‘18/28/P

To Develop a Plan for a 21st Century Library System in Santa Fe New Mexico

DATE: 04/05/18

QUESTION & ANSWER

Q- What is the project budget?  The budgeted amount is $  73,850.

Q-How many branches does the Santa Fe Public Library (SFPL)  have?   Main library and two branches.  Main Library 35,929 sq ft;  La Farge Branch 11,593 sq. ft.; Southside Branch, 25,000 sq ft.

Q-How old are the buildings?   Main Library 30 years old as a library; La Farge Branch 40 years old; Southside 10 Years old.

Q-Is there a building or historical district in Santa Fe and are any of the libraries in such a district?  The Main Library is in the City’s Historic District.

Q-Are there any condition concerns with the libraries?  Main Library was originally a Courthouse; age is 30 years as a library; La Farge Branch at 40 years old is an older facility; The Southside Branch is a 10 year old, green-built building. All libraries have up-to-date computer capacity and Wi Fi.

Q- Who is your ILS?   III/Sierra; and PIKA as an overlay.

Q-How strong  is the City’s Broadband capability.  The City’s broadband is meeting current capacity; plans ae in the works to expand it.

Q-General population? The SFPL legally serves a Library Service Area of only the City of Santa  Fe, per the State Library. However the Library serves all of Santa Fe County—anyone who lives, works or goes to school in the County. The city’s population is approximately 78,000; double that with the County’s population.

Q-Are there other libraries in the County?  The town of Edgewood has a public library; Eldorado  (non-incorporated) has a Community Library ( as determined by the State Library) and Espanola has part of its City in Santa Fe County.

Q-Does the County contribute to the SFPL’s budget?  The county contributes approximately $25,000 a year.

Q-Funding?  The state of New Mexico has a General Obligation Bond which provides funds for public libraries.

Q-Does the City strictly select a vendor based on lowest bid?  The City has some discretion in awarding a bid, low bid is only one factor in selecting the vendor who has the qualifications and experience desired.

Q- How long is the contract for, when are you expecting completion?  The RFP requests completion in one year.

Q-Does the Library have a 501-c-3 number?  The Friends of the Santa Fe Public Library have a 501-c-3 number, and support the library.

Q. For out of state companies do we submit the Incorporation certificate?  Yes, the certificate or the agreement your agency operates under.

Q-What are the reporting requirements? Reporting requirements are outlined in Exhibit “C”; Monthly meetings with the Library Director to update on the survey progress.

Q- Q. How many proposals do we submit.  One original and seven (7) copies.

Q. Is there a page/font  limitation?   No specific page limit/font.