



REQUEST FOR QUALIFICATIONS

For Architectural Services

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Overview

Tinley Park Public Library is seeking Statements of Qualifications from interested architectural firms to provide professional interior design, architectural, and engineering services on a per project basis for the interior renovation and redesign of the existing Library.

Contact Person: Zach Musil, Director, Tinley Park Public Library
zmusil@tplibrary.org
708-845-5711

Date of Issue: Tuesday, February 7, 2023

Due Date: Tuesday, March 7, 2023 by 5:00 PM (CST)

Submittals to: Zach Musil, Director, Tinley Park Public Library
7851 Timber Dr. Tinley Park, IL 60477

RFQ General

1. This RFQ and addenda are available on the Library's website at tplibrary.me/rfq.
2. Any changes to the RFQ or addenda will be posted no later than Monday, February 27, 2023 by 5:00 pm (CST). Firms are responsible for checking the website to ensure that they have the most current information regarding the RFQ.
3. All questions pertaining to the solicitation must be in writing and received by Friday, February 24, 2023 by 5:00 pm (CST). All questions can be sent via email to Zach Musil at zmusil@tplibrary.org.
4. The Library is not liable for any costs incurred by any firm in connection with this RFQ. Expenses incurred by the responding firms are the sole responsibility of the firm and may not be charged to the Library.
5. All submissions shall be binding for 90 calendar days following due dates.
6. Please submit ten (10) bound copies to the Library address listed above and an electronic copy to zmusil@tplibrary.org.

RFQ Building Information

The Tinley Park Public Library's history dates to 1956, when a temporary building, provided by George Hartman, was erected at 6871 W. 171st Street, a site donated by the Tinley Development Co. In 1957, the Friends of the Library group was formed to help support the operations of the library. The original, temporary building was replaced with a new building in 1959. At that time, the library— staffed entirely by volunteers and maintained by donations— had seating room for 18 persons.

In 1974 a new library building opened at 17101 71st Ave. The building contained 25,000 square feet of space, but only the upper floor was used initially. The lower level opened to the public in 1982, when it was dedicated as the new Children's department. This building housed the library's collections for forty years, until the current site at 7851 Timber Drive opened in 2004

The current 58,700 square foot building was designed by Phillips Swager Associates. The Tinley Park Public Library serves a population of 62,864 people in the southwestern suburbs of Chicago. Most recently, in 2017, Dewberry Architects, Inc. renovated the first floor, providing updated carpet, finishings, and furniture.

The Tinley Park Public Library empowers and enriches our entire community by welcoming and connecting people to diverse resources, services, experiences, and reliable information. The library seeks to provide its patrons with an inviting, contemporary building that incorporates environmental sustainability, human-centered design, and modern aesthetics.

KEY ANNUAL FIGURES

- Library hours: 72 hours
- Annual Library visitors: 85,162
- Total Staff: 72
- Collection size: 251,879
(178,545 physical items)
- Total collection use: 629,082
- Computer use sessions: 4,627
- Study room reservations: 305
- Programs: 654
- Program attendance: 8,227
- Questions answered: 23,079

RFQ Purpose

The purpose of the project is to create a master space plan that will be used to holistically redesign, upgrade, rearrange, and refresh the interior space of the building to meet emerging service patterns, and fulfill the current and future needs of the community. Aspects of the master plan will likely be implemented in phases to avoid complete disruption of library services.

The Library Board of Trustees, Director, and staff expect to collaborate actively with the architect to create a master plan that would meet their expectations and the needs of the community.

RFQ Scope of Work

Prepare a master plan, which would include planning, design, and cost estimates to address the current and future needs of the library's interior space for optimal utilization and to adjust to changes in patron use, technology, and emerging patterns and needs.

FOCUS AREAS AND ISSUES

- Improve signage and wayfinding throughout the building
- Create clearer zones for quiet/social uses
- Modernize restrooms and ensure ADA compliance
- Update carpet and furnishings in staff work areas
- Redesign spaces to be more flexible and multi-functional
- Potentially upgrade AV in Meeting Room and Small Group Room
- Perform capital needs assessments and building system upgrades as needed
- Redesign Youth Services area with attention to the following:
 - Perform, or arrange for, a space audit that will analyze patterns of patron usage and identify pain points and develop plans for improvements
 - Update furnishings with an eye toward enhancing browsability, improving sightlines/views, and ensuring usability by children, teens, and families
 - Update carpet and other finishes
 - Improve and modernize teen area, increasing available study and socialization space, and adding elements to attract teenage patrons, ensuring they feel they have their own space in the library
 - Potentially add designated areas, spaces, or rooms for nursing mothers, children with sensory needs, and snacks
 - Enhance existing or add furnishings to enhance circulation of library materials
 - Determine ways to take advantage of unutilized balcony space
 - Create an exciting interactive element to enliven and bring the element of wonder to the space

RFQ Evaluation Criteria

The selected firm will be chosen based on its apparent ability to meet the overall expectations of the library. The Library Board of Trustees will be the judge of which Statements of Qualifications offer the greatest benefit. The following criteria will be applied in the selection process.

1. Responsiveness and completeness of the Statement of Qualifications.
2. Experience and qualifications of architect and management team including demonstrated knowledge of master planning, management, evaluation skills, and experience.
3. Technical quality and methodology of architect's approach to organizing and managing the projects and ability to document information and recommendations in a clearly written format.
4. Understanding of project objectives and scope; responsiveness to the specific goals identified in the Library's strategic plan.
5. Ability of architect and management team to communicate and build consensus with board members, staff, and community residents.
6. Experience in public library planning and/or building projects.
7. Demonstrated knowledge and success in competitive public bid management.
8. Existing projects both under way or planned.
9. References and examples of completed consulting projects. Satisfaction of former clients with competency of architect and completed work.
10. Overall project management and architect's ability to accomplish projects of similar nature in a timely fashion.

RFQ Selection Process

The Library Board of Trustees and the Library Director will review and evaluate the written responses to the RFQ. The top-ranked firms (3–5) will be invited to participate in an interview with Library Officials. The specific interview schedule and format will be announced later in the process.

The Library Board of Trustees and the Library Director will evaluate and rank the interviewing firms, check references of selected candidates, make the final selection, and negotiate a contract with the successful firm.

The Library reserves the right to reject any and all qualification statements at its sole discretion, accept a proposal based on considerations other than cost, and waive or modify any provisions of this request for qualifications.

SITE VISITS

All architects are encouraged to visit the existing facility to gain an understanding of the projects and to familiarize themselves with the facility. While site visits are encouraged, they are not mandatory and will not be a pre-requisite for submitting a response.

The Library Director and Assistant Director will be available at the following times to provide a brief tour of the library building, and answer questions about the proposed projects and the Library's current operations.

- Thursday, February 16, 2023 between 1:00 PM and 3:00 PM (CST)
- Friday, February 24, 2023 between 10:00 AM and 12:00 PM (CST)

Please contact the Library Director, Zach Musil, by email (zmusil@tplibrary.org) if you plan to attend one of these site visits. Other times may be available by request. Architects are encouraged to arrive at the Library's second-floor Administration Office at the start of their site visit.

RFQ Submissions

Submit ten (10) printed copies and one (1) electronic copy no later than Tuesday, March 7, 2023 by 5:00 PM (CST) to:

Zach Musil, Director, Tinley Park Public Library

7851 Timber Dr.

Tinley Park, IL 60477

zmusil@tplibrary.org

Late submissions will not be accepted. Submissions will not be opened in public, and submission information will be kept confidential until an award is made. All submissions will receive an acknowledgement.

The Statement of Qualifications must include the following information in the stated order. Submissions should not exceed 25 single-sided pages (not including the cover letter and resume), and should be organized as follows:

INTRODUCTION

1. Cover letter with name, address, email, phone and fax number, key contact person.
2. Statement of philosophy.
3. A concise written statement to demonstrate the firm's understanding of the projects and scope of services being sought by the Library.
4. Description of the general approach to the planning process and implementation of the projects.
5. Proposed completion date and a timeline for the projects.
6. What additional consultants would you propose to hire to supplement your firm's basic architectural services? Please provide their names and relevant experience.

RFQ Submissions (cont.)

FIRM HISTORY

1. Number of years in business.
2. Type of ownership, name(s) of owner(s).
3. Type of organization.
4. Geographical area of operations.
5. Professional affiliations.

PERSONNEL

1. List the principals in your organization.
2. Describe the size and composition of your organization.
3. Identify and provide the resumes of the project manager, lead architect, and key personnel who would be assigned to these projects, including an organizational chart.

EXPERIENCE AND REFERENCES

1. Please identify and designate three to five completed public library or other similar projects that the project team members have completed within the past ten years and which best represent the present skills of the project team members to develop a master plan.
 - a. Name and address of client.
 - b. Name, telephone number, and email address of contact person.
 - c. Summary of project or plan, including year completed and cost.
 - d. Photographs of the projects.
2. Discuss your team's experience with master plans for public facilities such as libraries.

OTHER

Please provide other pertinent information that you feel makes you qualified for the proposed project.

RFQ Anticipated Project Timeline

Issue RFQ for architectural services	February 7, 2023
Non-mandatory site visits	February 8 – March 6, 2023
Submissions due	March 7, 2023 by 5:00 PM (CST)
Architectural firms selected for interviews with the Library Officials	March 22, 2023
Interviews with Library Officials	April 17 – 21, 2023
Selection of highest ranked architectural firm	April 26, 2023
Negotiation and contract completed	May 19, 2023
Library Board of Trustees approves and signs contract	May 24, 2023