

ADDENDUM NO. 1

MLPL RFP 2026-001 – Library System Service & Space Review

Date: February 17, 2026

The following questions were received regarding the above RFP. Responses are provided for clarification.

Question	Answer
The RFP (page 4) states that the primary focus of the review is upon the Port Carling branch, with a ‘scaled review’ of the Bala branch. Could you indicate approximately what percentage of effort you would like to see spent upon the Port Carling versus the Bala branch?	<p>As a general guideline, MLPL anticipates that approximately 65–75% of the overall effort would focus on Port Carling, with approximately 25–35% directed toward the Bala Branch.</p> <p>That said, proponents are encouraged to propose an allocation of effort that makes sense within their methodology and approach.</p> <p>The Bala review may include consideration of reconfiguration, modernization, redevelopment potential, or other future-focused options appropriate to its role in the community.</p>
As a related question, are the operations of the two volunteer branches – Milford Bay and Walker’s Point – totally outside the scope of this work? Or could they be considered as ‘alternative service delivery models’? (p. 7)	<p>The volunteer-run libraries at Milford Bay and Walker’s Point are not to be treated as full MLPL branches within the scope of this review, and a detailed operational or facility assessment of those locations is not required.</p> <p>However, they may be referenced at a high level when considering overall service coverage within the Township. As part of the stakeholder interviews and community engagement process, the consultant may explore broader questions such as community appetite for service changes,</p>

	<p>partnership models, potential reintegration discussions, or the feasibility of smaller satellite or alternative service points in the future.</p> <p>The intent of this review is to strengthen and plan for MLPL’s staffed branch system.</p>
<p>The deliverables for both branches are to assess opportunities for and feasibility of reconfiguring, constructing, modernizing, or expanding the space. What do you see as the specific deliverables for each branch? (e.g., a space layout plan? high-level capital cost estimates? operating cost and utilization implications?)</p>	<p>For the Port Carling Branch (primary focus), MLPL anticipates high-level concept options that may include space reconfiguration concepts, identification of modernization or expansion opportunities, and order-of-magnitude capital cost estimates sufficient to inform Board decision-making.</p> <p>For the Bala Branch (scaled review), deliverables should be proportionate to its size and role, identifying practical options for improvement, redevelopment potential, modernization, or better use of space.</p> <p>All deliverables are expected to remain at a planning and concept level.</p>
<p>Can you clarify the time period for this work? The RFP suggests that this is a 3- to 7-year timeframe. Yet other areas of the RFP suggest the identification of ‘immediate, practical improvements’. Still elsewhere in RFP in talks about alignment with the strategic plan, which covers the period until 2028 – but a 7-year period would take the plan to 2032...?</p>	<p>The Service & Space Review is intended to provide a flexible planning framework covering approximately a 3–7 year horizon.</p> <p>Within that timeframe, the consultant is expected to identify some immediate, practical improvements (i.e. furniture refresh) that could be implemented in the shorter term, as well as medium- and longer-range considerations.</p>

	<p>Recommendations should align with the current Strategic Plan (2025–2028) while also looking ahead beyond that period to inform future planning discussions. The 3–7 year range reflects phased implementation for some of the larger scale recommendations rather than a fixed endpoint.</p>
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