

Request for Qualifications for: Architecture and Design Services



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

Contact Person: Mary Medjo Me Zengue
Director
Addison Public Library
medjo@addisonlibrary.org
630.458.3300

Date of Issue: June 16, 2021

Due Date: 1:00 PM, July 12, 2021

Submittals to: Mary Medjo Me Zengue
Director
Addison Public Library
4 Friendship Plaza, Addison, IL 60101
medjo@addisonlibrary.org

GENERAL INFORMATION

Please address any questions regarding the project **in writing** to:

Mary Medjo Me Zengue
Director
Addison Public Library
4 Friendship Plaza
Addison, Illinois 60101

Phone 630.458.3300
FAX 630.543.6645
Email: medjo@addisonlibrary.org

Responses to written questions received will be issued in addenda to this document, which will be posted on the Library's web site at www.addisonlibrary.org no later than July 5, 2021. Respondents are solely responsible for verifying whether any addenda have been issued, obtaining the addenda, and complying with addenda requirements in their response to this RFQ.

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.

Please submit ten (10) bound copies to the library address listed above and one electronic copy to medjo@addisonlibrary.org, no later than **1:00 PM, Monday July 12, 2021**.

Late submissions will not be accepted. Submissions will not be opened in public. All submissions will receive an acknowledgement upon receipt.

BACKGROUND

The Addison Public Library is a very active public facility serving a diverse community of approximately 37,000 people in DuPage County. *The Library's current facility has three floors, approximately 54,000 square feet, is constructed of brick, glass, and stone, and opened in 2008. Public areas of the first and second floors were renovated in 2016 and LED lighting was added in 2018.*

SCOPE OF WORK

We are seeking design services to help us address the following:

- **Drive-up Window:** Add a drive-up window to increase accessibility and convenience for patrons.
- **Lobby:** Reconfigure the lobby and Guest Services area to improve traffic flow and address patron service challenges.
- **2nd Floor:** Assess second floor layout and identify ways to improve traffic flow and address patron service challenges.
- **Staff Areas:** Improve layout of staff work areas throughout the building.
- **Outdoor Programming:** Create a new outdoor programming space on the west side of the building (area = less than 1/2 acre).
- **Flooring:** Replace worn carpeting throughout the building with new flooring.
- **Possible Expansion:** Assess Library's needs and goals to determine if expansion of the existing facility is necessary or recommended, then help Library to identify priorities, costs, and possible timeline.

EVALUATION TIME FRAME AND CRITERIA

Submissions will be received until **1:00 PM, Monday July 12, 2021** After that time, the Library Trustees and the Library Administration team will review all submissions. It is anticipated that interviews with selected firms will be held in late July or early August.

The following factors will be used in arriving at the selection of an architecture firm, including but not limited to:

- A. Responsiveness and completeness of the Statement of Qualifications
- B. Understanding of project objectives and scope; responsiveness to the specific goals identified in the scope of work section of this document
- C. Qualifications of architect and management team and experience with public library planning, renovation and/or building projects
- D. Existing projects/current workload
- E. References and examples of completed projects. Satisfaction of former clients with competency of architect and completed work.

SELECTION PROCESS

The Library Board of Trustees and the Library Director will review and evaluate the written responses to the RFQ. The top ranked submissions (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 and waive or modify any provisions of this request for qualifications.

SUBMITTAL REQUIREMENTS

The Statement of Qualifications must include the following information in the stated order.

Introduction

- A. Cover letter with name, address, email, phone and fax number, key contact person.
- B. Statement of philosophy.
- C. A concise written statement to demonstrate the firm's understanding of the project and scope of services being sought by the Library.
- D. Description of the general approach to the planning process and implementation of the project.
- E. Proposed completion date and a timeline for the project.
- F. What additional consultants would you propose to hire to supplement your firm's basic architectural services? Please provide their names and relevant experience.

Firm History

- A. Number of years in business; date of incorporation
- B. Type of ownership and names of owners and/or officers
- C. Geographical area of operations.
- D. Professional Affiliations

Personnel

- A. List the principals in your organization.
- B. Describe the size and composition of your organization.
- C. 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

Please identify and designate three to five completed public library or other similar renovation 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 relevant to this project.

- 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.

Other

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