

REQUEST FOR PROPOSALS (RFP)

Building Space Analysis

**Community Visioning, Pre-Design, Planning & Design for a Combined Public
Library/Senior Center Facility**

September 12, 2018

Prepared by:

**La Crosse Public Library
Office of the Library Director
800 Main Street
La Crosse, WI 54601**



**LA CROSSE
PUBLIC LIBRARY**

INTRODUCTION

Located in western Wisconsin, the La Crosse Public Library (LPL) serves a La Crosse city population of approximately 51,834 and a regional population of approximately 118,000 in La Crosse County. LPL has three physical locations: a central library in the city of La Crosse downtown, and two branch locations, one on the north side of the city (approximately 2.8 miles from the central library), and one on the south side (approximately 1.6 miles from the central library). LPL is governed by a Library Board, per Wisconsin state statute chapter 43. Located on the Mississippi River, and home to three major institutions of higher education and two internationally known health care systems, the city of La Crosse is a focal point for outdoor recreation, education, culture and the arts in western Wisconsin. Per its mission statement to help the community evolve, adapt and thrive, LPL strives to provide exceptional library services and experiences through a variety of both traditional and nontraditional means. LPL is seeking a highly qualified and creative firm to provide site analysis and initial design ideas for two separate projects. We are specifically looking for exceptionally innovative solutions that once implemented, will garner both state and national recognition.

PROJECT SUMMARY

This RFP seeks to accomplish two goals. The first is to conduct a building analysis of the central library and provide initial design ideas for approximately 10,000 square feet of currently under-utilized space as well as re-imagining/reconfiguring the whole building. The second is to conduct a site and building feasibility study of the south branch location and provide initial design ideas for either converting/remodeling the existing facility into a library/senior center facility, OR demolishing the existing facility and constructing a new library/senior center facility.

Part 1: Conduct a building analysis of the central library and provide initial design ideas for approximately 10,000 square feet of currently under-utilized space as well as re-imagining/reconfiguring the whole building.

The current central library was originally constructed in 1967. A major addition was added on in 1980 to house the Historical Society's museum. Another renovation/expansion occurred in 1996, and a third, smaller re-modeling was completed in 2006, bringing the total square footage to 87,494 square feet. In 2013, the Historical Society moved to a new location, thus vacating the so-called "museum space" of approximately 10,000 square feet, and ceding control of that space back to LPL. Since that time, LPL has used it on a somewhat sporadic basis except for the first third of the year when it houses the library's AARP volunteer tax preparation service.

Because of the impact of the various remodeling projects on the overall configuration of the building, any design ideas for the museum space cannot be developed “in a vacuum,” but must be integrated with the rest of the existing spaces in order to ensure the “highest and best use” of the entire building.

Part 2: Conduct a site and building feasibility study of the south branch location and provide initial design ideas for either converting/remodeling the existing facility into a library/senior center facility, OR demolishing the existing facility and constructing a new library/senior center facility.

The current south branch location was originally constructed in 1952 with 7200 square feet. A major remodel was done in 1993. Since that time, patterns in library usage have significantly shifted, and the usage of this location has stagnated. During the same time, an old fire station dating back to 1895 was repurposed to house a south side senior center. Due to ongoing fiscal restraints, this building is now in major physical decline, with several hundred thousand dollars’ worth of deferred maintenance.

Because of a firm commitment on the part of the city to support and improve neighborhoods by maintaining physical facilities that provide needed services in a long-term sustainable way, an ad hoc senior center subcommittee was formed in 2016 to, in part, address the issue of the south side senior center. At the same time, the Library Board was struggling to maintain service levels at three locations. In late 2017, after being informed of the ad hoc senior center committee’s work, the Library Board passed a formal resolution expressing official support for exploring the idea of a combined library/senior center facility at the current site of the south branch library. In May of 2018, the ad hoc senior center subcommittee finished their work and submitted a resolution which was subsequently passed by the City Council to “explore options and feasibility for a new south side senior center at the South Branch Library including but not limited to architectural design and options, cost, design, feasibility and operational structure.”

PROJECT SCOPE

Part 1 Project Scope

The Library Board needs a full analysis of all the current building spaces, what existing services need more space, which need less, and what construction/remodeling options there are that will allow the most effective integration/utilization of the “museum space.” The successful firm will work with the library management team to understand current and emerging service trends, and reflect that in the reshaping of the spaces. The successful firm will also provide structured opportunities for community input into the redesigning of these spaces.

Part 2 Project Scope

The design work outlined in this RFP will provide the Library Board and the City Council with the tools and plans necessary to move forward in funding and constructing a new multi-use library/senior center

on the site of the current south branch library. The successful firm will gather, analyze and synthesize public and neighborhood opinions, library and senior center space needs, and necessary programming for a new or extensively remodeled facility. Through both public input and work with a project steering committee, the successful firm will communicate a vision for a new library/senior center facility that is embedded in a neighborhood, financially sustainable, and capitalizes on partnership opportunities for support and combined services.

OBJECTIVES

LPL's primary objectives are:

- Determine the highest and best use of approximately 10,000 square feet of space at the main library location. (Part 1)
- Provide the community with an opportunity to arrive at a widely supported and sustainable design for a neighborhood-based combined library/senior center. (Part 2)

The following stipulations further illustrate Part 1 objective:

- No fewer than 2 opportunities for staff and/or Board input
- No fewer than 4 opportunities for open public input
- Consider existing building configuration and what changes might be necessary for successful integration of addition space in terms of traffic flow, collections and services.
- Present design ideas to the Library Board.

The following stipulations further illustrate Part 2 objective:

- No fewer than 2 opportunities for steering committee input
- No fewer than 2 opportunities for staff and Board input
- No fewer than 4 opportunities for open public input
- Provide the Board with a variety of digital images and image boards consisting of both interior and exterior representations of the community input driven design.
- Deliver images and materials sufficient for construction cost estimates, and promotion of the project to grantmakers, donors and potential service partners.

Design Elements:

The public input process for both parts will drive the redesigning of space at the main location and the conceptual design at the branch location. Generally, LPL is focused on:

- Economical solutions to identified needs for programming space, integration of technology, and re-allocation of existing space at the main location

- An attractive, sustainable and flexible facility that will provide library services (traditional and non-traditional) and services to seniors. The design of the facility must also complement the neighborhood and the adjacent park.

SUBMISSION REQUIREMENTS

Responses to this RFP solicitation must include the following information and materials. LPL shall not be liable for costs incurred in the preparation of a response to this RFP, or in conjunction with any presentation associated with the response to this RFP. Responders must submit twelve (12) copies of their proposal. Submission packages should also include an electronic version of the proposal in Adobe Acrobat PDF format. LPL welcomes a creative response to the RFP in any format that best expresses the proposal.

A. Interest

- In a statement, indicate your interest in furthering library services in La Crosse by helping the public fully understand options for re-designing the main location, and the value of a combined library/senior center facility at the branch location. Indicate your interest in a design oriented public input process and your ability to present visual images of a combined library/senior center facility that capture widely supported project elements.

B. Experience and Professional Qualifications

- The status of the organization (partnership, corporation, etc.)
- Identification and brief resumes for all key individuals who would work on the project, including what each individual's project role would be. Any sub-consultants are to be noted here.
- Past experience summary – identify at least 3 projects of similar scope and size, preferably public libraries, with the following information:
 - Project name and location
 - Project type (remodel, expansion, new construction) and description, including energy savings and sustainable or creative construction concepts used
 - Date
 - References (name, relationship to project, address, phone number, email address)
 - Square footage involved
 - Estimated and completed costs
- Detailed fee structure and explanation for preparing architectural plans and designs.
- Description of how the firm would approach each project and gather information to develop the designs. Specific experience with community visioning processes, initial

design and visual representations of projects, and public library development are all relevant.

C. Project Timeline and Budget

- Provide a timeline showing the time required by your firm to provide the services as outlined.

D. Contact Information

- Please fully identify your organization and the person in your organization who will serve as our point of contact, including name, email, address and telephone.

All proposals must be submitted to:

Kelly Krieg-Sigman, Library Director
La Crosse Public Library
800 Main St.
La Crosse, WI 54601

Proposals must be received no later than 5:00 p.m. on Friday, November 30, 2018. Any proposal received after the deadline will be returned to the respondent unopened.

LPL will answer written questions from potential respondents. All such questions and LPL's answers there to, will be provided to any potential respondent upon written request.

Evaluation Criteria and Review Process

In addition to the qualifications of the responders, the evaluation of each proposal will be based on the degree to which the proposal meets the requirements and preferences stated in this RFP. Specific attention will be paid to (a) proposed strategies for collecting and analyzing community input, and (b) the clarity of detail provided in the fee structure. A review committee made up of representatives from the Library Board and the city will assess the degree to which each proposal meets the requirements and responds to the preferences stated herein. LPL reserves the right to reject any or all proposals. The proposal or proposals viewed most favorably may be asked to participate in a presentation process with the review committee. Firms should expect that submitted proposals will be public documents.

Final selection authority rests with LPL.

TIMETABLE: A summary of the responder selection process and timetable are as follows:

September 12, 2018	Requests for Proposals is advertised
November 30, 2018	Request for Proposals responses due to La Crosse Public Library
January 31, 2019	Review of Proposal Statements by review committee completed
February 14, 2019	Presentations by design firms if warranted
March 1, 2019	Contract negotiations and award

GENERAL CONDITIONS

Reserved Rights: LPL reserves the right to:

- Modify or cancel the selection process or schedule at any time.
- Waive minor irregularities.
- Reject any and/or all responses to this RFP and seek new proposals when it is in the best interest of LPL to do so.
- Seek clarification or additional information from respondents as necessary to the evaluation of the response.
- Request any additional information or evidence from individual respondents.
- Judge the respondents' written and oral representations as to their veracity, substance and relevance to LPL goals, including seeking and evaluating independent information on any responding firm.
- Incorporate this RFP and the selected team's response to this RFP as a part of any formal agreement between LPL and the respondent.

Hold Harmless: By participation in this RFP process, responders agree to hold harmless LPL, their officers and employees from all claims, liabilities and costs related to all aspects of the responder selection process.

Public Information: All documents, conversations, correspondence, etc., between LPL and the respondents are public information subject to the laws and regulations of the state of Wisconsin, unless specifically identified otherwise.

Expenses: All expenses related to any firm's response to this RFP, or other expenses incurred while the selection process is underway, are the sole obligation and responsibility of that firm.