



316 South Main Street • Janesville, WI 53545
Phone: (608) 758-6600 • Fax: (608) 758-6583 • HedbergPublicLibrary.org

REQUEST FOR PROPOSAL FOR ARCHITECTURAL SERVICES DECEMBER 10, 2014

Background

The Hedberg Public Library is inviting proposals from qualified architectural firms to develop the initial conceptual design(s) and provide cost estimates for the interior remodeling of a significant portion of the main public area of the 65,000 square foot library.

The Hedberg Public Library is a municipal library serving the 63,600 residents of Janesville, WI along with over 15,000 residents of nearby unincorporated areas and neighboring counties. The Hedberg Public Library is the resource library for Arrowhead Library System composed of seven public libraries within Rock County. The Library underwent a complete expansion and remodeling which was finished in 1996. In 2013 it had a traffic count of 716,468, and staff provided 848 programs.

Submittal Process

Proposals must be received no later than 4:00 p.m. on Friday, January 16, 2015. Please see specific proposal requirements below.

Please submit proposals to:

Charles Teval, Assistant Director
Hedberg Public Library
316 S. Main St.
Janesville, WI 53545-3971

Required Information from Interested Architectural Firms

Provide 5 copies of the complete proposal including the following information:

1. Name and address of firm
2. Principles of firm
3. Resumes or brief background descriptions including relevant experience of the proposed project staff
4. Description of previous experience assisting with library planning and design work
5. A list of at least 3 projects of similar scope and size, preferably libraries, with the following information:
 - a. Project name and location
 - b. Project type (remodel, expansion) and description, including energy savings and sustainable or creative construction concepts used
 - c. Date
 - d. References (name, relationship to project, address, phone number, email address)
 - e. Square footage involved
 - f. Estimated and completed costs
6. Detailed fee structure and explanation for preparing architectural plans and design(s)
7. Description of how the firm would approach the project and gather information to develop the design(s)

8. Discussion of whether the firm would oversee the project or would propose hiring a project manager
9. Commitment to complete architectural plans and design(s), including detailed cost estimates, for initial review by April 22, 2015, and final plans by May 22, 2015

Scope of Services Required

The firm selected will be responsible for providing:

1. Site analysis.
2. Initial conceptual design(s).
3. Initial detailed cost estimates for the completed project.

Project Characteristics/Scope of Work

This interior remodel project is primarily expected to encompass the seating and collection areas in the adult and teen sections of the library, approximately 28,000 sq. feet. The adult and teen areas hold print and AV collections totaling 207,500 items.

The design should be cost-effective and incorporate sustainable and green remodeling practices, making use of existing features, carpet, shelving, and furniture whenever feasible and desirable.

Elements of the remodel which have a high priority include:

- A centrally located information desk visible to customers when they enter the main area of the library that is in sight of:
 - o public computer sections, if not adjacent to them.
 - o the Janesville Room—local history collection.
 - If necessary, Janesville Room could be monitored via cameras viewable through a monitor at info. desk).
 - o most of the adult area of the library.
 - o the check-out desk.
- Improved design of information desk: better use of space, lower counter area, more conducive to work flow. Flexible, allowing for contraction or expansion of the desk.
- A floor plan allowing for collection “neighborhoods” to include seating. Also providing for quiet reading area(s) insulated somewhat by layout.
- Two public computer sections: an existing lab and an open area. One of these should allow for quiet use.
- Copy machines, microfilm readers and other equipment near/in line of sight of a public desk and, where possible, near location of coinciding resources. E.g. Microfilm readers near where microfilm is housed.
- Easily accessible high-use collection areas; e.g. New Books, DVDs, CDs, Large Type.
- Larger teen area.
 - o Including space providing for more than the 8 public computers currently in that area (perhaps 4-8, added from adult).
- Retain study rooms, Janesville Room, public art wall, display space, area for bulletin boards, and seating overlooking the river.
- Interior central staff stairwell.
 - o A cost estimate and design should be provided including the stairwell, along with one leaving the stairwell out.
- Extension of storage area in program room.

Other elements of lower priority which may be considered if space, layout, and budget allow, include:

- A flexible space defined perhaps by layout, fixtures, and/or collapsible or operable walls. This space might allow for:
 - o Small programs, perhaps seating 30-40+.
 - o Hands-on activities.
 - o Portable or seasonal exhibits or displays.
 - o Seating when not in use.
- If lighting is redone, the design should recommend:
 - o Improved, brighter fixtures.
 - o Energy efficient, Green technologies.
 - o Easy to maintain, inexpensive, standard bulbs and ballast.
- Electrical fireplace if seating allows.
- Storage for display items and brochure incorporated into features where possible.
- Increased areas/opportunities for material and seasonal displays.
- Space and wiring available for digital signage.
- Improved lighting (stage lighting) in program rooms/areas.

Timetable

December 10, 2014	RFP sent to architectural firms
January 16, 2015	RFP due
January 19-23, 2015	Review of proposals
January 23-26, 2015	Notify short list of firms selected
February 3-6, 2015	Site visits and interviews
February 18, 2015	Selection of final firm
April 22, 2015	Initial design plans and cost estimates due
May 22, 2015	Final design plans and budget costs due