, the geographic boundary is shown on Exhibit A – Mixed Use Library RFP Boundary Map. One potential scenario involves relocating the library to a different site. The other scenario involves utilizing the existing library site and/or other City-owned property in the nearby area (see Exhibit B – Current Library Site).

10. How much parking does the library need?

See attached Pages 17 and 18 from the Walker Downtown Parking Study. The study shows on a typical weekday 120 stalls are needed (employee and visitors) and 240 during evenings and weekends.

11. Are there going to be any changes/updates to the completed parking study?

Yes, the City hired Walker to update the portion of the study area north of College Avenue. The update, however, will not be completed in time for the RFP, so the current Walker Study conclusions should be used.

12. Can you provide specifics on need for storm shelter?

No additional square footage should be added to the building plan to accommodate a storm shelter. Our desire is that the plan considers a space that will accommodate people during a storm within the building. Similar to the current library, this could simply be a space in a lower level accessible and large enough to serve as a storm shelter for the public.

13. Can you talk about access points and the number of desired service areas?

The library design cannot require us to add service points. The library has committed to a building that won't require us to add staffing points simply to function, so we must maintain the same number of service points that we currently have.

Security is a priority, so the library would like to limit the public to one entrance to ensure we do not have to duplicate entrance security at multiple points.

The ability to close the body of the library from the larger meeting room functions is a priority. The current library cannot allow meetings outside of library operating hours because there is no way to restrict access to only meeting room spaces, and this must be remedied in the next facility.

14. What is the relationship between the Library Board and the Council?

Both bodies have approved the Parking Study, Mobility Study, Comprehensive Plan and RFP.

15. Who is on the actual selection committee?

The members of the selection committee are the Directors of Finance, Department of Public Works, Community & Economic Development, Parks, Recreation & Facilities, City Attorney and the Mayor.

16. Is there a formal weighting to the selection criteria?

Section VII, Evaluation of Proposals in the RFP outlines the principles and guidelines.

17. Is there a scoring matrix and will such a tool be used?

Section VII, Evaluation of Proposals in the RFP outlines the principles and guidelines.

CURRENT LIBRARY OPERATING DATA

The current Public Library building is approximately 86,000 square feet with 94 public parking spaces located on-site (1.09 spaces / 1,000 square feet). The observed peak weekday parking occupancy is 53 percent or approximately 50 parked vehicles (0.61 spaces/ 1,000 square feet).

Many variables impact parking demand generated by a downtown public library. The programming of events, classes, and meetings along with the community interests and the immediate surroundings can drive demand patterns. We understand the proposed new Appleton Public Library would likely offer similar programming as the current library, although with a greater potential capacity. Therefore, the projected parking demand for the proposed library is based on a review of historical operating data and the assessment of new facility space.

The following are operating figures provided by the Appleton Public Library for calendar year 2013.

Exhibit 15: Current Appleton Public Library

Operating Information

- 40 full-time and part-time staff working at any given time plus a large pool of volunteers
- 95,000± registered borrowers
- 42,311± people attended library programs
- 1,376,000± items checked out
- 82,000 computer sessions
- 1,600± visitors per day
- 3,000± visitors during peak summer day
- 4,000± community meetings held



Source: Appleton Public Library

LIBRARY PARKING PLANNING

Public library parking needs are a reflection of the diversity of patrons and facility programs. The unique operating dynamics require proximate parking that is relatively easy to locate and use. Important elements of a library parking plan include clear signage and passive safety measures, such as lighting and well-defined pedestrian walkways.

In addition, library parking demand characteristics are unique when compared to other downtown destinations. Based on Walker’s experience, the *drive ratios for library patrons are typically low*, due to drop-offs, public transit, biking and walking. The *average occupancy per parked vehicle is typically high* due to carpooling, and families arriving together.

Walker prepared parking demand projections for two operating scenarios; 1) a typical program day when the lecture hall is not in use, and 2) a typical program day when the lecture hall is in use.

The projected parking demand for each scenario is summarized in the following exhibit.

Exhibit 16: Projected Library Parking Demand

Non-Event (Typical Weekday)						
	Units	Base Ratio	Drive Ratio	Presence	Adjusted Ratio	Projected Demand
Employee	120,688 SF	0.45	0.95	0.75	0.32	39
Visitors	120,688 SF	4.50	0.75	0.20	0.68	81
Total						120
Event (Evenings & Weekends)						
	Units	Base Ratio	Drive Ratio	Presence	Adjusted Ratio	Projected Demand
Lecture Hall	300 Seats	0.75	0.85	0.90	0.57	172
Visitors/Employees	120,688 SF	3.50	0.80	0.20	0.56	68
Total						240

Source: Walker Parking Consultants 2014

CONCLUSION

- The proposed Public Library space is projected to need approximately 120± spaces to accommodate typical weekday parking needs when the lecture hall is not in use.
- The proposed lecture hall is anticipated to have programmed events that primarily occur during the evenings and weekend days. Lecture hall events at 100 percent capacity are anticipated to generate a parking need for approximately 172± spaces. In addition to the lecture hall demand, the assumption is that normal library programs may be in operation, resulting in a combined need for approximately 240± spaces.