

**Request for Proposal**  
**Renovations and an Addition to the Alice Baker Memorial Public**  
**Library or Construction of a New Library – Stand Alone or Mixed Use**

P.O. Box 520  
820 East Main Street  
Eagle, WI 53119

**Introduction**

The Alice Baker Memorial Public Library, Eagle, seeks Statements of Interest and Qualifications from a library design consultant for a 12,000 square foot addition and renovations to the existing structure or a new 16,000 square foot library. One design version with costs for each of the three options will be needed since the final plan will be dependent on the three options being considered – 1) renovations/addition to the existing library at 820 E. Main Street, Eagle, WI 53119 2) new library construction – stand alone building on a separate site or 3) a mixed use building on as separate site.

The Library Board of the Alice Baker Memorial Public Library has determined that it needs to perform this feasibility study to make the best use of taxpayer dollars. The project must be presented to both the Town of Eagle and the Village of Eagle. It must also be used as a basis for determining fund raising possibilities from the public. Without the feasibility study there will be continuing concerns about whether or not any of the options listed above are possible and cost effective.

**Project Description**

Organized in 1974 with a dedicated group of citizens of the town and village of Eagle, the Alice Baker Library was begun. Starting in one room of the Methodist Church in 1974, moving to a small two-story building in 1984 and to its present location in 1994, the library has grown in part due to community support. With a long-range plan being reviewed and revised, it is time to work on options for future renovation of the current building or construction of a new stand alone or mixed use building. The library needs to also plan for the addition of new and developing technologies and prepare for future programs and services. The motto of “*The Little Library with Big Ideas*” is the library’s theme for the 21st. century.

Eagle has been predominantly agricultural, with the State Forest being a significant feature. The community is divided between two school systems.

**VISION STATEMENT**

The Library Board of the Alice Baker Memorial Public Library envisions the library as a destination which serves as a civic space encompassing the roles of public library and community gathering place.

## MISSION STATEMENT

It is the mission of the Alice Baker Memorial Public Library to provide open and equal access to information, resources, and services in order to meet the informational, educational, cultural, and recreational needs of the community. Resources are delivered in a user-friendly and service-oriented manner. The library fosters the spirit of exploration, the joy of reading, and the pursuit of knowledge for all ages.

Our mission statement is anchored by the following assumptions:

- provide information in a variety of formats
- be responsive to the public's needs
- promote reading, literacy, and lifelong learning
- offer space for people and ideas to come together
- embrace the rich heritage of the community
- and uphold the public's freedom of access to information

To advance the library's mission we value:

- collaboration, civic engagement and social responsibility
- sustained productive partnerships
- transparent accountability
- sound financial stewardship
- innovation, imagination, and creativity
- informing, enriching, empowering

## SERVICE ROLES

The Library Board of the Alice Baker Memorial Public Library and the Library Director and staff chose the following responses:

### **VISIT A COMFORTABLE PLACE: Physical and Virtual Spaces**

Residents and visitors will have safe and welcoming physical spaces to meet and interact with others or to sit quietly and read and will have open and accessible virtual spaces that support social networking.

### **SATISFY CURIOSITY: Lifelong Learning**

Residents and visitors will have the resources they need to explore topics of personal interest and continue to learn throughout their lives

### **CELEBRATE DIVERSITY: Cultural Awareness**

Residents and visitors will have programs and services that promote appreciation and understanding of their personal heritage and the heritage of others in the community.

**MAKE INFORMED DECISIONS: Health, Wealth, and Other Life Choices**

Residents and visitors will have the resources they need to identify and analyze risks, benefits, and alternatives before making decisions that affect their lives.

**DISCOVER YOUR ROOTS: Genealogy and Local History**

Residents and visitors will have the resources they need to connect the past with the present through their family histories and to understand the history and tradition of the community.

**Funding and Insurance**

Funding sources may include a future bond issue and a private donation campaign. It is anticipated that building campaign monies will be handled by the Waukesha County Community Foundation. Please provide in your proposal response evidence of professional liability insurance disclosing, at a minimum, the name of the insurance carrier, dates of coverage, and coverage limits.

**Project Approach**

Phase 1. Program and concept designs:

Conceptual Design and Site Plan and Preliminary Cost Estimate for 1) renovations/addition to the existing library 2) new library construction – on a separate site as a stand alone building or 3) a mixed use building on a separate site. The Library Board requires a feasibility study for an expansion. The study will include reports and public presentation(s) for each of the three options. The reports and presentation will include: space programming matrix detailing room square footages, circulation, and mechanical areas, exterior and interior renderings; conceptual floor plans and elevations for program spaces; site plans; and due diligence costing of all options available. Parking conditions will also be included. This study will need to consider and meet all requirements of the State of Wisconsin building and local community codes. The study will include cost estimates for each option. The study will consider green construction for all options, and incorporate LEED Certification costs in the study. The study must include evaluation of electrical, mechanical, HVAC, site utilities, and computer/data requirements for each option. The study must also address existing site costs and impacts and assumed costs site costs for the new building option.

It is expected that the library design consultant will work early in the process with library stakeholders including, but not limited to – Library Board, staff, Friends of the Alice Baker Library in Eagle, elected officials from the Town of Eagle and the Village of Eagle, and the public. The chosen consultant would also assist with library building program statement. A public presentation of the findings of the study will be expected on or before May 29, 2012.

**Proposal Content**

The proposal will be organized to provide the following information:

Description of the Firm: structure, areas of expertise, time in business, number of employees and other data that help to characterize the firm: addresses of the main office and the office that will manage the project

Experience: Briefly describe five recent projects executed by the firm to demonstrate experience relevant to the proposal. List relevant public sector clients for whom you have performed similar work in the past five years. For each project listed, provide the name, address, and a contact number of the client’s representative who can be contacted regarding your performance. Include the name of the lead firm in cases where you worked in partnership or in an auxiliary capacity.

Personnel: Provide professional resumes for the key people to be assigned. Include those of consultants, and describe their relevant experience. Describe proposed responsibilities of key people. Identify the project architect, estimator, and project manager who would be the primary contact point for the client. Provide an organizational chart of the project team.

Project Approach: Provide a narrative description of how the firm proposes to execute the project. Provide descriptions of alternative approaches to the project and/or suggestions related to the funding process. Descriptions of experience with similar projects that demonstrate effective work are welcome, as are brochures that would help evaluate your firm. Submit a statement on why you believe your firm is best qualified to carry out this project.

Fee: Provide a fee proposal for phase one of the project as listed under Project Approach as stated above. Provide an estimated not-to-exceed budget for out-of-pocket reimbursable expenses for each product phase. Fee proposals shall reflect the cost to provide Phase 1 Program and Concept Design services only. The Library Board of the Alice Baker Memorial Public Library intends to go back through the request for qualifications and proposal process upon completion of Phase 1. The firm selected to provide Phase 1 services is in no way guaranteed to be awarded schematic design through construction administration services and Phase 1 cost proposals should reflect this approach.

#### Project Schedule

A conceptual feasibility study and a site analysis for potential locations 1) renovations and an addition to the existing library and 2) a new library – stand alone building on a separate site or 3) a mixed use building on a separate site should be completed within 120 days of the contract approval.

#### Bid Procedure

Fifteen copies of the response to the Request for Proposal should be submitted in a sealed envelope, clearly identified as “PROPOSAL FOR LIBRARY EXPANSION” must be received by 5:00 pm on December 16, 2011 mailed or personally delivered to the Alice Baker Memorial Public Library. Proposals received after the deadline will not be considered.

The Library Board of the Alice Baker Library reserves the right to reject any or all proposals, or informally negotiate certain points of the final contract with the qualified firm or individual.

#### Schedule

November 21, 2011	Distribution for Request for Proposal
December 6 and 13, 2011	Pre-proposal Open House/Walk-thru (1:00 pm – 2:30 pm)
December 16, 2011	Proposals Due
December 19 – 23, 2011	Select Firms for Interview
January 2 – 13, 2012	Reference Checks and Schedule Interviews
January 27, 2012	Award Contract
May 29, 2012	Completion of feasibility study

#### Selection Process

Proposals will be reviewed by the Library Board of the Alice Baker Library and perhaps others selected by the board. Interviews may be held with representatives of firms submitting RFPs. The evaluation process may include interviews with some or all of the respondents and/or visits to the respondent's office. Selection will be based on these factors:

- The firm's list with a brief description of comparable projects
- Other relevant experience
- Firm history and background
- Project team qualifications
- Familiarity with the area and the project
- Project approach
- The firm's existing workload
- Accessibility to and location of the firm
- Cost

#### Cost of Proposal

The Library Board of the Alice Baker Library is not liable for any costs incurred in replying to the Request for Proposal. All proposals become the property of the Library Board of the Alice Baker Library.

#### Additional Information

The RFP, annual reports, building plans, and the long range plan from 2008-2010 are available on the library's web site at <http://www.alicebaker.lib.wi.us>.

Questions may be directed to:

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