



## GREEN TREE CLUBHOUSE LIBRARY RELOCATION CONSULTANT SERVICES PROJECT CC22-037

September 21, 2021

### ADDENDUM #1

The attached constitutes additional information and serves to clarify from the Request for Information received. This will be considered to be part of the City of Victorville “Green Tree Clubhouse Library Relocation Consultant Services Project, Project CC22-037”.

1. **QUESTION:** Are the Existing Club House Plans/As-Built and Site Plans available for us to use (as they would show existing building components such as structural, mechanical electrical systems etc)?

**ANSWER:** *Yes, these records are on file at the City but are subject to the Public Records Act before being released. These records may be requested at the following link: [Records Victorville, CA \(victorvilleca.gov\)](http://Records.Victorville, CA (victorvilleca.gov))*

2. **QUESTION:** Is there a Mandatory Pre-Submittal Site/Building visit required/scheduled?

**ANSWER:** *Yes, the scheduled mandatory meeting/job walk is October 14, 2021 @ 10:00 a.m. at Conference Room A, City of Victorville, 14343 Civic Drive, Victorville, CA 92392. Job walk on site to follow.*

3. **QUESTION:** Because of the possible conflict between guests visiting the Bar area vs Library, can we include as part of our “conceptual redesign”, a Site Plan that would demonstrate potential solutions of the apparent conflict?

**ANSWER:** *Yes, this will be one of the issues that the City team will be working with the selected designer to address. Both internal and external options will be considered.*

4. **QUESTION:** Will the Planning Department be requiring a Conditional Use Permit (or other Planning Commission Hearing Application) for relocation and use of the Club House as a Library?

**ANSWER:** *No land use approval is required for adding the library use itself, however modifications to the site or exterior may trigger the need for approval. In that event, City staff would likely apply for that approval separate from this contract, although the plans produced by the selected designer may be used in that process.*

5. **QUESTION:** Is there an existing Floor Plan of the existing Library or at least a Table that shows all of the existing functions/programs that take place at the Library?

**ANSWER:** *Here are the existing functions:*

- Circulation / Reference Desk
- Passport Office
- Computer Lab
- Area for Children's Books and Programming
- A Small Area Designated for the Friends of the Library Bookstore
- A Librarians Office

- Work Area that houses two employees/cubicles
- A small break area for employees with sink/refrigerator
- A storage room

*The existing floor plans are on file at the City but are subject to the Public Records Act before being released. These records may be requested at the following link: [Records Victorville, CA \(victorvilleca.gov\)](http://RecordsVictorville,CA(victorvilleca.gov)*

**STATEMENT:**

Proposal submission date has been moved to October 26, 2021.  
Last day of Question is due by October 19, 2021.

**BIDDER ACKNOWLEDGEMENT**

Please confirm receipt of this Addendum #1, CC22-037 by attaching the signed acknowledgment to your bid proposal. **Failure to acknowledge receipt of this addendum may result in the proposal being rejected as non-responsive.** The undersigned acknowledges receipt of ADDENDUM #1


Should you have any questions, please feel free to contact Celeste Calderon, at (760) 955-5082, Fax (760) 269-0045, or email: [cmcalderon@victorvilleca.gov](mailto:cmcalderon@victorvilleca.gov)

Receipt acknowledged and conditions agreed to this \_\_\_\_\_ day of \_\_\_\_\_ 2021

Bidder: \_\_\_\_\_

By: \_\_\_\_\_

**CITY APPROVALS:**

  
\_\_\_\_\_  
Kevin Collins, Building and Fire Official