

Request for Proposals: Building Assessment/Feasibility Study

Introduction

LD Fargo Public Library is issuing this Request for Proposal (RFP) to interested and qualified library consultants to assess the LD Fargo library building, determine future library user needs and discuss space needs and the possibility of building expansion.

The library building was opened in 1902 and is a fixture of downtown Lake Mills as a destination for both residents and visitors. The building's unique architecture regularly draws visitors to the inside and photographers to the exterior.

Our unique building has been adapted over the years to keep pace with changing library services, but the older design lacks the amenities of modern buildings. The building lacks open and private study areas, training space, play areas for children, digital media areas, and separate meeting spaces.

Recent community studies have projected steady population growth over the next 10 years. Lake Mills' small-town feel, strong school district, recreational opportunities, and access to I-94 will continue to attract new residents.

Library background and history

The library opened in 1902 and is in the State and National Register of Historic Places. The original building added a one-story addition in 1965. An electrical fire in 1980 gutted much of the original structure and the rebuilt building opened in 1981. Smaller interior renovations occurred in 2002 and 2013. The 2013 renovation won a Best Interior Renovation award from the Wisconsin Main Street Program. The library is 117 years old but in very good condition. However, the building does not fully accommodate the modern needs of library users and staff. For example, the building had an ADA assessment completed in 2018 that detailed several needed improvements and a Focus on Energy assessment is scheduled for 2019. Our 2013 renovation improved services but the building is still limited by square footage, layout, and structure. The library owns the lot of land directly North of the library building. The ¼ acre lot provides space for both building and parking expansion.

The library employs 5.6 FTE staff and has a service population of 10,000 covering the City of Lake Mills and whole or part of the Towns and Villages of Aztalan, Lake Mills, Milford, Waterloo and Jefferson. The library's annual circulation is just under 100,000 items. Our print collection is approximately 32,000 items and our media collection is approximately 6,000 items.

City Information

Lake Mills was chartered in 1836 and lies in the northwest corner of Jefferson County at exit 259 of Interstate 94. The City population is approximately 6,000 and the adjoining Town of Lake Mills population is approximately 2,100. Many area residents commute to jobs in Dane, Waukesha, and Milwaukee counties. 39% of residents have a daily work trip of 30-60 minutes.

The traditional downtown of the City of Lake Mills has preserved its small-town historic downtown feel while developing into an active and vibrant contemporary area with dining, shops and regularly scheduled popular community events, ranging from art and car shows to community wide seasonal events. One of the primary draws to the area remains to be Rock Lake, a beautiful spring fed 1,365-acre lake, which remains a popular natural area and recreation destination for residents and visitors alike.

Project Introduction and Scope of Work

The LD Fargo Library is seeking a consultant to identify the space needs and requirements for library space required to serve the community for the next 20 years. The following scope of work is considered the minimum of effort required and must address:

1. Community Needs and Requirements Assessment:
 - a. Assess community (City residents, service population, businesses, non-profits, etc.) satisfaction levels with the quality, quantity, and management of the existing library, its programs, its services, and its facilities.
 - b. Determine current resident usage of programs and facilities and the appropriateness of when and where services are offered.
 - c. Identify the community's interest in the construction of a library addition.
 - d. Obtain or develop statistics for the general demographic characteristics of Lake Mills such as population, poverty rate, per capita income, literacy rate, median property value, and population compilation by age and occupation.

2. Existing Facility:

. Identify service limitations of existing library facility. Including but not limited to: library collections, seating, staff work areas, technology, meeting rooms, study space, children's space, and ability to supervise library operations (cameras acceptable). As part of service limitations, identify what services aren't offered that could be offered if different or additional space was available.

Evaluate condition of the existing library building including structural integrity, energy conservation, health & safety, disabled access, acoustics, space flexibility/expandability, access to parking, plumbing/mechanical/electrical systems, architectural and engineering obstacles, and functional spatial relationships.

3. Space Planning or Expansion:
 - a. Limitations on expansion imposed by adjacent properties;
 - b. Identify space needs for collections, seating, staff offices, technology, meeting rooms, special purposes, work areas;
 - c. Report of square footage requirements based on projected usage and needs;
 - d. Based upon gathered information, provide an estimate for the construction of a new facility that would address space needs. Break out costs by use/service by public, staff, and community groups such as the Friends of the Library;
 - e. Determine current and future parking needs; and
 - f. Determine requirements to achieve LEED certification at different levels.

As part of developing the Library Facility Needs Assessment it is expected to include time for:

1. Scheduling, inviting, organizing and moderating at least three community outreach and stakeholder's meetings to gather input.
2. Survey and analyze projected program and space requirements of library staff, Friends of the Library, Library Board, and other partnered groups and organizations to present the final Library Facility Needs Assessment.
3. Arrange and lead a design charrette.

Cost Estimates

1. Preliminary cost for any available alternatives in proposal.
2. Costs should include milestone progress reports to Library Board and City Administrator.
3. Final report must include an in-depth narration of the process and interpretation. The report must include an executive summary. Final report must include all collected data, questionnaires, data analysis, and data interpretation. All files, records, documents, and similar items relating to the business of the Library, whether they are prepared by the respondent or come into the respondent's possession in any other way, are and shall remain the exclusive property of the Library.
4. Final report must include an in-person presentation to the Library Board.

Proposal format and due dates for proposals:

Sealed Bids for a building assessment and feasibility study of the L.D. Fargo Public Library will be received by City of Lake Mills at City of Lake Mills, City Hall, 200 Water Street, Lake Mills, WI 53551, until 1 p.m., local time on August 8, 2019, at which time the Bids will be publicly opened and read aloud.

Misty Quest

City Clerk

200D Water St.

Lake Mills, WI 53551

mquest@ci.lake-mills.wi.us

920.648.2344

Each proposal must contain, in the following order:

1. Letter of transmittal, addressed to Misty Quest as above. The letter should identify the submitting firm or consultant as well as the name, title, telephone, fax number and email address of the person authorized to contractually obligate the firm or consultant. The letter should be signed by said named person.

2. Executive summary of proposal, not to exceed 2 pages in length.

3. A document outlining the qualifications of the firm or consultant including the firm or consultant's history, its capabilities and relevant experience. This document needs to include demonstrated experience with similar library projects and any qualifications such as professional licenses or certifications.

4. A description of the project team or individual consultant, along with resumes for each person or team-member. Please describe in appropriate detail the role each person will perform on this project. Project team members should be available for the duration of the project or alternates should be named in the proposal, along with their qualifications.

5. Provide a minimum of 5 examples of/references for all library or similar projects (such as community, civic and/or cultural centers) completed within the last 10 years (preferably with participation of the team members proposed for this project). Information provided for each example/reference should include the project name, project date, description of services provided, key personnel involved with the work, and contact information (including name, phone number and email address) for the representative who coordinated the project.

6. A Project Work Plan/Approach which describes your understanding of the project, methodology, tasks, an outline for meeting the timeline and an estimated amount of time for each task. Include your deliverables, project schedule and milestones, assumptions and any variables that could delay the project. List any resources you expect the L.D. Fargo Public Library and/or City of Lake Mills to provide that have not been previously described.

7. Exclusions or exceptions – Note any parts of the proposal that is beyond the expertise of the consultant and would be better handled by City staff or other professionals.

8. A Cost Proposal including total fee and cost by proposed task. The Cost Proposal should include costs for providing planning services, including supplies, an estimate of

hours, rate schedule for project staff, estimated reimbursable expenses, number of onsite visits and cost per trip. Other costs associated with the planning process and for space allocated to community partners also needs to be provided.