



Kalamazoo
Public Library

Request for Proposals
Professional Consulting Services For

Kalamazoo Public Library

Space Needs Study

Proposals Due:
April 26, 2024

INVITATION TO SUBMIT PROPOSALS

The Kalamazoo Public Library invites proposals for professional services from consultants with demonstrated experience, knowledge, and expertise in library planning, design, and architecture to conduct a Space Needs Study for the Kalamazoo Public Library.

Proposals shall be submitted by no later than 5:00 pm on April 26, 2024, to:

Terry New
Interim Director
Kalamazoo Public Library
315 South Rose St.
Kalamazoo, MI 49007
(269) 553-7931
Rfp@kpl.gov

General

1. This RFP and addenda are available on the library's website at www.kpl.gov.
2. Any changes to the RFP or addenda will be posted no later than 5:00 pm on March 13, 2024.
3. All questions about the solicitation must be submitted and received at <mailto:rfp@kpl.gov> by 5:00 pm on March 25, 2024.
4. The library is not liable for any costs incurred by any firm in connection with this RFP. Expenses incurred by the responding firms are the sole responsibility of the firm and may not be charged to the library.
5. All proposals submitted shall be binding for 90 calendar days following due dates.

Introduction

The Kalamazoo Public Library is seeking proposals from qualified consultants to conduct a space needs study for all the library's buildings. The study of space requirements will transform the suggestions from the Kalamazoo Public Library's strategic plan into adaptable, effective, and practical configurations for the library's collections and services. The space needs study should be developed with ample flexibility, allowing the library to effectively respond to and meet evolving community needs well into the future.

The consultant will collaborate with library stakeholders to evaluate multiple buildings, including the main library and 3 branch locations, to determine the optimal square footage needed for remodeling, repurposing, or constructing new spaces in order to implement the library's strategic plan and provide flexibility for future requirements. The study will explore options such as staying and renovating, building a new facility, or purchasing and renovating an existing structure. The consultant will also engage with focus groups from the general public to gather their preferences and desires. Areas of focus shall include but not be limited to collections, programs, technology, facilities, staffing, budget, and funding.

The library desires to engage consultant that will inspire trust, provide a strong sense of purpose and importance to the space planning process, and involve the relevant stakeholders appropriately and effectively.

LIBRARY BACKGROUND

The Kalamazoo Public Library was organized in 1860 and began serving the public in 1872. KPL now serves a population of approximately 116,000 residents through four permanent locations, one location which was located within a building as tenant, and a mobile library. Ensuring comprehensive access and service continuity across the Kalamazoo district, KPL offers its constituents extensive physical and digital resources collections, computers, printers and access to emerging technologies, year-round programming for all age groups and other support services.

The library operates 5 locations:



Central Branch: The Central Branch is a spacious, multi-level building with a total square footage of 98,000 and is located in downtown Kalamazoo. The lower-level is home to the Friends of the KPL Bookstore, A/V and Teen departments. On the ground floor, you will find the Children's Room, Reference, and Circulation public service desks. The second-floor features computer carrels, a Local History Reading Room, a Law library, and reference materials. Finally, the third floor accommodates the administrative offices, the Idea Lab, the boardroom, and the Van Deusen meeting room.

The Kalamazoo Central Branch has experienced several renovations and reconfigurations over time. In 1998, the library underwent a significant renovation and expansion, increasing its size to 100,000 square feet.

In 2010, the circulation lobby was updated to incorporate RFID technology, resulting in new custom-designed self-check kiosks, a patron service desk, and a hold pick-up area concealed behind acrylic panels.

In 2013, several areas on the first and second floors were updated, including the second-floor lobby, local history area, copy center, and ONEplace. Shelving and furniture were also reconfigured in the second-floor rotunda to accommodate the relocation of current periodicals and audiobooks. On the first floor, staff areas were renovated, and a new youth activity room was created. The entire youth area was reorganized and expanded with the renovation of the existing story hour room.

Oshtemo branch: The Oshtemo branch is the second largest location with a total square footage of 17,018. It is located near a park and the township hall.



Eastwood branch: The Eastwood branch is a modestly sized building with a total square footage of 10,700. It has a community room in its lower level.



Washington Square branch: The Washington Square branch is a historic two-story building with a total square footage of 6,582 characterized by challenges of a structure built in 1927. This branch is located in the Edison Neighborhood and does not have a ground floor meeting room but features a community room in the basement.



The Powell branch, which was located within the Douglass Community Association, occupied a leased area of 4,000 square feet, including a small community room. This setup allowed the library to serve its community from within a shared space, offering a range of resources and programs. However, in 2024, the implementation of new security measures by the Douglass Community Association (DCA) led to the suspension of library services. These measures, intended to enhance security, inadvertently created barriers to access and privacy for library patrons, highlighting the complex issue of maintaining both security and openness in public spaces. In response, the library is actively seeking two temporary locations to ensure continued service to its patrons. Simultaneously, there is an ongoing separate study aimed at establishing a new standalone branch building, signifying a commitment to finding a long-term solution that balances accessibility, security, and the evolving needs of the community.



LIBRARY STRATEGIC PLAN

Strengthening Organizational Health

KPL employees will feel welcomed, supported, and valued while contributing to an environment that prioritizes their safety and security, and their physical, mental, and social well-being. The library will support the professional development and growth of all employees.

Goals

Goal 1: Create a culture of greater accountability and encourage system-wide commitment of the library's vision, core values, and priorities.

Goal 2: Strengthen safety and security for oneself, employees, and patrons.

Goal 3: Develop informed and compassionate library employees that reflect the makeup of our diverse community.

Advancing Equity and Inclusion: Library Services for All in our Diverse Community

Community members will have access to library services, programs, and collections that meet and reflect their needs.

Goals

Goal 1: Provide equitable access to library materials and services to everyone in our community, free from barriers.

Goal 2: Provide equitable access to library engagement opportunities.

Inspiring Literacy, Learning, and Engagement

Community members will have learning resources and engagement throughout their lives to prepare and support them for school, work, and life.

Goals

Goal 1: Provide opportunities for lifelong learning to create success in school, the workplace, and in life.

Goal 2: Provide opportunities and access for community members to be creative through experiential learning.

Goal 3: Provide collections to support lifelong learning and experiential learning.

SCOPE OF WORK

The following scope of work is considered to be the minimum level of effort required. The consultant is encouraged to recommend changes to the scope of work that would lead to a more successful project.

1. Submit one sample of your firm's best example of a similar project including the original RFP on which the project was based.
2. Review existing library documentation, including the Kalamazoo Public Library's strategic plan, available building plans, user data, usage patterns, and any other relevant documentation.
3. Assess the library's buildings in terms of size, ADA compliance, functional layout, flexibility, and expansion capability.
4. Identify architectural and engineering obstacles or limitations that may affect service delivery plans, including bearing walls and limitations imposed by adjacent uses.
5. Determine space needs and layouts of public areas based on current use and trends, addressing collections, programs, quiet study rooms, meeting rooms, and collaborative work areas.
6. Analyze staff work areas, departmental usage, and square footage compared with industry standards.
7. Analyze the space adequacy of equipment and storage, as well as public restroom services.
8. Create an existing floor plan in CAD format and preliminary conceptual designs for the renovated library in a commonly used, accessible design software.
9. Gather input and feedback from the public, library staff, and the library governing board. Incorporate findings from these consultations into the design recommendations.
10. Determine and note the potential implications of library space redesign on existing infrastructure, specifically electrical, HVAC, and plumbing systems. Any significant layout modifications or structural changes should consider the optimal placement of electrical outlets and wiring to facilitate accessibility and usage efficiency.
11. Recommend wayfinding and signage devices (whether digital or physical/interior or exterior).
12. Recommend specific interior design elements, including furniture, shelving, finishes, and color palettes. Identify what can be reused, replaced, or added, along with conceptual designs, cost information, and square footage broken down by use or service.
13. Develop a phased approach to changes that minimize disruption to public service and allows for the completion of the project as time and budget permit. Submit (1) sample of your firm's best example of a similar project including the original RFP on which the project was based.
14. Present the plan to the public, library staff, and Board of Trustees.
15. Analyze whether the existing buildings and sites can be remodeled or expanded to meet the goals of the space needs study or if a new structure is necessary. Discuss the pros and cons of investing in the existing library buildings versus building new facilities.
16. Develop preliminary conceptual designs for the renovated library buildings, showing all interior rooms, shelving, and furniture layout. Provide alternate approaches if needed.
17. Break out square footage assignments and costs by use or service.
18. Provide preliminary cost estimates for each proposed alternative, including a reasonable contingency, based on recent project mid figures from similar projects in national estimating guides using local cost adjustment factors.

19. If any of the existing library facilities are deemed inadequate to meet current and future service needs, develop a conceptual design for a new library at the existing site and provide a preliminary cost estimate for the new library building.
20. Provide 3 copies of a comprehensive bound space needs study report that includes the findings from the above tasks, as well as a PDF report in digital form.

PROPOSAL FORMAT AND SELECTION CRITERIA

Each proposal must contain, in the following order:

1. Letter of transmittal, addressed to Terry New as above. The letter should identify the submitting firm or consultant, as well as the name, title, telephone, fax number and e-mail address of the person authorized to contractually obligate the firm or consultant for this project and confirm if this individual will also serve as the primary point of contact. The named person should sign the letter.
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 consultants' history, its capabilities and relevant experience. Included should be 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. 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 list of three businesses or libraries for which your firm has recently provided similar services. This should include contact names, phone numbers, and email addresses for each reference. One of these references should be directly related to the project example that you are submitting as part of this proposal.
6. Provide a detailed project plan which clearly outlines your understanding of the project, your proposed methodology, specific tasks, and an estimated timeline for each task. The plan should include projected deliverables, a schedule with key milestones, and any assumptions or potential obstacles that could affect project timelines. Additionally, please specify any resources or support you anticipate needing from the Kalamazoo Public Library that have not been previously outlined in the scope of work.
7. Exclusions are exceptions-note any parts of the proposal that is beyond the expertise of the consultant or would be better handled by library staff.
8. A cost proposal including the total fee and cost by proposed task. These should include costs for providing planning services, including supplies, and estimate of hours, rate schedule for project staff, estimated reimbursable expenses, number of on-site visits and cost per trip, and other costs associated with the planning process.
9. Any additional documentation or information that the firm or consultant deems necessary to assist the Kalamazoo Public Library in the selection process.
10. Include one example of your firm's most successful similar project, along with the original RFP on which it was based. Supporting documents such as project management plans, timelines, cost reports, and user feedback should also be included, if available, to demonstrate the project's success and the firm's project management capability.

SELECTION CRITERIA

All proposals meeting the RFP requirements will be evaluated using the following criteria:

1. **Adherence to RFP Instructions:** Consideration of whether the proposal was delivered on time, complete, and demonstrated a good understanding of the project needs.
2. **Information about the Firm:** Evaluation of the firm's proximity for responsiveness, references from other library projects, and its status as a disadvantaged or minority owned business entity, if applicable.
3. **References:** Verification of references to determine if the firm has experience in space needs work with urban libraries like the Kalamazoo Public Library, other types of libraries, or if they have not worked with libraries in the past.
4. **Number of Similar Projects Completed:** Assessment of the firm's experience and track record in similar projects.
5. **Timeline for Implementation:** Evaluation of the proposed timeline for project implementation, assessing its realism, or the lack of an implementation plan.
6. **Review of Sample Submission:** Review and scoring of a sample submission from the firm that most closely aligns with the RFP, focusing on innovation, feasibility, and proposed level of community engagement.
7. **Overall Cost:** Evaluation of the total cost of the proposal.

COMMUNICATION PROTOCOLS

Upon release of this RFP, any inquiries or requests regarding this project should be directed to:

Tom Sowell
Head of Facilities Management
Kalamazoo Public Library
315 South Rose St.
Kalamazoo, MI 49007
(269) 220-9721
Rfp@kpl.gov

Written questions about this RFP should be submitted by e-mail on or before March 25, 2024.

SUBMISSION DEADLINES AND TENTATIVE PROJECT SCHEDULE

Library issues RFP	March 11, 2024
Deadline for Written Questions	March 25, 2024
Library Issues Responses to Questions	March 26, 2024
Deadline for Proposal Submission	April 26, 2024
Consultants Interviews	Week of May 6, 2024
Consultant Selection	Week of May 13, 2024
Anticipated Contract Start Date	June 1, 2024
Anticipated Contract End Date	July 15, 2024

Tour of KPL facilities available upon request to:

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