

**Request for Proposals for Space Needs Analysis
and Projected Building Program
Aram Public Library
City of Delavan, WI**

Invitation to Submit Proposals

The City of Delavan is seeking proposals from responsive and responsible Architectural/Space Planning consultants for the development of a space needs assessment study addressing library and the broader community educational, cultural and historical needs for at least the next 20 years. This study is to include initial concept design options and provide cost estimates for the expansion and remodeling of the library at its current location.

Proposals shall be submitted no later than 11:00 am on January 30, 2018 to:

Anita O'Brien
Aram Public Library
404 E. Walworth Avenue
Delavan, WI 53115
director@aramlibrary.org
262-728-3111, ext 111

Introduction

The City is seeking to expand its library building and services to better accommodate community needs. Additionally, consideration is to be given to the allocation of space to community organizations that share overlapping missions related to education, history and culture. The overarching goal is to create partnerships that reduce duplication of services and provide the public with a central location meeting these needs.

The expansion should serve to support current and future concepts in service delivery, focus on the Library as the hub of civic engagement, offer state of the art technology, inspire lifelong learning for all users of our facility, and provide our patrons' a "living room" environment for reading, research, and enrichment by individuals and groups.

Consideration needs to be given to the current and projected demographics of the city and its extended library service area. Work will include (1) review of the current space uses, features and systems including significant historic elements of the building; and (2) alternative designs for an addition to the existing facility. The ultimate objective would be to create a facility that provides for a shared use concept that allows the library and related educational, historical and cultural organizations to function both independently and as integrated components. The design also needs to achieve efficiency in terms of library staffing and operations including consideration of changing formats of information access and retrieval.

Background Information

The existing library facility at 404 E. Walworth Avenue is located in Delavan, Wisconsin's historic downtown. Opportunities are sought to enhance this facility as a destination and economic engine supporting the downtown redevelopment efforts that are currently underway.

The original building was dedicated on July 8, 1908; a significant portion of the funding for construction came from the estate of James and Susan Aram. A major expansion of the Library was completed in 1991. This expansion more than doubled the size of the library (5,024 square feet to 12,112 square feet) and enhanced handicapped accessibility (including elevator access). Almost immediately, the children's department outgrew its space and was moved to the large meeting room, leaving an inadequate space for programs and activities.

Aram Library is managed by the Library Director; the Youth Librarian also serves as the Assistant Director. These are the sole full-time positions; operations are additionally supported by 10 part-time library assistants.

The Library is open 7 days, 59 hours, a week during the school year; during the summer months the library is open 6 days, 56 hours, a week.

Current Aram Library Statistics:

City of Delavan population: 8,415 ; Total service area population: 15,118

Non-electronic material holdings: 70,523

2016 total circulation: 122,404

2016 public computer sessions: 13,564; 2016 wireless sessions: 4,818

2016 programs offered: 579; 2016 program attendance: 8,939

2017 meeting room use by outside groups: 157

2017 stats for unaccommodated use of meeting room: 115

2017 staffing levels: 2 full-time; 10 part-time employees; total FTE=7

Aram Library has active community support organizations including the Library Board, Friends of Aram Public Library, and Delavan Aram Public Library Foundation.

The Library is a member of the Lakeshores Library System, encompassing 15 libraries in Racine and Walworth Counties; information technology services are provided by the system. Lakeshore Library System, Kenosha Library System and Arrowhead Library System (in January 2018) are part of the SHARE consortium, an automation and resource-sharing partnership.

Scope of Services

The following scope of work is considered to be the minimum level of effort required. The Consultant is encouraged to recommend changes to the Scope of Services that will lead to a more successful project.

Existing Facility

1. Review existing library documentation including Strategic Plan and available building plans.
2. Assess the existing library in terms of size, ADA compliance, functional layout, flexibility, and expansion capability.
3. Gain an understanding of any significant architectural and engineering obstacles, i.e. bearing walls that may impede the goal of providing a flexible space.
4. Evaluate the condition of the existing building, including the structural, mechanical, electrical and plumbing systems to determine the upgrades that will be necessary to effectively remodel and expand the structure.

5. Gain an understanding of any limitations to the Library expansion imposed by adjacent uses.
6. Create an existing floor plan in AutoCAD format based upon field investigations and the provided building plans that can be expanded to include addition alternatives.

Space Planning

1. Survey and analyze the present and projected programmatic and space requirements of the library staff, library support organizations, library system, and identified community partners. Conduct in-person interviews to further clarify these requirements.
2. Review and consider public input collected from Task Force initiated focus groups and surveys that were coordinated through UW Whitewater Communications Department staff and students.
3. Create listing of square footage requirements by use/service and preferred adjacencies based on relationships. Analyze the ability to provide suitable on-site parking to meet staff and customers usage of the facility.
4. Develop specific project goals for success to guide the committee and design team through the design process.
5. Conduct a design charrette with stakeholders to brainstorm interior layout options and alternative concepts for connecting the addition to the existing building.
6. Based on the information gathered through these processes including the design charrette, identify renovation and new construction alternatives that are flexible and will meet the projected logistic and space needs identified, as well as unidentified service needs 20 years into the future. Identify what is necessary to achieve first or second level of LEED certification and the related costs and benefits for moving forward with some level of certification.
7. For each alternative identified, prepare conceptual site plan and floor plans illustrating the scale and general layout of space. Alternatives should be developed to maximize efficiency in terms of staff utilization and to allow for the use of certain areas of the facility, such as meeting rooms or community partners' space, outside of library's normal hours of operation. Develop an evaluation matrix to score each selected concept.
8. Once a concept is agreed-upon, provide one complete set of presentation boards which can be used in a public information campaign to engage stakeholders and the community. In addition to the presentation boards, presentation materials are to include two complete sets of color floor plans, furniture layouts, elevations and perspective drawings of the renovated library. All plans will be clearly labeled to indicate that they are conceptual designs only. A printable electronic copy of these presentation materials will also need to be provided.

Cost Estimates

1. Provide preliminary cost estimates for each proposed alternative.
2. Break out of the costs by use/service, including a break-out of the cost of space allocated to each community partner.
3. Cost estimates should assume regular written updates to Library Director, City Administrator and the Director of Public Works and a minimum of 3 workshop sessions (including the charrette session) with and a formal presentation of final report to stakeholders.

Proposal Format and Submittal Date

Proposals shall be submitted no later than 11:00 am on January 30, 2018 to:

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Delavan, WI 53115
director@aramlibrary.org
262-728-3111

Each proposal must be limited to a maximum of 30 pages for all materials and contain, in the following order:

1. Letter of transmittal, addressed to Anita O'Brien as above. The letter should identify the submitting firm or consultant as well as the name, title, telephone, fax number and email address of the person authorized to contractually obligate the firm or consultant. The letter should be signed by the named person.
2. Executive summary of proposal, not to exceed 2 pages in length.
3. A document outlining the qualifications of the firm or consultant including the firm or consultant's history, its capabilities and relevant experience. This document needs to include demonstrated experience with similar library projects and any qualifications such as professional licenses or certifications.
4. A description of the project team or individual consultant, along with resumes for each person. Please describe in appropriate detail the role each person will perform on this project. Project team members should be available for the duration of the project or alternates should be named in the proposal, along with their qualifications.
5. Provide a minimum of 5 examples of/references for similar library projects which your firm (preferably with participation of the team members proposed for this project) has undertaken in the last five years. Information provided for each example/reference should include the project name, project date, description of services provided, key personnel involved with the work, and contact information (including name, phone number and email address) for the Owner's representative who coordinated the project.
6. Provide a listing with contact information on all library or similar projects (such as community, civic and/or cultural centers) completed within the last 10 years.
7. A Project Work Plan/Approach which describes your understanding of the project, methodology, tasks, an outline for meeting the timeline and an estimated amount of time for each task. Include your deliverables, project schedule and milestones, assumptions and any variables that could delay the project. List any resources you expect the Aram Public Library and/or City of Delavan to provide that have not been previously described.
8. Exclusions or exceptions – Note any parts of the proposal that is beyond the expertise of the consultant, or would be better handled by city staff.
9. A Cost Proposal including total fee and cost by proposed task. These should include costs for providing planning services, including supplies, an estimate of hours, rate schedule for project staff, estimated reimbursable expenses, number of onsite visits and cost per trip, and other costs associated with the planning process and costs for space allocated to community partners needs to be provided

10. Any additional documentation or information that the firm or consultant deems necessary to assist in the selection process.

Selection Criteria

All proposals meeting the RFP requirements will be evaluated using the following criteria:

1. Relevant experience and success in space planning facilitation for libraries or similar facilities, including the level of satisfaction of current and past clients.
2. Experience of firm or consultant in understanding latest library trends and issues.
3. Demonstrated understanding of the project scope of work.
4. Cost and demonstrated ability to meet deadlines and operate within budget.
5. Demonstrated ability to accurately estimate construction costs and to recommend creative, cost saving measures.
6. Demonstrated ability to communicate effectively with the Library Board, City Common Council and Task Force, Library and City staff, identified stakeholders and the public.
7. Feedback on the other selection criteria listed from past clients on similar projects.

Communications Protocol

Upon release of this RFP, any inquiries or requests regarding this project should be directed to:

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Written questions about this RFP should be submitted by email on or before 5:00 pm, Tuesday, January 9, 2018. Responses to questions will be posted on Aram Library's website at: <https://www.aramlibrary.org/about/future-expansion/> by Friday, January 12, 2018.

Tentative project schedule

Issue of RFP:	December 15, 2017
Deadline for questions:	January 9, 2018
Response to questions:	January 12, 2018
Submittal Deadline:	January 30, 2018
Review of Proposals by Task Force:	February 8, 2018
Consultant Interviews:	February 22, 2018
Library Board approval:	March 15, 2018
Recommendation to Council:	March 20, 2018
Contract start date:	March 26, 2018
Final report:	July 13, 2018