



Bartlett Public Library District

Request for Proposals: Space Needs Assessment

Introduction

The Bartlett Public Library District (BPLD) is seeking Request for Proposals: Space Needs Study. BPLD is seeking proposals from responsive and qualified library architects to develop a space needs assessment that will meet emerging and future needs of library users, as well as satisfying current needs. The successful firm must have documented experience working with public libraries, has provided a report that articulates our current and future space needs, and helps the Library Board determine the best path forward. To be considered for this work, the following guidelines for proposal format and submission must be followed. All items should be submitted electronically or received in the mail to Library Director Karolyn Wessel by the end of business on Friday, June 21, 2024, at 3:15 p.m.

Background

The Bartlett Public Library District serves residents in both Cook and DuPage Counties. (Population: 36,034) The Village of Bartlett is located 35 miles west of the City of Chicago.

The staff consists of 41 employees (22 FT, 19 PT). The Bartlett Public Library District (32,325 square foot facility) is open 7 days a week for 70 hours total. The library's collection includes over 105,212 physical and digital items, with an annual circulation of 348,302 items. The Bartlett Public Library District is part of the "Reaching Across Illinois Libraries System" (RAILS) and is also a member of the Illinois Library Association. The Bartlett Public Library District, which has an annual operating budget of \$3.7 million, is in sound financial shape due to the fiscally responsible efforts of the Bartlett Public Library District Board and Library Administration Department. The Bartlett Public Library Foundation and the Friends of the Bartlett Public Library District provide supplemental financial resources which support program and collection enhancements.

Site information

In 1968, several community organizations formed the Bartlett Volunteer Library Association. A library was set up in the Bartlett Municipal Building.

In 1972, Bartlett residents voted in favor of establishing a library district. The Bartlett Public Library District opened.

In 1974, Ruth Stuenkel was selected as the first Library Director.

In 1975, the Post Office building was purchased to expand library space to 3,100 Sq. ft.

Bob Harris was selected as Library Director in 1978, and then Diane Lueder was selected as Library Director in 1986.

In 1981, land was purchased at the current site of 800 S. Bartlett Rd. The new 7100-square-foot building opened in August of 1983. Also in 1983, the Friends of the Bartlett Library District was formed by a group of residents.

Dolores Payette was selected as Library Director in 1985.

Construction was completed on the 4,500-square-foot addition and opened in February of 1988.

Between 1994 and 1995, a two-story 22,000-square-foot addition was added.

Yvonne Beechler was selected as Library Director in 1998.

The Bartlett Public Library Foundation was established in 2000.

Todd Morning was selected as Library Director in 2003.

The library underwent a complete remodel in 2009.

The online catalog was updated, and the library introduced downloadable materials in 2011. Also in 2011, the Circulation Department was expanded and redesigned.

In 2012, Karolyn Wessel was selected as Library Director.

In 2015, the renovation created additional study rooms, conference rooms, and an art room.

Between 2016 and 2018, the library's generator and chiller were replaced.

The library survived the Covid pandemic, and was one of the first libraries to open to the public in the western suburbs.

In 2022, a Capital Needs Assessment was completed, which helped to create a prioritized list of facility projects. So far, the parking lot was reconstructed and all of the internal and external lighting was converted to LED lighting.

Currently in 2024, plans are in place to replace the Fire Sprinkler System and all of the ceiling tiles throughout the whole building. At the same time, all of the IT Cabling will be replaced as well.

The library is currently in the midst of our most recent Strategic Plan. An overview is included in this request for proposal. The highlights are as follows:

1. Enhance Communication to the Community
2. Strengthen Partnerships Throughout the Community
3. Create a Welcoming Space
4. Promote Lifelong Learning
5. Utilize Technology

Scope of Services

The architects will work in collaboration with BPLD staff and the Library Board, and utilize the 2023-2025 Strategic Plan to identify community needs and service priorities. The analysis shall incorporate recommendations based on best practices from successful libraries nationwide and in communities of similar size, as well as forecasted trends in library services and technology. Areas of focus shall include, but not be limited to: Technology, Collections, Programs, Facilities, Staffing, Budget, and Funding. Space planning should include, but is not limited to:

1. Reviewing existing library documentation, including the current strategic plan.
2. Conducting a space needs and workflow analysis of the existing facility to determine optimal use of physical space that meets the library's service and collection needs.
3. Developing future-focused recommendations for public service models, collection sizes, program priorities, community spaces, and technology.
4. Reporting on square footage requirements based on projected usage and needs, including but not limited to: Seating, Collections, Staff offices, Technology, Meeting rooms, Work areas, Storage, and Special purposes.
5. Assess the existing library in terms of size, ADA compliance, functional layout, flexibility, sustainability, and expansion capability.
6. Gain an understanding of any significant architectural and engineering obstacles including structural, mechanical, electrical, and plumbing systems.
7. Determine current and future parking needs.

Services also include time for:

1. Surveying and analyzing projected program and space requirements of library staff and the Library Board.

2. Based on information gathered with staff and stakeholders, identify renovation and new construction alternatives that are flexible and that will meet projected logistic and space needs that are identified as well as unidentified service needs 20 years into the future.
3. Identifying and incorporating future-focused recommendations based on best practices from successful libraries of similar size.

Deliverables

The final report should address each numbered point listed in the scope of services. The recommendations should be developed for the purpose of serving the Library and community over the next 20 years. The final report must include an executive summary, an in-depth narration of the process and interpretation, and all collected data (questionnaires, surveys, statistics) as appendices. All files, records, documents, and similar items relating to the business of the library, whether they are prepared by the respondent or come into the respondent's possession in any other way, are and shall remain the exclusive property of the Library. The final report must also include an in-person presentation to the Library Board. All recommendations must include an analysis of the financial commitment necessary to effect changes specified in the final report. These cost estimates must be shown for each itemized improvement or project. The analysis should:

- Prioritize improvements in terms of urgency as related to structural and/or architectural concerns.
- Offer tiered groupings of improvements based on overall cost and if work can be done through multiple stages based on rationale, including cost per stage.
- Suggest groupings of recommended changes based on perceived impact (greater/lesser) on staff workflow and patron experience.

Qualifications and Selection Criteria

Given the scope of the project, the library is seeking an experienced architect to provide the services as outlined above. All proposals meeting the RFP requirements will be evaluated using the following criteria.

1. Relevant experience and success in space planning facilitation for public libraries, including the level of satisfaction of current and past clients.
2. In-depth knowledge of emerging and existing library services and resources.
3. A clear sense of where new technologies are headed and their potential applications in a library setting.
4. Demonstrated knowledge of library operations, research, and statistical analysis, and experience integrating findings in planning documents.
5. Cost, and demonstrated ability to meet deadlines and operate within budget.
6. Demonstrated ability to communicate effectively with Library staff and the Library Board.
7. A proven track record in meeting deadlines and achieving positive results with other public library master planning projects.

Proposal Format and Submission

The proposal shall conform to the following outline and will include:

1. Cover letter noting the name, address, email, phone and key contact person.
2. Number of years in business.
3. Overview: Narrative on your understanding of the project and a summary of the consultant's objectives.
4. Plan of work and technical approach: include a description of the proposed course and sequence of actions or tasks, including: methodologies; the time needed to complete the sequences; and a schedule of project milestones.
5. Costs and fee structure: including phasing or steps, giving the incremental cost associated with each. Please address each component listed in project scope, giving estimated hours to be spent and cost associated with each.
6. Disclosure of any ongoing litigation related to building planning projects managed by the consultant or firm.
7. Communication approach: please describe how you will solicit and incorporate feedback from the Library Board and staff.

Personnel

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

Experience and References

1. Identify and designate 3 to 5 completed public library jobs or similar projects, and the project team members that have completed those projects (individually or collectively) within the past ten years, that best represent the present skills of the project team members.

Please include:

- a. Name and address of client
- b. Name, telephone and email of contact person
- c. Summary of project or plan, including year completed and cost.

All questions regarding this RFP are to be directed to the Library Director. Proposals are due June 21, 2024 by 3:15 pm. Submit proposals electronically to: Karolyn Wessel kwessel@bartlettlibrary.org or through the postal service: Bartlett Public Library District, 800 S. Bartlett Road, Bartlett, IL 60103

Selection Process

All proposals received by the submission deadline will be opened publicly at the Bartlett Public Library District in the Meeting Room on Friday, June 21, 2024. The Board will review and evaluate proposals using the qualifications and selection criteria outlined previously. Firms may be invited to participate in an interview with the Board on Monday July 15, 2024. The Board will evaluate the proposals, and the Library Director will check references. The Library reserves the right to accept a proposal, reject any and all proposals at its sole discretion, and waive or modify and provisions of this RFP.

Tentative Project Schedule

Issue of RFP	Friday May 24, 2024
Deadline for questions	Friday May 31, 2023
Response to questions	Friday June 7, 2024
Submittal deadline	Friday June 21, 2024, by 3:15pm
Review of proposals	Friday June 21, 2024, through Friday July 15, 2024
Consultant interviews	Monday July 15, 2024
Library Board approval	Monday July 15, 2024
Contract start date	Monday August 5, 2024
Final Report	Monday November 4, 2024