

Highland Park Public Library (IL)
Request For Qualifications for Architectural Services
Library Expansion

Overview

The Highland Park Public Library Board of Trustees will select a firm to provide Architectural Services associated with the expansion of the library building located at 494 Laurel Avenue, Highland Park, Illinois.

Date of Issue: Friday, July 8, 2022

Due Date: Wednesday, August 24, 2022, 2:00 P.M., CST

Questions and Submittals to: Heidi Smith, Director, Highland Park Public Library
494 Laurel Avenue, Highland Park, IL 60035
hsmith@hplibrary.org
847-432-0720

Background

The Highland Park Public Library building was constructed in 1930 with significant additions to meet growing community needs in 1960 and 1976. Over the past five years, community use by Highland Park's 30,000 residents has exceeded an average of 800 visits a day and 500,000 items lent a year.

In 2017, a formal needs assessment of the library building was completed by Williams Architects, which included public survey feedback instrumental in creating the final assessment.

In 2020, the library building received an interior renovation to address some of the needs identified including a Youth Services storytime & program room, a larger Film & Music area, a Middle School Room, and five additional group meeting rooms.

In 2021, the Library Board of Trustees and administration completed the 2022-2024 strategic plan that included community input via a survey and focus groups. Once the strategic plan for the Library services was finalized, the Board and administration reviewed the 2017 needs assessment to align strategy with remaining facility needs.

The Library included this project in the 10-year Capital Improvement Plan for possible construction in 2025. The expanded library building will better meet community demand for space and services as well as provide life safety and accessibility improvements.

The Library is seeking a Request for Qualifications (RFQ) document from qualified firms. Upon evaluation of submitted RFQ, a short-list of firms will be selected for next round. The short-listed firms will be required to present their qualifications and project understanding at an interview and submit a Request for Proposal (RFP).

Request For Qualifications (RFQ) – Format Requirement

In general, the RFQ document shall provide the following information, in the order presented:

Cover letter on the firm's letterhead transmitting the document to the Library. The cover letter shall describe the composition and proposal contents. Also, the cover letter shall include the firm contact individual, including contact information, should questions arise from the submitted document.

- Section 1: Listing of key staff, presented in a company organizational chart format, starting with individuals of a higher ranking or classification near the top of the chart that are proposed to provide the majority of services.
- Section 2: Key staff resumes. Resumes shall be limited to two pages.
- Section 3: List of other company support staff that are not anticipated to perform major items of work but that may be available should their assistance be required.
- Section 4: Proposed sub-consultants.
- Section 5: Ongoing or completed projects of similar scope and magnitude that demonstrate the firm has experience in performing work requested by the Library for the specific project.
- Section 6: This section also known as the Project Approach or Project Understanding shall be devoted to discussion of the Library's project for which services are needed. The following elements shall be included in this section:
 - Project Name
 - Project Location
 - Type of work required
 - A statement informing staff that the project site was field checked or was not field checked by some key staff within the firm.
 - An aerial view photograph of the project with some key elements noted, such as name of major roadway, surrounding amenities, north direction arrow, and other elements deemed necessary or helpful in visually presenting the project location.
 - Brief description of existing site conditions. This could be existing geometrics, known deficiencies, and other items relevant to the project.
 - The firm's proposed preliminary project approach to obtaining necessary data, evaluating the existing conditions, identifying problems/deficiencies, and proposed methods to correct or tackle and resolve identified problems and deficiencies.
 - A list of anticipated challenges or what is anticipated to be the biggest challenge in completing the requested work.

The RFQ document shall be bound with spiral plastic binding, printed on 2-sided 8 ½" X 11" paper and have a maximum thickness of 1/2". Each section shall be tabbed to facilitate fast and easy retrieval to the section. Three ring binders will not be allowed.

At the firm's discretion photographs, tables, charts or other graphics may be inserted in the RFQ to help promote your understanding and interest in providing the requested services.

The RFQ document and any addenda are available on the Library's website at:

<https://hplibrary.org/rfps>. Information about the project is available to the community at:
<https://reimaginehpl.info/>

Please submit eight (8) hard copies of the RFQ and a PDF of the RFQ on a flash drive to Heidi Smith, Executive Director, Highland Park Public Library, 494 Laurel Ave, Highland Park, IL 60035. **The RFQ shall be submitted no later than 2:00 pm on August 24, 2022.** If you need additional information on this RFQ, please contact Heidi Smith, Executive Director at 847.432.0720 or hsmith@hplibrary.org.

Information pertaining to Request For Proposal (RFP) and scoring summary is included below. The selected firm will be required to execute an AIA standard agreement. No changes will be allowed in the agreement unless otherwise agreed upon by Library. The RFP must include costs associated with the insurances.

Request For Proposal (RFP) Requirement

The purpose for the project is to expand the library building to meet emerging service patterns and fulfill the current and future needs of the community.

Required work shall include:

- Prepare preliminary plans that embody the values of the Library, needs of the community, and stays within budget.
- Prepare plans and specifications to expand and possibly reconfigure areas of the Library. To include at minimum:
 - Larger, code-compliant elevator
 - Additional parking if determined necessary by comprehensive parking study
 - Larger Youth Services department
 - Larger meeting/program room
 - Additional mid-sized meeting/program room
 - Historical archive space with appropriate temperature and humidity control
 - Creative studio/"Makerspace"
 - Larger Digital Media Lab
- Prepare documents for the following services: Engineering, Architectural, and General Contracting.
- Attend commission meetings for site and plan approvals.
- Prepare documents to secure all necessary permits.
- Attend a pre-bid conference with prospective bidders.
- Provide responses to contractors' questions during the bidding phase and issuing Contract Addenda as necessary.
- Evaluation of received bids to determine conformance to bid requirements, contractors' relevant experience, technical and financial capacity to perform the work.
- Recommendation of the lowest responsive, qualified bid.

Interviews

The Library Board of Trustees will conduct an interview with each short-listed firm. No more than three key staff members from the Consultant firm shall be present at the interview. The consultant's Project Manager must be present and make a presentation at the interview. The interview will be a maximum of forty-five minutes. The Consultant should be prepared to make a brief presentation (a maximum of twenty-five minutes in length) outlining their qualifications and experience with projects of similar scope and magnitude. The Consultant should also demonstrate their understanding of the project and engineering services required. The remainder of the scheduled time will be a question-and-answer session.

Scoring

Selection is based on criteria: 1) key staff identified and available; 2) relevancy of experience which includes job scope and magnitude of experience; 3) demonstration of understanding of work needed; 4) responsiveness to the Library and the public; 5) the consultant's performance during the interview; 6) firm website; 7) quality of office staff; 8) quality of proposed sub-consultants; and 9) quality of RFP document.

Qualifications Based Selection (QBS) Process for this Project

QBS TIMELINE – Qualifications Based Selection Process

7/8/2022	Request for Qualifications released
8/24/2022 2:00 P.M., CST	Request for Qualifications due
9/1/2022	Request for Qualifications reviewed and short list of firms developed
9/2/2022 EOD*	Firms notified and Request for Proposals (RFP)
9/16/2022 EOD*	RFP Due
9/19/2022 to 9/30/2022	Tentative Time Frame for Interviews
10/11/2022	Qualified Firm Recommended For Library Board Approval

EOD* = End of Business Day (4:30 P.M., CST)