



CITY OF MEMPHIS
REQUEST FOR QUALIFICATIONS

#51999

Cossitt Library Cafe

Addendum #1

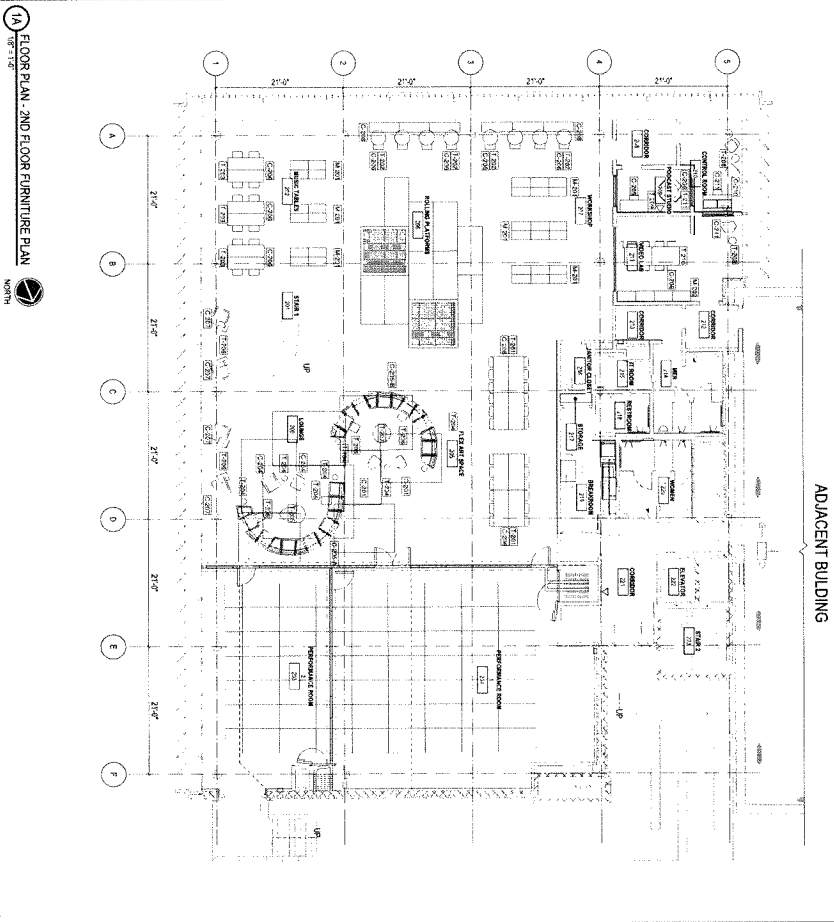
Questions & Answers

Except to remove vendor names and addresses, questions are provided exactly as submitted.

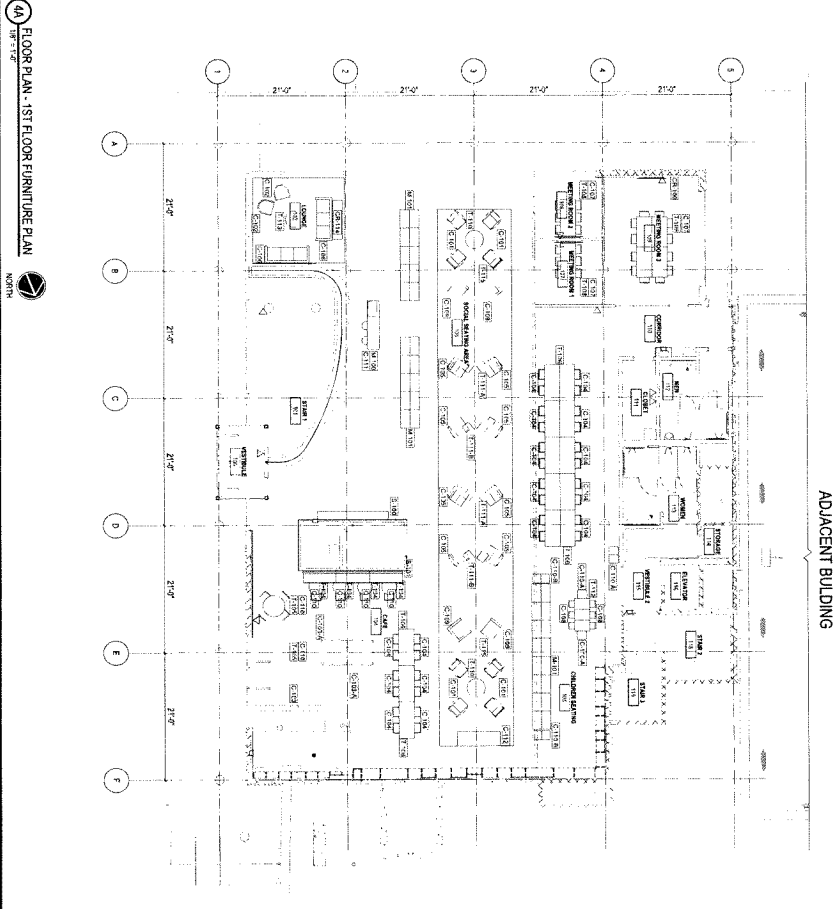
#		Section	Question / Answer
1	Q		What are the specific rules of operation for the café that the vendor should be aware of?
1	A		Vendor operator and employees shall abide by the general standards of conduct of library facilities to which all visitors are subject, as outlined in the Library's Customer Behavior Guidelines. Normal library guidelines, which can be found at https://www.memphislibrary.org/library-services-and-covid-19/
2	Q		What are the hours of operation? Will the café only be able to operate while the library itself is open for business?
2	A		Normal library hours will be M-F 10-8pm, Saturday 10-6pm. However, due to the pandemic, the current library hours (pandemic) are 10-6pm Monday – Friday. We are not sure when these hours will change. The café will only be able to operate during library hours.
3	Q		Are there any mandatory elements of the space that the vendor should be aware of?
3	A		Nothing beyond what has been posted in the RFQ
4	Q		Will the vendor own its own programming calendar, or will the city host events in the café space that the vendor should be aware of?
4	A		The vendor will have its own programming calendar. Our desire is that some of those programs (1 per month) be done with Cossitt library staff.
5	Q		Are there any specific qualities to the programming that the city is requiring?
5	A		All programming should be free, open, and accessible to all. We understand that the vendor will charge for food items and services provided, but access to the building will always need to be free. Additionally, we would like the vendor to offer a range of price points for whatever food items will be offered. This is to ensure that anyone who comes in the door could enjoy an item in the café.
6	Q		Are there any renderings, drawings or plans available of the <i>inside of the designated space?</i>
6	A		Yes, see the attachment.
7	Q		Are there any renderings, drawings or plans available of the <i>outside of the designated space?</i>

7	A		Yes, see the attachment.
8	Q		Are you able to share the renderings, drawing or plans for the inside or outside of the space?
8	A		Yes, see the attachment.
9	Q		If you are unable to share them, is there someplace we can find them?
9	A		See answers 6-8
10	Q		What are the rules of operation for the inside of the space?
10	A		<p>The vendor will act be expected to provide, without the MPL assistance, all staffing, equipment, marketing, routine maintenance and repairs and services for the complete operation and maintenance of the cafe. The vendor will need to operate within the branch hours.</p> <p>Vendor operator and employees shall abide by the general standards of conduct of library facilities to which all visitors are subject, as outlined in the Library's Customer Behavior Guidelines. Normal library guidelines, which can be found at https://www.memphislibrary.org/library-services-and-covid-19/</p>
11	Q		What are the rules of operation for outside of the space?
11	A		Normal library guidelines, which can be found at https://www.memphislibrary.org/library-services-and-covid-19/
12	Q		What are the proposed hours of operation? Including days of the week.
12	A		Normal library hours will be M-F 10-8pm, Saturday 10-6pm. However, due to the pandemic, the current library hours (pandemic) are 10-6pm Monday – Friday. We are not sure when hours will change. The café will only be able to operate during library hours.
13	Q		Can programming be facilitated outside of the hours of operation?
13	A		Not at this time. However, we may be able to revisit this as a possibility at a future time during the lease.
14	Q		Will equipment needs be part of evaluation?
14	A		Yes.

NOTE:
FURNITURE PLANS PROVIDED FOR REFERENCE ONLY. COORDINATE FURNITURE INSTALLATION AND
LOCATION OF ELECTRICAL SWITCHES, NOTIFICATIONS OF ANY OBSTRUCTIONS OBSERVED IN FIELD.



1A FLOOR PLAN - 2ND FLOOR FURNITURE PLAN



1A FLOOR PLAN - 1ST FLOOR FURNITURE PLAN

ADJACENT BUILDING

ADJACENT BUILDING

COSSITT LIBRARY RENOVATIONS

33 SOUTH FRONT STREET
MEMPHIS, TN. 38103



Pickering Firm, Inc.
1400 South 11th Street, Suite 100, Memphis, TN 38119
901.525.1100

REVISIONS	DATE	BY	DESCRIPTION

PROJECT #	25193-04
DATE	NOVEMBER 11, 2019
DESIGNER	ADP
CHECKED BY	CHK
SHEET NUMBER	A-141
DESCRIPTION	FURNITURE PLAN



MEMPHIS

COSSITT LIBRARY

Learn + Create + Engage

COSSITT LIBRARY
Marketing Package - 2017

GROUNDWELL

Barry F. Homes-Resident Association
Lauderdale Courts

/// CONCEPT STATEMENT /// *Learn + Create + Engage*

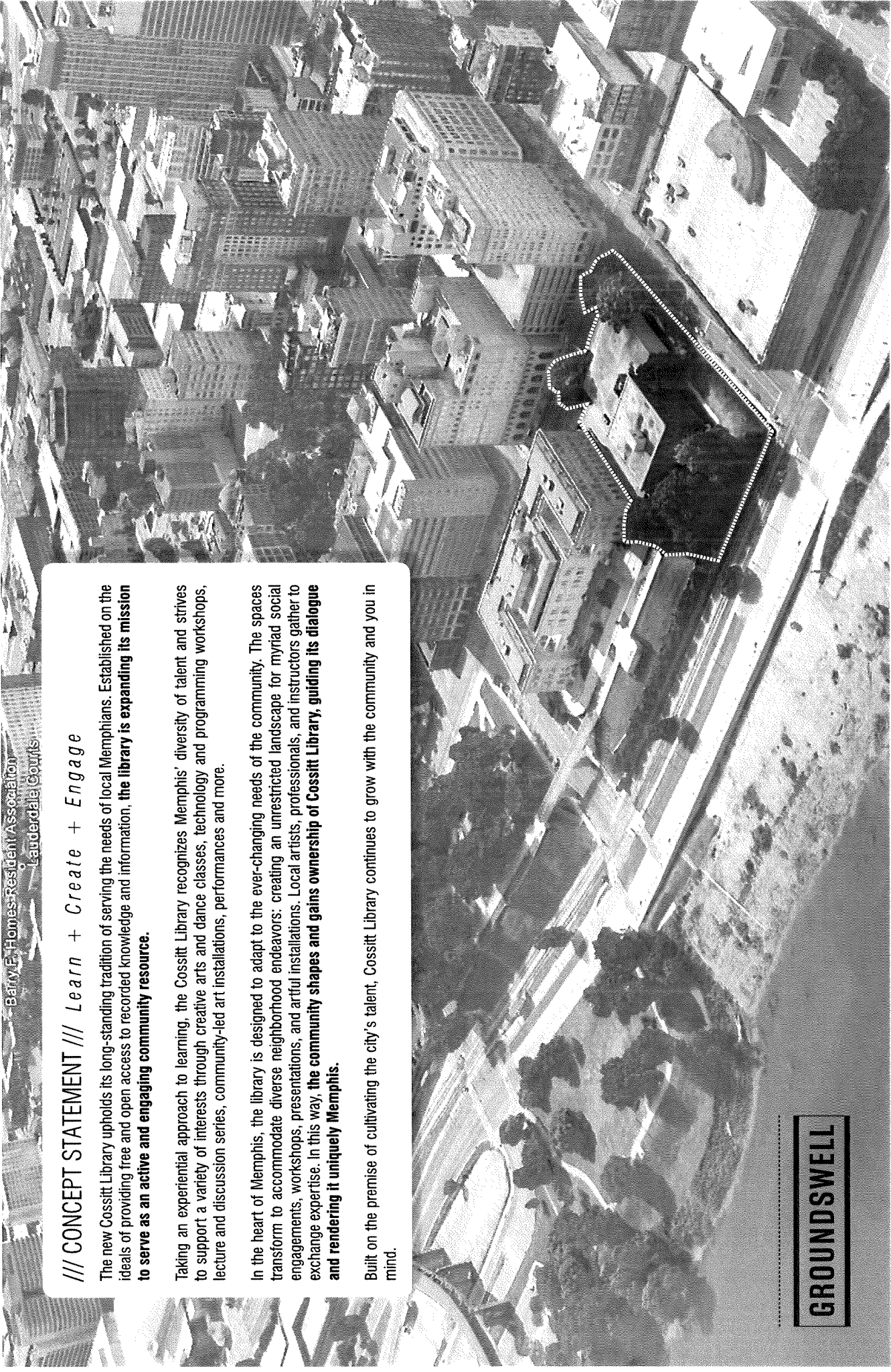
The new Cossitt Library upholds its long-standing tradition of serving the needs of local Memphians. Established on the ideals of providing free and open access to recorded knowledge and information, **the library is expanding its mission to serve as an active and engaging community resource.**

Taking an experiential approach to learning, the Cossitt Library recognizes Memphis' diversity of talent and strives to support a variety of interests through creative arts and dance classes, technology and programming workshops, lecture and discussion series, community-led art installations, performances and more.

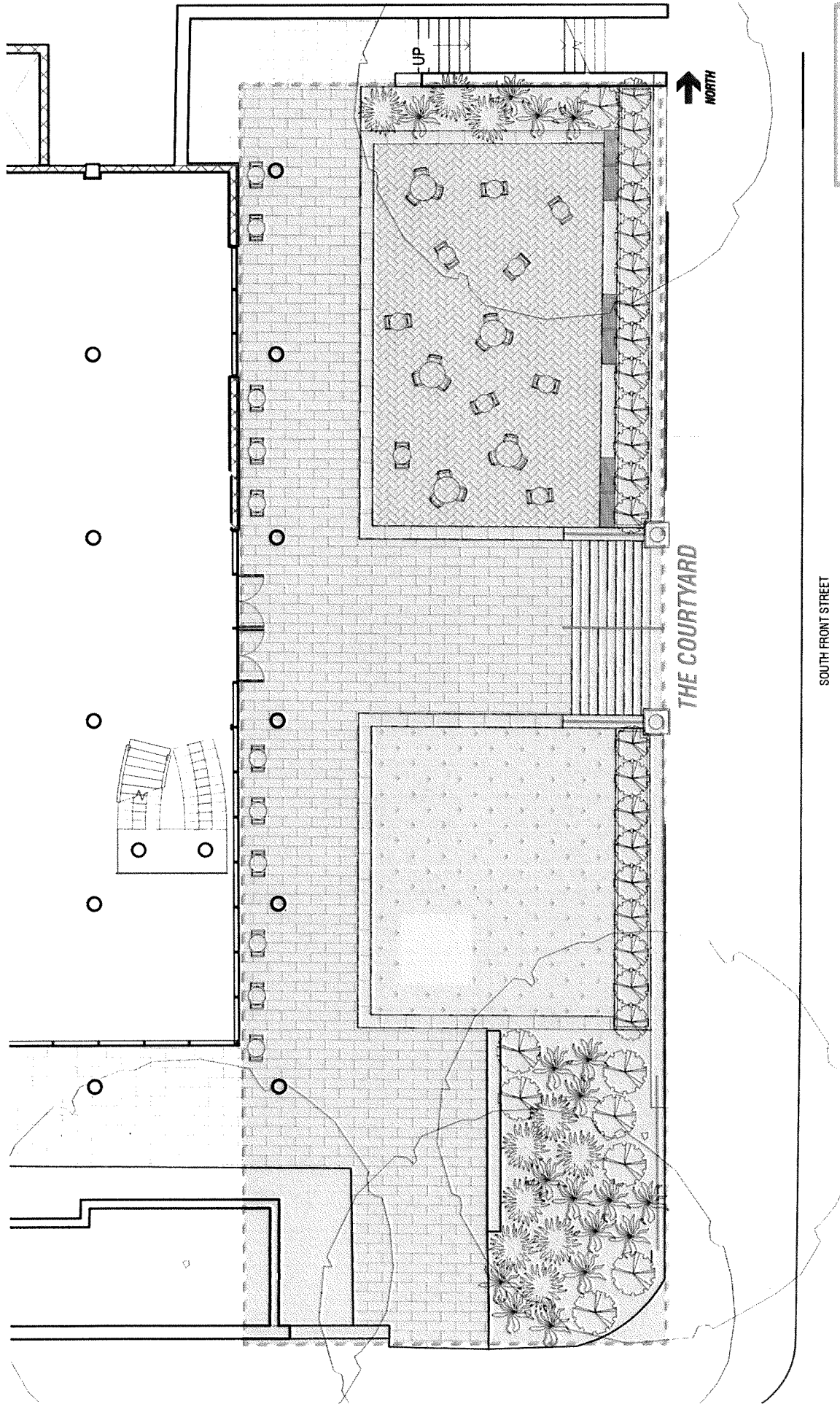
In the heart of Memphis, the library is designed to adapt to the ever-changing needs of the community. The spaces transform to accommodate diverse neighborhood endeavors: creating an unrestricted landscape for myriad social engagements, workshops, presentations, and artful installations. Local artists, professionals, and instructors gather to exchange expertise. In this way, **the community shapes and gains ownership of Cossitt Library, guiding its dialogue and rendering it uniquely Memphis.**

Built on the premise of cultivating the city's talent, Cossitt Library continues to grow with the community and you in mind.

GROUNDWELL



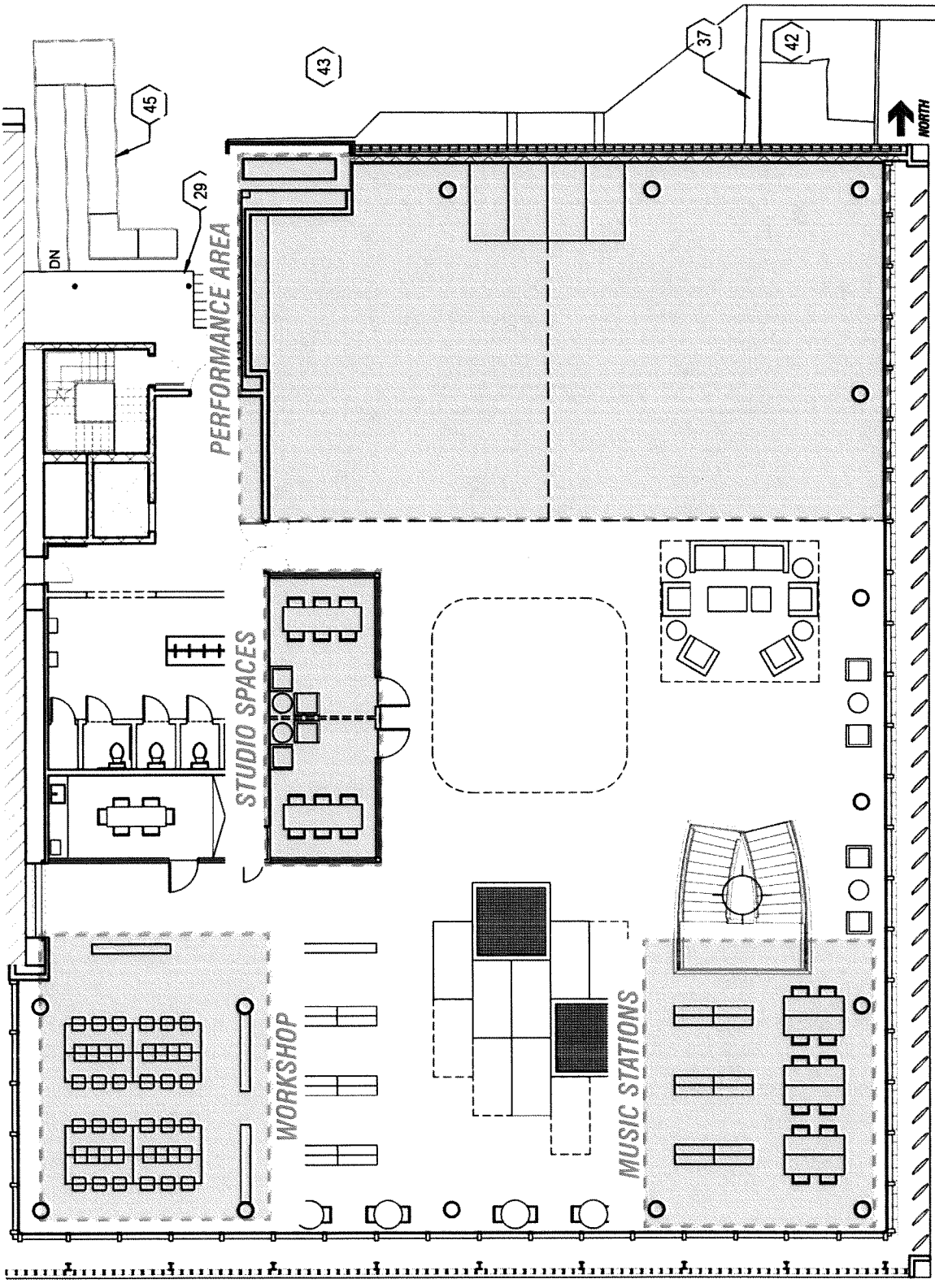
FLOOR PLANS



GROUNDSWELL

SOUTH FRONT STREET

Cassitt Library \ Site Plan / The Courtyard / Scale: 1" = 10'



CROSSWELL

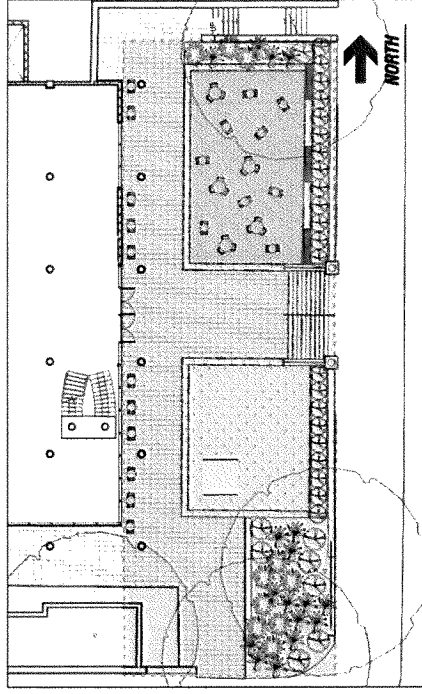
Cassitt Library \ Site Plan \ Second Floor | Scale: 1" = 10'

KEY FEATURES

THE COURTYARD

As both the main entrance from Front Street and a welcoming outdoor gathering space, the courtyard serves as an intimate public green-space and a platform for integrated programming. The courtyard features artful lighting, a plinth for changing art installations, updated paving, social seating and a grand staircase that connects Front Street directly to the front doors.

Area: approximately 6,700 SF.

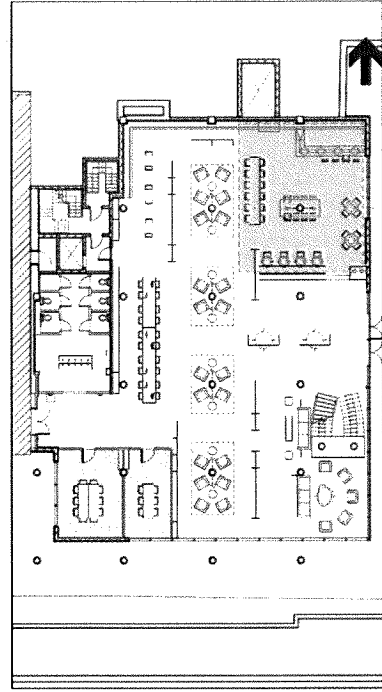


Courtyard Plan // not to scale

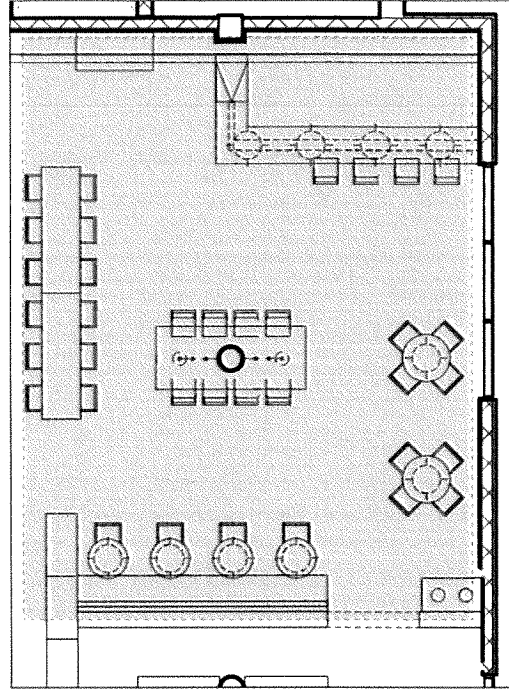
THE CAFÉ

The café is a culinary incubator that calls local chefs and restaurateurs to present a changing menu of fare seasonally. It is equipped with the required electronic appliances to support the presentation of simple and prepared artisan foods and drinks. The Café dining area opens directly to the courtyard for added connectivity.

Area: approximately 950 SF.



First Floor Plan // not to scale

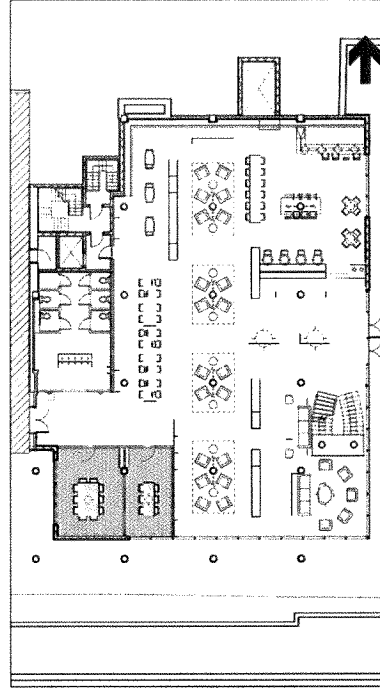


Cafe Plan Detail // not to scale

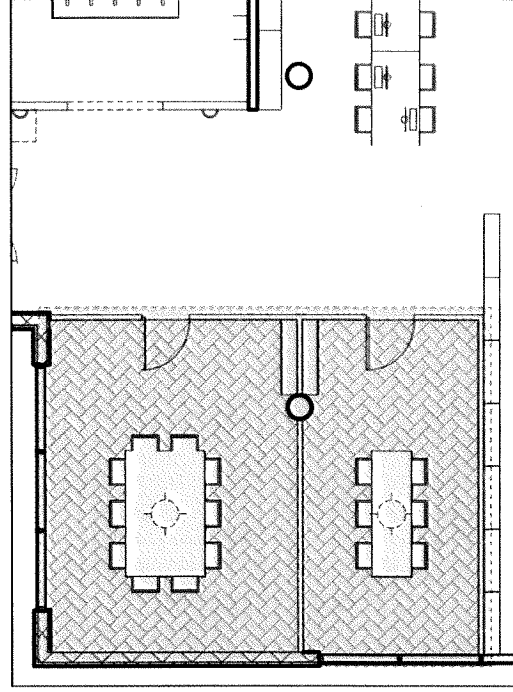
MEETING ROOMS

The First-floor hosts two meeting rooms in the south-west corner. These rooms are enclosed in glass for visibility and openness and feature statement mid-century modern lighting and flooring. These pods are available for small-group meetings and programmed discussions and classes.

Area: approximately 350 SF and 250 SF.



First Floor Plan // not to scale



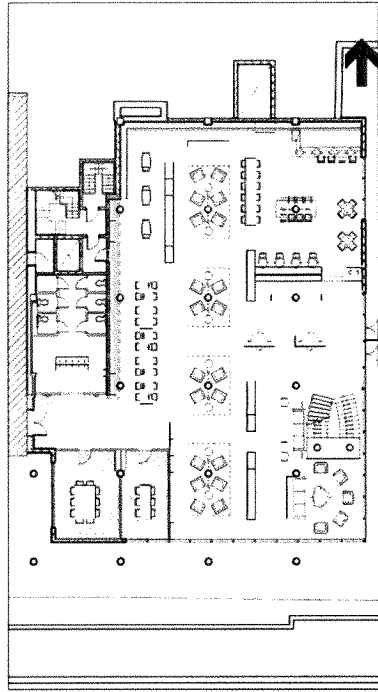
Meeting Rooms Plan Detail // not to scale



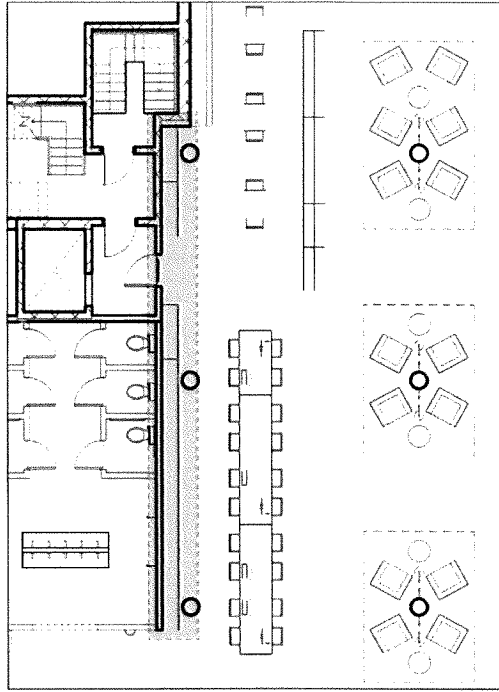
THE MEMPHIS SIT-INS INSTALLATION

This installation is being produced in partnership with UrbanArt Commission and Mayor Strickland. It is the focal point of the first floor as it spans across the entire western wall. This wall will feature an artistic interpretation of Memphis' famous sit ins with digital and interactive features. The design will be selected through an RFP process.

Area: approximately 46 LF.



First Floor Plan // not to scale



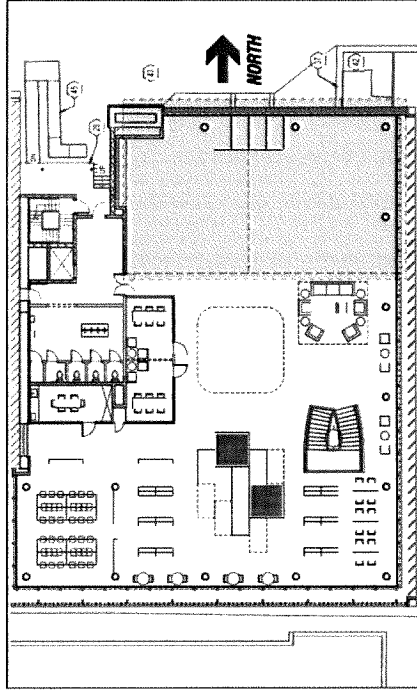
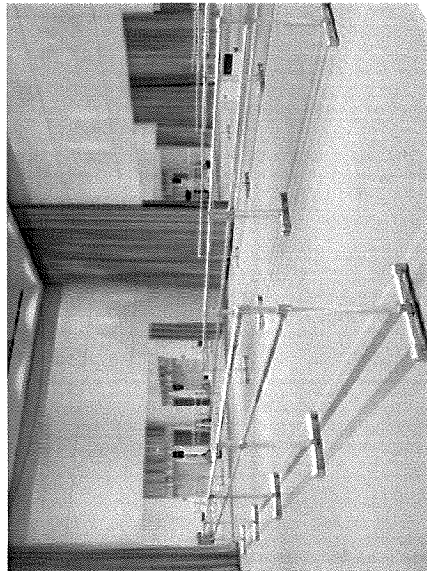
The Memphis Sit-Ins Installation Plan Detail // not to scale

GRUNDSWELL

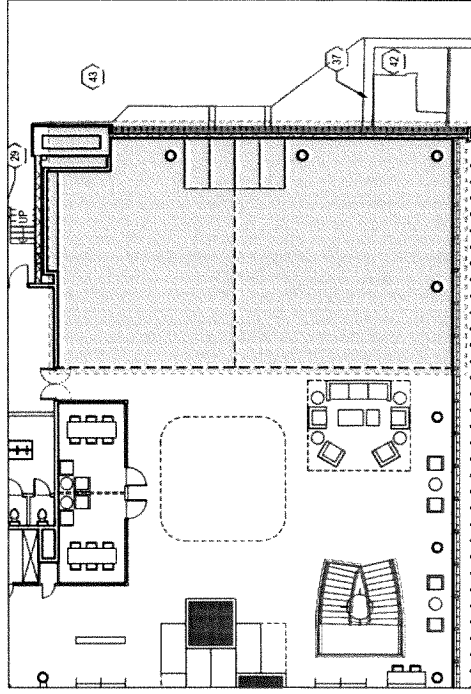
PERFORMANCE AREA

The Group Performance Space can adapt in size due to its acoustic-buffering curtains and movable sprung floor system. It is supplied with full-wall mirrors and multi-purpose Marley flooring to support diverse dance, music, acting and fitness classes for and by the community.

Area: approximately 2,300 SF



Second Floor Plan // not to scale

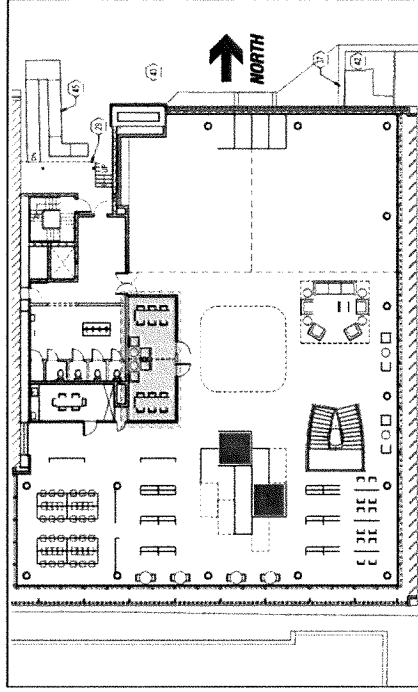


Performance Area Plan Detail // not to scale

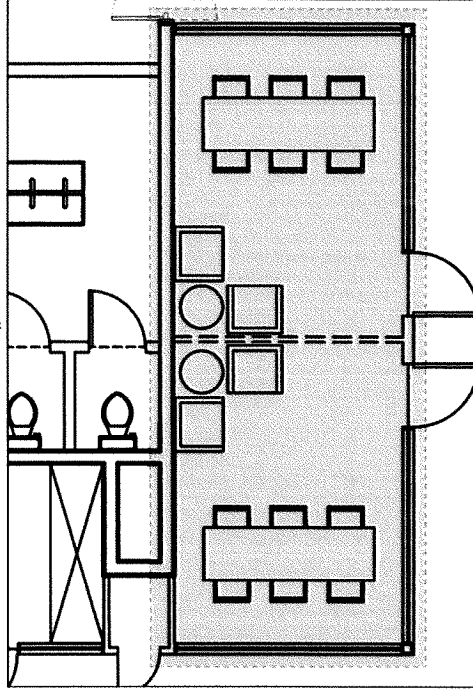
STUDIO SPACES

The second-floor studios at Cossitt Library have resources for visitors to record, produce and share myriad graphic design, video and music projects. Two glass-enclosed studios have seating and computers to support different sized gatherings to support community work sessions.

Area: approximately 165 SF each.



Second Floor Plan // not to scale

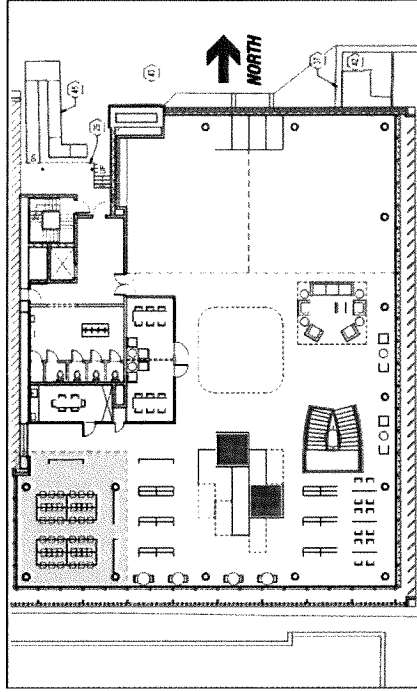
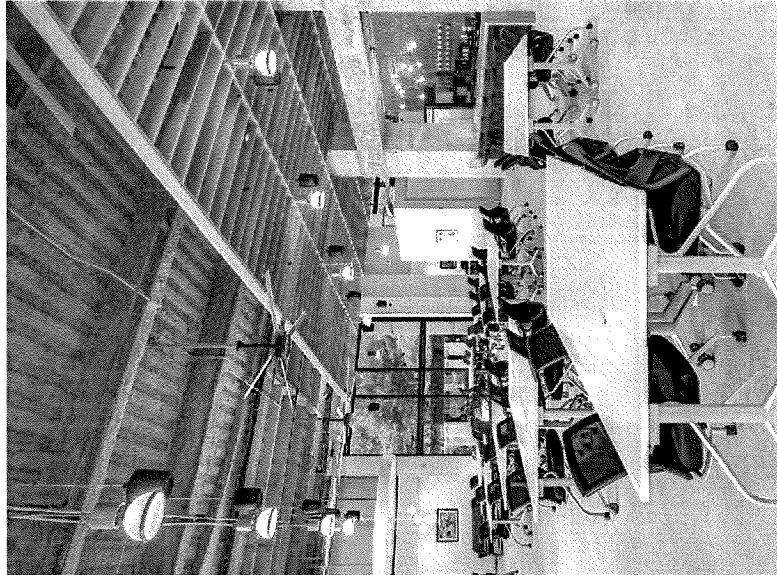


Studio Spaces Plan Detail // not to scale

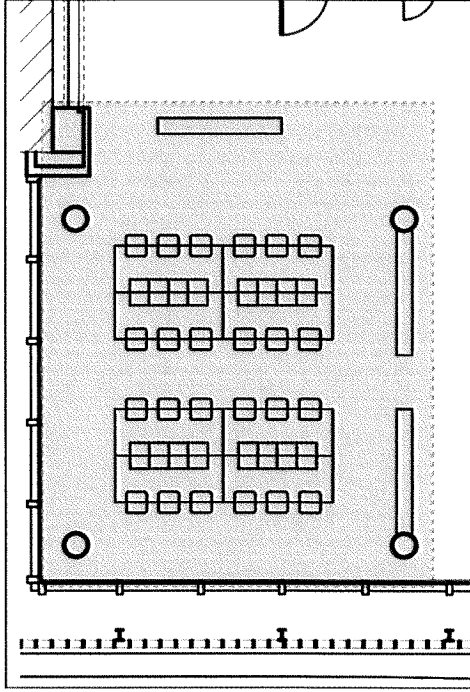
WORKSHOP

This area in the south-west corner hosts changing creative technologies workshops through collaborations with local professionals, presenting classes on design skills such as Photoshop, AutoCAD, photo and video editing, programming, circuitry, robotics and more. Groupings of work tables with outlets and lockable storage allow for use of the area for different courses.

Area: approximately 1000 SF



Second Floor Plan // not to scale

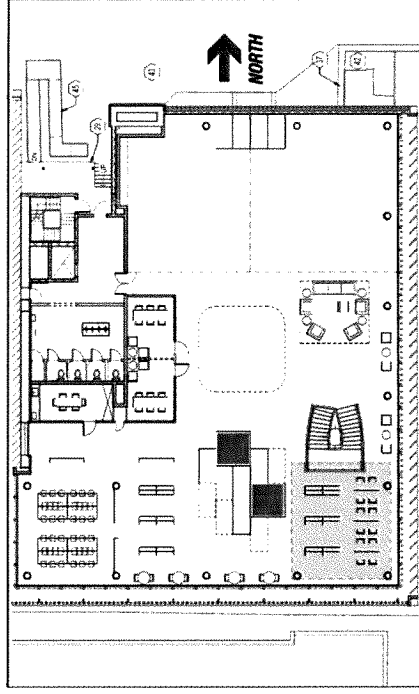
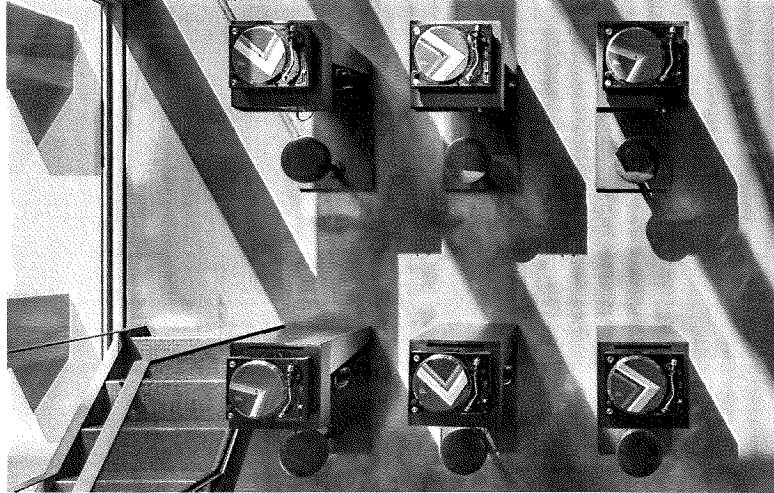


Workshop Plan Detail // not to scale

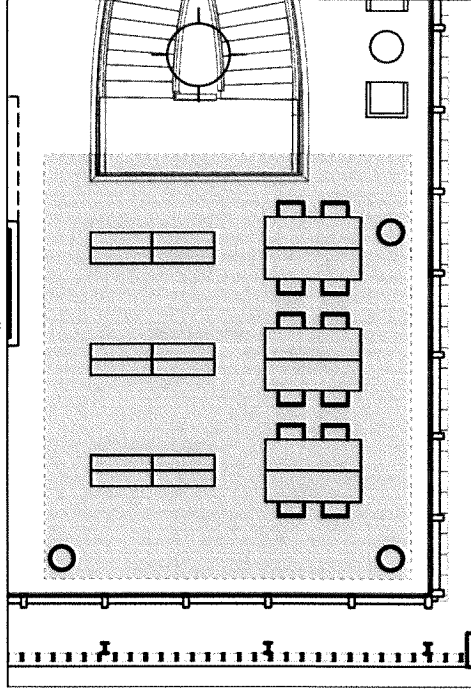
MUSIC STATIONS

Library visitors can listen to a rotating selection of specially curated music collections in the south-east corner of the library. This collection will be curated to change with the library's grander curation concepts seasonally.

Area: approximately 700 SF.

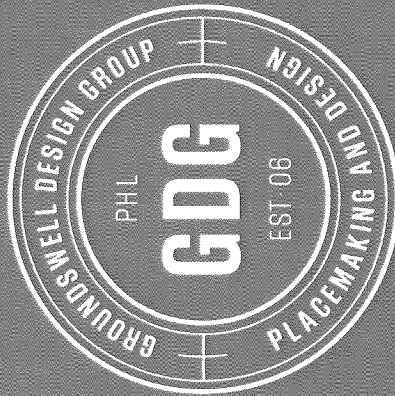


Second Floor Plan // not to scale



Music Stations Plan Detail // not to scale

GROUNDSWELL



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