

LESTER PUBLIC LIBRARY OF ROME
REQUEST FOR PROPOSAL FOR
ARCHITECTURAL/DESIGN BUILD SERVICES
NOVEMBER 2015

Development of Initial Conceptual Design and Cost Estimates for Completed Project

The Board of Trustees of the Lester Public Library of Rome is inviting proposals from qualified architectural and design build firms to develop the initial conceptual design and provide cost estimates, not to exceed \$500,000 less FFE, for the expansion and remodeling of our library.

Our library opened on December 27, 2001. It was designed to house a limited collection of library materials and was built with the finite financial resources that were available at that time. Over the years, many new developments have impacted our library. The phenomenal growth in use, technology, and the library collection has far exceeded the capability of our 50' x 50' building's ability to meet current and future demands.

The original library was built to store books. Presently, there is no space to provide public programs and private meetings. Our shelf space for books is fully utilized. Storage and work space is inadequate.

The Wisconsin Department of Public Instruction, using well established, empirical standards, estimates that we currently serve a population of 5,750 patrons (2,750 Rome residents and 3,000 non-residents) and that by the year 2040; we will serve a population of 3,285 Rome residents. Since Rome is a recreational community, these numbers swell substantially in the summer months.

Our library currently is located on about 2 acres of land. The remodeled library can be configured anywhere on this land, consistent with current building codes of the Town of Rome. (See attached site map)

The Preliminary Program Statement can be accessed at the library website www.romepubliclibrary.org if you are interested in this project.

Scope of Services Required

The architectural/design build firm will be responsible for:

1. Site analysis
2. Initial conceptual design
3. Initial cost estimates for the completed project
4. Construction timeline

Selection Criteria for Architectural/Design Build Firms

1. Direct experience with library projects in the 5,000 square foot range, including renovation and addition.
2. Experience with “green” building design.
3. Capability of personnel to carry out a complete building remodeling project.
4. Demonstrated ability to accurately estimate construction costs and to recommend creative, cost saving measures.
5. Demonstrated ability to communicate effectively with Library Board, Town Board, library staff, the public, and any committees formed for the project.
6. Demonstrated ability to incorporate a design that blends with the natural beauty of our environment while incorporating creative and innovative design principles.

Required Information From Interested Architectural/Design Build Firms

1. Name and address of firm
2. Principles of firm
3. Person(s) who would be in charge of this project, brief description of their background
4. Total number of personnel in the organization contemplated for this project
5. List projects of similar size and scope (completed, in process, or future) by your firm. Please include:
 - a. Project name
 - b. Project type (i.e. remodel, expansion, new construction)
 - c. Date
 - d. Client
 - e. References (provide name, relationship to project, address, phone number)
 - f. Square footage
 - g. Completed and estimated costs (exclusive of land)
 - h. Square foot costs (estimates)
 - i. Energy savings and other creative construction concepts used
6. A description of your previous experience assisting with initial library planning and design work
7. Fee structure and explanation

Timetable

October 28	Review and authorization of RFP by Library Board
November 2	Send RFP to Architectural/Design Build firms
December 11	RFP due
January 4, 2016	Review of proposals completed
January 8	Short list of selected firms notified
Completed by Jan. 29	Interview short list of selected firms
January 29	Selection of final firm

If you are interested in being considered for this project, please send a letter stating your interest along with your proposal describing the complete range of services you offer. The required information must be received no later than December 11, 2015.

Please send your complete proposal to Lore Ponshock, Library Director, 1157 Rome Center Drive, Nekoosa, WI 54457. Questions may be directed to Lore Ponshock, Library Director, email lponshock@romepubliclibrary.org or phone 715-325-8990.

Lester Public Library Board of Directors