



Round Lake Area Public Library

Architectural Services

Request for Qualifications

January 27, 2016

INTRODUCTION:

The Round Lake Area Library is seeking Statements of Qualifications from architectural firms that are capable of providing professional services to develop a master building plan for space utilization, long-term maintenance issues, and capital improvements ("Master Plan"). The library also seeks architectural services in planning improvements to its library facility by the expansion/renovation of its existing library, adaptive re-use of another existing building, or construction of a new facility.

The Library District was formed in 1972 and serves approximately 40,400 district residents. The District Library's initial building at this location provided 19,000 square feet. It was expanded in 2000 to the current 36,000 square foot configuration. The library is located at 906 Hart Rd. in Round Lake, IL 60073.

The library has developed a Space Needs Assessment to serve district residents through the year 2040 with the assistance of library planner, Fred Schlipf. The Space Needs Assessment identifies the need for a building of between about 72,000 and 76,000 gross square feet.

Contact Person: Jim DiDonato, Executive Director
Round Lake Area Library
(847) 546-7060
Jdidonato@rllalibrary.org

Date of Issue: January 27, 2016

**Site Inspection and
Pre-Proposal Informational Meeting:** February 15, 2016 3:00 pm CST

Due Date: Wednesday March 2, 2016 10:00 am CST

SCOPE OF WORK:

Prepare a Master Plan to address the current and future needs of the library for space utilization, long-term maintenance issues and capital improvements.

The architect chosen will provide the library district the following information:



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- Identification of solutions to the facility expansion needs of the library district, with full cost estimates to be provided for each solution.
- The library district's current written Space Needs Assessment, including population projections and space needs, must be considered in formulating the solutions. The existing library facility is 36,000 square feet in area, and the building program statement proposes a facility of 72,000 – 76,000 square feet,
- The architect will determine the cost of
 - renovating the current structure, adding on to the existing facility utilizing adjacent property or vertical expansion
 - building a new facility on the present site
 - identifying possible site locations
 - building a new facility within the district
- Conduct a mechanical systems and building envelope study including but not limited to the roof, windows, HVAC, electrical, and plumbing
- Develop these recommendations so they will serve the library and community over the next 30 years.
- A full written report will be delivered to the Board of Library Trustees by September 31, 2016 and the architect will attend a meeting or meetings of the board to present his or her findings.

PRELIMINARY SELECTION PROCESS:

The selected firm will be chosen on the basis of its apparent ability to best meet the overall expectations of the library. The Library Board of Trustees will be the judge of which Statements of Qualifications offer the greatest benefit.

The Library Board of Trustees will review and evaluate the written responses to the RFQ. The top-ranked group (2-4 firms) will be invited to participate in an interview with the Library Board of Trustees. The specific interview schedule and format will be announced later. The library consultant will assist as a non-voting participant. All interview expenses incurred by the selected firms will be borne by the firms.

The Library Board of Trustees will evaluate and rank the interviewing firms, check references of selected candidates, and make the final selection. The Library will enter into contract and fee negotiation with the preferred firm. If a mutually satisfactory contractual agreement is not reached, the Library may, at any time, select and enter into negotiation with another firm.

This will be a Qualifications Based Selection process and is intended to comply with the requirements of the State of Illinois (50 ILCS 510/0.01-510.7).

- Experience in public library building projects
- Responsiveness and completeness of the Statement of Qualification
- Ability to document information and recommendations clearly in a written format



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- Understanding of project objectives and scope; responsiveness to the specific user goals identified in the Space Needs Assessment
- References: Examples of completed consulting projects. Satisfaction of former clients with competency of architect and completed work
- Project Management: Overall evaluation of the architect's ability to accomplish a project of this nature within the proposed time schedule
- Fee Structure: Proposed fee structure relative to the services to be provided

INFORMATION TO BE INCLUDED IN FIRM'S RFQ RESPONSE:

Submit ten (10) printed copies and one electronic copy no later than Wednesday, March 2, 2016 10:00 am CST

All submissions will receive an acknowledgement of receipt of response. Contact Jim DiDonato at (847) 546-7060 if you do not receive a response within 48 hours of submission. Respondents are encouraged to include technical information in their response instead of marketing information, and are encouraged to be concise in their response. The response should be limited to 25 pages not including the cover letter and resumes.

The Statement of Qualifications must include the following information and in this order:

Introduction

1. Cover letter noting the name, address, email, phone and fax number, key contact person
 2. Statement of philosophy
 3. A concise written statement to demonstrate the firm's understanding of the project and scope of services being sought by the library
 4. Description of the general approach to the planning process and implementation of the project
 5. Discuss your team's experience with master plans for public facilities such as libraries
 6. Proposed completion date and a timeline for the project
 7. Proposed fee structure and fee parameters
 8. What additional consultants would you propose to hire to supplement your firm's basic architectural services? Please provide their names and relevant experience.
1. **References:** Three library projects or other projects the firm wishes to cite completed by the firm within the last five years. For each project provide the following:
 - a. Sample Master Plan
 - b. Client name and contact person with position, address, telephone number
 - c. Project description including completion date
 - d. Gross square footage
 - e. Pre-bid estimate of construction costs



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- f. Actual cost of construction
 - g. Total project cost
 - h. Floor plan and photographs or drawn renderings of selected exterior and interior views
2. **Respond to the following questions:**
- a. How will the firm involve the Library Board, Director, staff, and municipalities?
 - b. What are the trends or challenges facing libraries these days as it relates to building design and use? What solutions have you implemented to address these trends or challenges?

SITE INSPECTION AND PRE-PROPOSAL INFORMATION MEETING

A non-mandatory pre-proposal informational meeting and site tour will be held on February 15, 2016 at 3:00 pm CST at the library at 906 Hart Rd., Round Lake, IL 60073. The purpose of the informational meeting is to provide prospective firms an opportunity to familiarize themselves with the Round Lake Area Library facility, to examine the library facility, assess the site currently available for building expansion, and, if applicable, provide clarification and guidance on aspects of the RFQ. While attendance at the informational meeting is not mandatory, and will not be a prerequisite for submitting a response, prospective firms who intend to submit a proposal are encouraged to attend.

ADMINISTRATION:

1. Any changes to the RFQ or addenda will be posted no later than Monday February 22, 2016 . Firms are responsible for checking the website to ensure that they have the most current information regarding the RFQ.
2. All questions pertaining to this solicitation must be in writing and received by Monday February 22, 2016 5:00 pm CST. All questions shall be sent via email to Jim DiDonato at jdidonato@rlalibrary.org .
3. A non-mandatory pre-proposal informational meeting and site tour will be held on February 15, 2016 3:00 pm CST at the library at 906 Hart Rd., Round Lake, IL 60073.
4. The library is not liable for any costs incurred by any firm in connection with this RFQ. Expenses incurred by responding firms are the sole responsibility of the firm and may not be charged to the library.
5. All proposals submitted shall be binding for 90 calendar days following solicitation due date, unless extended by mutual consent of all parties.
6. Submit ten (10) printed copies and one electronic copy no later than Wednesday March 2, 2016 10:00 am CST:



ACCEPTANCE/REJECTION OF SUBMITTALS:

The Round Lake Area Library intends to award the project to the firm who best satisfies the needs of the Library. This request for qualifications does not commit the Library to award a contract or share in the expense of preparing a proposal. Any submittal not received on or before the stated deadline or not addressing the required points may be rejected. The Library reserves the right to reject any or all submittals, to waive any irregularities, accept a proposal based on considerations other than cost, and waive or modify any provisions of this request for qualifications, and to make the final determination as to the best architect for the project.

Date of Issue: January 27, 2016

Pre-Proposal Informational Meeting: February 15, 2016 3:00 pm CST

Due Date: Wednesday March 2, 2016 10:00 am CST

SUBMITTALS:

Jim DiDonato
 Executive Director
 Round Lake Area Public Library District
 906 Hart Rd, Round Lake, IL 60073
 Phone: (847) 546-7060, ext. 127
 e-mail: jdidonato@rlalibrary.org
 Fax: (847) 546-7104
 URL: <http://www.rlalibrary.org>

ANTICIPATED PROJECT TIMELINE

ID	Item	Due Date
1	Issue architectural RFQ for master planning services	Wednesday January 27, 2016
2	Non-mandatory informational meeting and site tour	Monday February 15, 2016 3:00 pm CST
3	Written proposals due	Wednesday March 2, 2016 10:00 am CST
4	Written proposals evaluated	March 3 – March 18, 2016



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5	Architectural firms selected for short list (Regular Library Board Meeting)	Wednesday, March 23, 2016
6	Short list interviews	March 28 – April 8, 2016
7	Recommendation is considered by Library Board (Regular Library Board Meeting)	April 27, 2016
8	Contract negotiations with selected firm	Early May
9	Beginning of master planning studies	June, 2016
10	Anticipated Master Plan completion date	September 31, 2016
11	Final Project Presentation (Regular Library Board Meeting)	October 26, 2016



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PUBLIC NOTICE

The Board of Library Trustees of
Round Lake Area Library
906 Hart Rd., Round Lake, Illinois 60073

Request for Qualifications for Architectural Services

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Proposals must be submitted to Jim DiDonato, Executive Director, Round Lake Area Library, jdidonato@rlalibrary.org 906 Hart Rd., Round Lake, IL 60073, by 10:00 a.m. on March 2, 2016. Faxed or mailed proposals will not be accepted.

The Board of Library Trustees of the Round Lake Area Library reserves the right to reject any or all proposals in the best interest of the library district.

Dated this 27th day of January, 2016.

Anne K. Richmond
Secretary
The Board of Library Trustees of
Round Lake Area Library
Round Lake, Illinois