

Spring Lake District Library  
123 E. Exchange Street  
Spring Lake, MI 49456  
616-846-5770

## **Library Refresh Project Request For Proposal January 21, 2022**

### **Introduction**

Spring Lake District Library (SLDL) is in the heart of Spring Lake, Michigan, serving the Village of Spring Lake, Spring Lake Township, and Crockery Township (approximate population of 19,500) in Ottawa County. The library houses a collection of over 90,000 items in a 34,500 square foot building and circulates over 236,000 items per year. The library features public access computers with a wide variety of software programs available and vibrant programming for residents of all ages. In 2019, the library held 445 programs with 13,799 people attending. The building was completed in 2003 and funded through a debt millage which has now expired.

While we have a beautiful building that has been maintained well, the library is ready for a Space Planning Needs Assessment and interior updates to meet the current and future needs of the community. Since the building was designed, there have been incredible changes in technology, access, and space usage. We would like to address the changing needs of the library patrons and our community with more thoughtful and modern use of interior spaces, including:

- Youth area, including youth programming room
- Teen area
- Central reading area with fireplace
- Addition of study rooms and designated quiet spaces
- Reconfigured service desks
- Reconfigured staff area, with delineated work spaces
- Updated interior room signage and wayfinding signage
- Updated interior furniture and finishes (seating variations, furniture with incorporated technology, flooring, etc.)
- Furniture and shelving layouts need to be studied for potential improvements

SLDL is planning for potential renovations to select areas within the building. Construction dates are dependent upon cost and funding. The library has created this Request for Proposal to develop a preliminary concept design, budget for future design services, and plan for construction funding.

### **Scope of Work**

The scope of work includes:

- Review existing documentation
- Kick off meeting and tour of existing building
- Interview project stakeholders: select library staff, the library Board of Trustees, and the Friends of the Library
- Develop three concepts for each renovation area that show options for minor, moderate, and major renovations with associated costs
- Review meetings with stakeholder groups to present concepts
- Revise selected concept based on comments
- Provide construction cost opinion

Deliverables: Floor plans including furniture layout for each area, two rendered views, opinion of cost

## **Proposal**

Proposals should include:

- Project Understanding: Provide a short narrative of your understanding of the project and how your firm can best satisfy the project requirements
- Project Approach and Schedule: Describe the methodology that you will employ to deliver the project. Provide a design schedule showing proposed meetings, milestones, and total weeks for project completion. Include examples from past projects of rendered concept plans and views.
- Project Team: Provide a brief description of the roles of each of the key members will pay in the project and provide their resumes noting relevant past experience.
- Experience: Provide a summary of your company's history and breadth of experience with library systems and/or SLDL. Include at least two examples of past projects which are similar in both scope and nature.
- References: Provide three references from projects completed within the last five years with names and telephone numbers.
- Fee: Provide lump sum amount for services based upon the information provided in the scope of work and project description in this RFP, including anticipated reimbursable expenses to cover graphic reproduction, travel, and other related expenses.

## **Award**

The Spring Lake District Library intends to award a contract to the firm that will provide the best architectural services based upon experience, overall capability, and value. SLDL reserves the right to accept and/or reject any and all proposals for any reason or for no reason or explanation.

## **Proposal Questions and Library Tour**

Questions related to the proposal can be submitted by February 7, 2022 to Maggie McKeithan, Library Director via email at [mmckeithan@sllib.org](mailto:mmckeithan@sllib.org).

There is not a mandatory walk through of the library; however an individual tour is encouraged and may be arranged from January 21, 2022 to January 31, 2022 by contacting Maggie McKeithan, Library Director, via email at [mmckeithan@sllib.org](mailto:mmckeithan@sllib.org).

**Key Dates**

January 21, 2022 - RFP issuance

January 21, 2022-January 31, 2022 - Optional building walkthroughs by appointment

February 7, 2022 - Questions cutoff

February 9, 2022 - RFP responses due

February 18, 2022 - Library Board reviews RFP responses

Interviews may be conducted depending on RFP responses received

**Submittal**

Submit your digital proposal via email with the subject line clearly marked "Proposal for Space Needs Assessment Services."

Submit to:

Maggie McKeithan

Library Director

Spring Lake District Library

[mmckeithan@sllib.org](mailto:mmckeithan@sllib.org)