



SKOKIE
PUBLIC
LIBRARY

5215 Oakton Street / Skokie, IL 60077 / 847-673-7774 / www.skokielineibrary.info

REQUEST FOR QUALIFICATIONS FOR ARCHITECTURAL SERVICES

RFQ

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Skokie Public Library Board of Trustees

Mark Prosperi, President; Diana Hunter, Vice President/President Emerita;

Karen Parrilli, Secretary; Mira Barbir; Susan Greer; Eugene F Griffin; Jonathan H Maks, MD



RFQ OVERVIEW



Skokie Public Library is seeking Statements of Qualifications from interested architectural firms to provide professional services for the interior renovation and redesign of the existing library.

Contact Person: Richard Kong, Director, Skokie Public Library
rkong@skokielineibrary.info
847-324-3128

Date of Issue: Tuesday, July 18, 2017

Due Date: Monday, August 28, 2017, 5:00 pm (CST)

Submittals to: Richard Kong, Director, Skokie Public Library
5215 Oakton Street, Skokie, IL 60077
rkong@skokielineibrary.info

RFQ GENERAL



1. This RFQ and addenda are available on the library's website at <https://skokiellibrary.info/about/rfps/>.
2. Any changes to the RFQ or addenda will be posted no later than Monday, August 21, 2017 by 5:00 pm (CST). Firms are responsible for checking the website to ensure that they have the most current information regarding the RFQ.
3. All questions pertaining to the solicitation must be in writing and received by Monday, August 21, 2017 by 5:00 pm (CST). All questions can be sent via email to Richard Kong at rkong@skokiellibrary.info.
4. The library is not liable for any costs incurred by any firm in connection with this RFQ. Expenses incurred by the 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 due dates.
6. Please submit ten (10) bound copies to the library address listed above and an electronic copy to rkong@skokiellibrary.info.

RFO BUILDING BACKGROUND



Skokie Public Library was originally constructed as a single-story library facility in 1960 with a capacity to hold 150,000 books. Architect James W. Hammond of Skidmore Owings & Merrill designed the original 34,200 square foot building. In 1963, the library building was honored by the American Institute of Architects and the American Library Association.

The library was expanded in 1971 with a 67,000 square foot, 2-story addition abutting the east side of the original building. This addition increased the library's capacity to 350,000 books. The architect was James W. Hammond of Hammond & Roesch (later Hammond, Beeby & Babka).

In 2001, work began on a major expansion and renovation of the building. A third floor was added to the 2-story section and portions of the first floor were expanded to the west during this major rehabilitation project completed in 2003. The third floor includes staff offices and break rooms. The 2003 project also included an extensive remodeling of the interior. Robert D. Hunter of O'Donnell Wicklund Pigozzi & Peterson served as the design architect.

In 2012, aspects of the second floor interior were updated, including a new Business and Career Center, computer commons, and six additional study rooms.

RFQ

ADDITIONAL BACKGROUND

Skokie Public Library serves a diverse population of approximately 65,000 residents. Over 40% of the population was born outside of the United States and more than 80 languages are spoken in Skokie households. The community is also served by the library's bookmobile, which makes more than 18 stops per week and circulated 108,154 items in FY 2017. The library is governed by a seven-member Board of Trustees who are each elected to staggered six-year terms. In 2008, the library became the first public library in Illinois to be awarded the National Medal for Museum and Library Service.

The annual operating budget for FY 2017–2018 is \$12.7 million, and the Reserve Fund for Sites and Buildings is approximately \$8 million.

The library recently completed a capital asset study, which resulted in a clear outline of anticipated capital improvement projects over the next twenty years and the impact on our Reserve Fund for Sites and Buildings.

KEY FIGURES FROM FY 2016–2017

- Library hours: 75 hours per week
- Library visitors: 812,810
- Staff: 121 FTE
- Collection size: 1,056,118
(475,188 physical; 580,930 digital)
- Circulation: 2,167,807
- Computer use sessions: 126,221
- Study room reservations: 23,249
- Programs: 2,484
- Program attendance: 66,502
- Questions answered: 228,791

The current three-year strategic plan outlines goals related to community engagement, learning experiences, data-driven decisions, equity of opportunity, user-centered design, and organizational culture. The strategic plan is available at <https://skokiellibrary.info/about/strategic-plan/>.

RFQ PURPOSE



PURPOSE

The purpose of the project is to create a master space plan that will be used to holistically redesign, upgrade, rearrange, and refresh the interior space of the building to meet emerging service patterns, and fulfill the current and future needs of the community. Aspects of the master plan will likely be implemented in phases in order to avoid complete disruption of library services.

The library Board of Trustees, director, and staff expect to collaborate actively with the architect to create a master plan that would meet their expectations and the needs of the community.

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SCOPE OF WORK



Prepare a master plan, which would include planning, design, and cost estimates to address the current and future needs of the library's interior space for optimal utilization and to adjust to changes in patron use, technology, and emerging patterns and needs.

FOCUS AREAS AND ISSUES

- Redesign Youth Services area, including program room, art/craft room, and STEAM space (BOOMbox)
- Expand and redesign Jr. High Zone
- Update furniture and shelving solutions to enhance browsability, ergonomic comfort, and sightlines/views
- Improve wayfinding and overall connection between spaces
- Create clearer zones for quiet/social uses
- Increase variety of seating, tables, and study rooms
- Enhance visibility and functionality of courtyards
- Create more appealing, visible, and functional eating/vending area
- Redesign patron service desks to enhance staff/patron interactions
- Activate lobby areas as meeting/gathering spaces
- Improve lighting design throughout the building
- Update and increase visibility of learning spaces, including adult technology training lab
- Redesign spaces to be more flexible and multi-functional
- Create environments that are usable to the greatest extent possible by everyone using universal design and ADA standards for accessible design
- Increase safety and security in all spaces, including staff areas



RFO EVALUATION CRITERIA



The selected firm will be chosen based on its apparent ability to 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 following criteria will be applied in the selection process.

1. Responsiveness and completeness of the Statement of Qualifications.
2. Experience and qualifications of architect and management team including demonstrated knowledge of master planning, management, evaluation skills, and experience.
3. Technical quality and methodology of architect's approach to organizing and managing the project and ability to document information and recommendations in a clearly written format.
4. Understanding of project objectives and scope; responsiveness to the specific user goals identified in the strategic plan.
5. Ability of architect and management team to communicate and build consensus with board members, staff, and community residents.
6. Experience in public library planning and/or building projects.
7. Existing projects.
8. References and examples of completed consulting projects. Satisfaction of former clients with competency of architect and completed work.
9. Overall project management and architect's ability to accomplish a project of this nature within the proposed time schedule.

RFQ

SELECTION PROCESS

The library Board of Trustees and the library director will review and evaluate the written responses to the RFQ. The top ranked groups (3–5 firms) will be invited to participate in an interview. The specific interview schedule and format will be announced later in the process.

The library Board of Trustees and the library director will evaluate and rank the interviewing firms, check references of selected candidates, make the final selection, and negotiate a contract with the successful firm.

The library reserves the right to reject any and all qualification statements at its sole discretion, accept a proposal based on considerations other than cost, and waive or modify any provisions of this request for qualifications.

SITE VISITS

All architects are encouraged to visit the existing facility to gain an understanding of the project and to familiarize themselves with the facility. While site visits are encouraged, they are not mandatory and will not be a pre-requisite for submitting a response.

The library director will be available at the following times to provide a brief tour of the library building, and answer questions about the proposed project and the library's current operations.

- Friday, July 28, 2017, 10 am–noon
- Friday, August 4, 2017, 2 pm–4 pm
- Wednesday, August 9, 2017, 1 pm–3 pm

Please contact the library director if you plan to attend one of these site visits. Architects are encouraged to arrive at the library's third floor Administration Office at the start of their site visit.

RFO SUBMISSIONS

Submit ten (10) printed copies and one (1) electronic copy no later than Monday, August 28, 2017 by 5:00 pm (CST) to:

Richard Kong, Director, Skokie Public Library
5215 Oakton Street
Skokie, IL 60077
rkong@skokielibrary.info

Late submissions will not be accepted. Proposals will not be opened in public, and proposal information will be kept confidential until an award is made. All submissions will receive an acknowledgement.

The Statement of Qualifications must include the following information in the stated order. Submissions should not exceed 25 single-sided pages (not including the cover letter and resume), and should be organized as follows:

INTRODUCTION

1. Cover letter with 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. Proposed completion date and a timeline for the project.
6. What additional consultants would you propose to hire to supplement your firm's basic architectural services? Please provide their names and relevant experience.



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SUBMISSIONS (continued)

FIRM HISTORY

1. Number of years in business.
2. Type of ownership, name(s) of owner(s).
3. Type of organization.
4. Geographical area of operations.
5. Professional affiliations.

PERSONNEL

1. List the principals in your organization.
2. Describe the size and composition of your organization.
3. Identify and provide the resumes of the project manager, lead architect, and key personnel who would be assigned to this project, including an organizational chart.

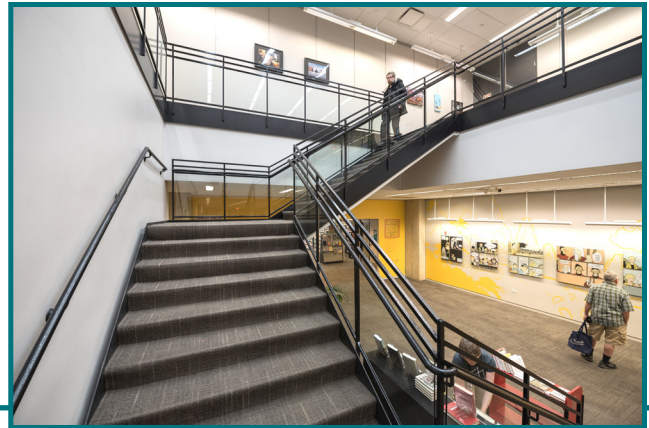
EXPERIENCE AND REFERENCES

1. Please identify and designate three to five completed public library or other similar projects that the project team members have completed 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.
 - d. Photographs of the projects.
2. Discuss your team's experience with master plans for public facilities such as libraries.

OTHER

Please provide other pertinent information that you feel makes you qualified for the proposed project.

RFQ ANTICIPATED PROJECT TIMELINE



ITEM	DUE DATE
Issue RFQ for master planning services	July 18, 2017
Non-mandatory site visits	July 18–August 21, 2017
Written proposals due	August 28, 2017
Architectural firms selected for interviews	September 18, 2017
Interviews with library Board of Trustees	October 16–20, 2017
Site visits by library Board of Trustees and staff to projects completed by firms	October 23–November 6, 2017
Selection and notification of highest ranked architectural firm	November 13, 2017
Negotiation and contract completed	November 20, 2017
Library Board of Trustees approves and signs contract	December 13, 2017