



# SOUTH HOLLAND PUBLIC LIBRARY

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16250 Wausau Avenue • South Holland, IL 60473 • Phone: (708) 527-3150 • Fax: (708) 331-6557

January 28, 2020

RE: Request for Proposal for Space Needs Study, Facility Condition Assessment & Master Plan Services

Dear Prospective Provider:

You are invited to submit a proposal for consideration as the South Holland Public Library evaluates firms to conduct a space needs study, facility condition assessment and master plan services.

Interested firms must complete the proposal as outlined in the RFP. Proposals are due to the Library on February 14, 2020 by 5:00 PM CST. Incomplete or late proposals will not be considered. The RFP is attached to this letter. We look forward to your response.

Sincerely,

Robin O. Wagner  
Library Director  
[robin@southhollandlibrary.org](mailto:robin@southhollandlibrary.org)

# Request for Proposal for Space Needs Study, Facility Condition Assessment & Master Plan Services

The South Holland Public Library (Library) requests proposals (RFP) from 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”).

**Contact Person:** Robin Wagner, Library Director  
708.527.3104  
[robin@southhollandlibrary.org](mailto:robin@southhollandlibrary.org)

**Date of Issue:** Tuesday, January 28, 2020

**Pre-Proposal Informational Meeting:** Tuesday, February 4, 2020, 11:00 AM CST

**Due Date:** Friday, February 14, 2020, 5:00 PM CST

**Submittals to:** Robin Wagner, Library Director  
South Holland Public Library  
16250 Wausau Avenue  
South Holland, IL 60473  
[robin@southhollandlibrary.org](mailto:robin@southhollandlibrary.org)

## General

1. This RFP and addenda are available on the Library's website at <https://www.shlibrary.org/rfp>
2. All questions pertaining to this RFP must be in writing and received by Friday, February 7, 2020, by 5:00PM CST. All questions shall be sent via email to Robin Wagner at [robin@southhollandlibrary.org](mailto:robin@southhollandlibrary.org).
3. Any changes to the RFP or addenda will be posted on the Library's website no later than Monday, February 10, 2020. Firms are responsible for checking the Library's website to ensure that they have the most current information regarding the RFP.
4. A non-mandatory pre-proposal informational meeting and site tour will be held on Tuesday, February 4, 2020, at 11:00 AM CST at the Library at 16250 Wausau Avenue, South Holland IL 60473.
5. The Library is not liable for any costs incurred by any firm in connection with this RFP. Expenses incurred by responding firms are the sole responsibility of the firm.
6. All proposals submitted shall be binding for 90 calendar days.

## Purpose

The Library is submitting this RFP to develop and prepare “Space Needs & Facility Condition Assessments” for our Library building located at 16250 Wausau Avenue, South Holland, Illinois. The purpose of these Assessments is to provide analysis and guidance to explore modernization of the building and assure that the Library can accommodate the growing service, program, facility, and technology needs of its patrons. Accordingly, the Library seeks a comprehensive analysis of the Library, its current facility, and service delivery methods, to determine the best approach for remodeling projects.

## Background

On February 27, 1961, the Board of Trustees of the Village of South Holland passed a resolution establishing the Public Library and the Library Commission and designated property at 16175 South Park Avenue for library use. Thanks to the volunteer efforts of the South Holland Lions Club, the building interior was remodeled and the Library opened to the public in September 1961.

On March 24, 1970, a \$500,000 building referendum was passed by the residents of South Holland to build a new library building, along with a \$70,000 federal grant. Construction began in 1971, and the Library opened its doors at its present location on April 24, 1972. The total cost to build the Library building was \$575,000.

In 1973, the South Holland Historical Society asked to use a room on the lower level for their museum. With funds provided by the Village, the room was finished off for this purpose. In 1976, the North Meeting Room on the lower level was constructed. In March 1991, the south end of the lower level was renovated for the Youth Services department, which moved into its current location in September 1991.

The Library has since undergone many remodeling and renovation projects, most notably with major renovations in 1991-92 and in 2002-03.

The Board of Library Trustees (Board) recently completed a strategic planning process that resulted in a plan addressing the needs of the community. One of the primary goals identified was to "provide a safe, comfortable and updated building." The objective is to provide residents with an up-to-date, comfortable, inviting Library that offers a choice of public and private spaces for reading, studying, working, playing, talking, and engaging with one another collaboratively. The full strategic plan is available at <https://shlibrary.org/library-policies/>.

## Pre-Proposal Informational Meeting

A non-mandatory pre-proposal informational meeting and site tour will be held on Tuesday, February 4, 2020 at 11:00 AM CST at the Library, 16250 Wausau Avenue, South Holland IL 60473. The purpose of the informational meeting is to provide firms an opportunity to familiarize themselves with the Library facility, and, if applicable, provide clarification and guidance on aspects of the RFP. While attendance at the informational meeting is not mandatory, and will not be a prerequisite for submitting a proposal, firms who intend to submit a proposal are encouraged to attend.

## 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.

1. Conduct a space needs and workflow analysis of the existing facility to determine optimal use of physical space to meet the Library's service and collection needs.
2. Conduct a mechanical systems and building envelope study including, but not limited to, the roof, windows, HVAC, electrical, and plumbing.
3. Determine options for possible future expansion utilizing adjacent property or vertical expansion.
4. Develop these recommendations so they will serve the Library and community over the next 30 years.

## Required Qualifications

Given the scope of the project, the Library is seeking a consultant experienced in providing the services outlined above. The consultant will have:

- In-depth knowledge of traditional, current and developing library services and resources.
- A clear sense of where new technologies are headed and their potential applications in a library setting.
- An ability to work with diverse groups of people representing varied points of view.
- Demonstrated knowledge of library operations, research, statistical analysis, and experience integrating findings in planning documents.
- Demonstrated professional experience and knowledge of space planning as a functionality in libraries.
- A proven track record in meeting deadlines and achieving positive results with other public library master planning projects.

## Evaluation Criteria

A firm will be chosen on the basis of its ability to best meet the overall expectations of the Library. The Board will be the judge of which proposal will offer the greatest benefit. Factors relevant to the Board's evaluation include:

- A. **Responsiveness** and completeness of the proposal.
- B. **Experience and Qualifications:** Demonstrated knowledge of planning, management, and evaluation skills and experience in using them.
- C. **Technical Quality and Methodology:** Approach to organizing and managing the project, and ability to document information and recommendations in a clear written format.
- D. **Understanding** of the project's objectives and scope.
- E. **Ability to Communicate:** Ability to build consensus with staff & Board.
- F. **Experience** in public library planning and/or building projects.
- G. **References:** Examples of completed consulting projects. Satisfaction of former clients.
- H. **Project Management:** Overall ability to accomplish a project of this nature within the proposed time schedule.
- I. **Fee Structure:** Proposed fee structure.

## Selection Process

The Board will review and evaluate the proposals. Firms may be invited to participate in an interview with the Board.

The Board will evaluate the proposals and check references, and make a selection followed by negotiating a contract.

The Library reserves the right to accept a proposal, reject any and all proposals at its sole discretion, and waive or modify any provisions of this RFP.

## Submission

Proposals are due not later than Friday, February 14, 2020, 5:00 PM CST. Proposals may be submitted in person, by mail, or by email as a PDF (files may not be password-protected or copy-protected) to:

Robin Wagner, Library Director  
South Holland Public Library  
16250 Wausau Avenue  
South Holland, IL 60473  
[robin@southhollandlibrary.org](mailto:robin@southhollandlibrary.org)

Fax proposals will not be accepted. It is the respondent's responsibility to ensure proposals are received by the deadline. Proposals received after this deadline will not be considered.

All submissions will receive an acknowledgement. Respondents should call Robin Wagner, 708.527.3104, if they do not receive an acknowledgement 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.

Proposals must include the following information and in this order:

### Capacity to Perform Work

1. Cover letter noting the name, address, email, phone and fax number, key contact person.
2. Number of years in business.
3. Narrative on your understanding of the project and your approach.
4. Work plan detailing the main elements of your work.
5. Timeline for project and completion date.
6. Resources at hand to perform the work.
7. Total fee including out-of-pocket expenses.
8. Outline of payment requirements.

### Personnel

1. List the principals in your organization.
2. Identify and provide the resumes of the project manager and key personnel who would be assigned to this project, including an organizational chart.
3. Additional consultants you propose to hire to supplement your firm's basic services. Please provide their names and relevant experience.

**Experience and References**

1. Identify and designate three to five completed public library or similar projects that the project team members have done individually or collectively within the past ten years and which best represent the present skills of the project team members to develop a Master Plan.
  - a. Name and address of client.
  - b. Name, telephone number, and email address of contact person.
  - c. Summary of project or plan, including year completed and cost.
2. Discuss your team's experience with master plans for public facilities such as libraries.

**Other**

1. Provide other information you feel makes you qualified for the Library’s project.

**Anticipated Project Timeline**

ID	Item	Due Date
1	Issue RFP	January 28, 2020
2	Non-mandatory pre-proposal meeting and site tour	February 4, 11:00 AM CST
3	Last day for questions	February 7, 5:00 PM CST
4	Response to questions and addenda due	Monday, February 11
5	Proposals due	February 14, 5:00 PM CST
6	Proposals evaluated	February 17-February 21
7	Firms selected for possible interviews	February 24, 2020
8	Interviews as determined by the Board	TBD
9	Board selects firm	March 23, 2020
10	Contract negotiations begin	March 24, 2020

Note: The Board opted to use an RFP process rather than an RFQ process given that preliminary estimates of the cost of services are less than \$40,000 rendering inapplicable the Local Government Professional Services Selection Act (50 ILCS 510/1).