



# REQUEST FOR QUALIFICATIONS For Architectural Services

## Lake Forest Library

360 East Deerpath Road Lake Forest, IL 60045 847.234.0636 [www.lakeforestlibrary.org](http://www.lakeforestlibrary.org)

## Table of Contents

<b>Overview</b> .....	3
<b>General</b> .....	4
<b>RFQ Purpose</b> .....	4
<b>The Library</b> .....	5
<b>Select Highlights from FY2017 Annual Report</b> .....	6
<b>Select Statistics from FY2017</b> .....	6
<b>The Library Building</b> .....	7
<b>Scope of the Project</b> .....	9
<b>Focus Areas and Issues</b> .....	9
<b>Evaluation Process and Criteria</b> .....	10
<b>Selection Process</b> .....	11
<b>Site Visits</b> .....	11
<b>Submissions</b> .....	12
<b>Required information</b> .....	12
<b>Introduction</b> .....	12
<b>Organization History</b> .....	12
<b>Personnel</b> .....	13
<b>Experience and References</b> .....	13
<b>Anticipated Timeline</b> .....	14
<b>Appendix A: 2013 Library Facility Survey</b> .....	15

## Overview

Lake Forest Library is seeking Statements of Qualifications from interested architectural firms to provide professional services in developing a feasibility study to update and redesign the existing Library building.

Contact Person: Catherine A. Lemmer, Director  
clemmer@lakeforestlibrary.org  
847.234.0636

Date of Issue: November 17, 2017

Due Date: January 16, 2018, 5:00 pm (CT)

Submit to: Catherine Lemmer, Director  
Lake Forest Library  
360 East Deerpath Road  
Lake Forest, IL 60045  
clemmer@lakeforestlibrary.org

Board of Trustees: Todd Puch, President; Ron Levitsky, Vice President; Wendy Darling, Secretary; Carrie Travers, Treasurer; and Trustees Germaine Arnson, Elizabeth Grob, Andrea Lemke, Elizabeth Parsons, and David Rose.



## General

1. The RFQ and addenda are available on the Library's website at: [www.lakeforestlibrary.org/about-the-library/administration/requests-for-proposals](http://www.lakeforestlibrary.org/about-the-library/administration/requests-for-proposals).
2. Any changes to the RFQ or addenda will be posted no later than Monday, January 8, 2018 by 5:00 pm (CT). Organizations are responsible for checking the Library's website to ensure that they have the most current RFQ information.
3. All questions pertaining to the RFQ must be in writing and received no later than 5:00 pm (CT), Monday, January 8, 2018. Send questions via email, using the subject line *Architectural Services RFQ*, to Catherine Lemmer at [clemmer@lakeforestlibrary.org](mailto:clemmer@lakeforestlibrary.org).
4. The Library is not liable for any costs incurred by any organization or agent thereof in connection with this RFQ. Expenses incurred by responding organizations and its agents are the sole responsibility of the organization and may not be billed or charged to the Library now or at any time in the future.
5. All submitted proposals are binding until April 16, 2018 (ninety (90) calendar days following the submission due date).
6. Please submit ten (10) bound copies to the Library address noted in the **Overview** (page 3) and an electronic copy via email, using the subject line *Architectural Services RFQ*, to Catherine Lemmer at [clemmer@lakeforestlibrary.org](mailto:clemmer@lakeforestlibrary.org).

## RFQ Purpose

The Library is seeking a feasibility study that will guide the Library in a holistic effort to address structural problems and redesign, upgrade, rearrange, and refresh the interior space of the Library to respond to emerging service demands and future needs of the community.

The Library Board, Director, and staff expect to collaborate actively with the selected architectural firm in the work to ensure that the deliverables meet the Library's expectations and the needs of the community.

## The Library

The Lake Forest Library was chartered on July 4, 1898. The Library moved from its original location on the second floor of City Hall to its current building and location in 1931.

In spring and summer of 2017, the Library completed a Community Needs Assessment and adopted its 2017–2019 Strategic Plan. As part of its new strategic plan, the Library adopted a new mission statement in September 2017:

*Lake Forest Library: inspiring life-long learning, promoting the free and respectful exchange of ideas, and building community.*

Over 95% of adults and 82% of teens completing the Library's 2017 Community Needs Assessment Survey agreed or strongly agreed that the Library is relevant to the Lake Forest community. Over 80% of the 19,375 Lake Forest residents have library cards.

The current director joined the Library in May 2016 when the previous director of 28 years retired. The Library is governed by a nine-member Board of Trustees selected by the Caucus and appointed by the Mayor with approval of the City Council. Trustees serve a maximum of two three-year terms.

In 2017, the Library retained Library Market to help with the redesign of the Library's logo and website. The new website and logo will launch in December 2017.

The Library is a member of CCS, a 24-library consortium.

The annual operating budget for FY2018 is \$4.1 million, and the reserve fund is \$1,450,000. The Library's fiscal year is May 1 to April 30.

The Library's 2017–2019 Strategic Plan is at: [www.lakeforestlibrary.org/about-the-library/administration/strategic-plan](http://www.lakeforestlibrary.org/about-the-library/administration/strategic-plan). The Executive Summary of the Community Needs Assessment is at: [www.lakeforestlibrary.org/images/pdfs/CommunitySurvey-Summary.pdf](http://www.lakeforestlibrary.org/images/pdfs/CommunitySurvey-Summary.pdf).



## Select Highlights from FY2017 Annual Report

Expanded adult, teen, and children's programming  
Created *With Love, From Your Library*, first local business partnership program  
Developed and delivered a series of technology classes  
Repurposed director's office into an adult program space  
Reorganized DVD collection, added blu-ray format, and enabled hold option on DVDs  
Significantly enhanced the adult book club collection with a private foundation grant  
Conducted a community survey from which to develop a new strategic plan  
Collaborated with numerous community partners  
Named a 4 Star Library by *Library Journal*

## Select Statistics from FY2017

Patron visits	418,754
(123 visitors each hour the Library was open)	
West Station book drop uses	14,622
DVD2GO Uses	3,054
Registered card holders	15,518
Circulation	376,144
(111 items checked out every hour the Library was open)	
Programs	414
Attendance at programs	18,744
Summer Reading participants	1,507
E-tutorials	577
Media Lab sessions	543
Tech Classes	21
Collection (physical)	232,920
New materials added	13,603

The Library has 22 full-time staff and 35 part-time employees (30 FTE).

The FY2017 Annual Report is at: [www.lakeforestlibrary.org/images/AnnualReport2017.pdf](http://www.lakeforestlibrary.org/images/AnnualReport2017.pdf).

## The Library Building

The Library was chartered on July 4, 1898 and moved to its current location in 1931.

The present Library building, designed by architect Edwin H. Clark (who also designed the Brookfield Zoo and the Village Hall in Winnetka, Illinois), was dedicated on June 7, 1931. The building was designed and built as a Library and given as a gift to the City of Lake Forest by Mrs. Charles H. Schweppe and Mrs. Stanley Keith in memory of Mrs. Keith's first husband, Kersey Coates Reed. Then library president, Alfred E. Hamill, a wealthy book collector, poet, investment banker, and friend of David Adler (designer of Hamill's Centaurs estate), oversaw the building and siting of the Library.

Designed in the *Grecian Moderne* style popular in the 1920s and 1930s, the Library is located in a National Register of Historic Places District. The building follows a classic symmetrical plan around a central domed rotunda, similar to the 1929 Shedd Aquarium in Chicago, Illinois. The building, its landscape, and its art are an excellent example of the Chicago Renaissance, the period from the 1893 World's Columbian Exposition to the start of World War II.

The rotunda houses the Kersey Coates Reed memorial stone relief of *The Archer* by Oskar J. W. Hansen (1892–1971) and the extraordinary Nicolai Remisoff (1887–1975) murals. The archer's face is a likeness of Mr. Reed. The inscription reads: "In memory of Kersey Coates Reed, eighteen hundred and eighty—nineteen hundred and twenty-nine—who was much loved in Lake Forest—where he lived—and who cared greatly for good books—this building has been erected." The twelve murals painted by Remisoff depict the great authors of antiquity.

The high-ceilinged, wood-paneled rooms on the building's main level contribute to its warm and inviting atmosphere. The Library lights the fireplace in the quiet wood paneled Friends Reading Room from November to April.

In 1978, three new wings were completed and officially dedicated. The architects were Brenner, Danforth, and Rockwell. Funds for the \$1.1 million addition were underwritten by gifts from the community and a substantial donation from the Reed family.

In 1984, the leaded copper dome was replaced. A second replacement is required in 2018.

In 1991, three-level stack area was renovated (glass floors removed, skylight added, and stacks opened to the public) and the first floor restrooms and circulation office were added.

In 1992, the Library refurbished the Children's Library in the lower level. The Friends of Lake Forest Library commissioned a mural by Thomas Melvin for the Children's foyer.

In 1996, renovations and refurbishing were completed in the Adult Reference Room and the Friends Reading Room. The Deer Path Art League of Lake Forest commissioned a Michael Croydon sculpture entitled *Ex Libris*, which was installed on the Library front lawn. The Friends of

Lake Forest Library funded the cleaning and restoration of the original 1931 Nicolai Remisoff murals.

In 2000, the Children's Library courtyard was covered, enclosed, and renamed the Louise Wells Kasian Children's Activity Center. Furnishings were funded by the Friends of Lake Forest Library. The room, currently known as the Kasian Room, hosts many programs for both children and adults.

In 2009, Children's Library was completely renovated.

In 2011, the Library installed a DVD media bank (DVD2GO) on the west side of Lake Forest at an approximate cost of \$49,000.

In 2012–2014, slate roof, flat roof, and gutter work were completed at an approximate cost of \$345,000.

In 2013, the Library undertook a \$210,000 window restoration project with funds from private donors and the Friends of Lake Forest Library. A Library facility survey was prepared in 2013 and is available at: [www.lakeforestlibrary.org/about-the-library/administration/requests-for-proposals](http://www.lakeforestlibrary.org/about-the-library/administration/requests-for-proposals). (Note: Responding firms may rely on the 2013 Library Facility Survey for the limited purpose of preparing their proposals. The selected architect shall not rely on the 2013 Facility Survey in preparing the feasibility plan or other required deliverables.)

In 2014, the Library, with funds from private donors and the Friends of Lake Forest Library, added a media lab that is popular with Lake Forest residents. Total cost of the project was approximately \$240,000.

In 2017, the Library Director's office on the main floor became an adult services program room.

In addition to the DVD2GO, the Library maintains a materials return on the west side of Lake Forest.

The Library owns and stewards an extensive and valuable art collection in addition to the Hansen stone relief (*The Archer*) and the twelve murals by Remisoff. Ten first edition original prints by John James Audubon line the paneled walls of the Friends Reading Room; other first floor art includes watercolors by local artists Franklin and Mark McMahon as well as a set of Joseph Pennell lithographs representing classical sites. The Children's Library and the Library grounds include murals and sculptures in bronze, marble, and wood. We invite you to experience our art collection by visiting the Library or by viewing our online digital gallery at: [www.lakeforestlibrary.org/about-the-library/library-art](http://www.lakeforestlibrary.org/about-the-library/library-art).

A full history of the Library and its art collection is at: [en.wikipedia.org/wiki/Lake\\_Forest\\_Library](http://en.wikipedia.org/wiki/Lake_Forest_Library).



## Scope of the Project

Prepare a feasibility study that will function as a master plan, including at least two schematic designs, for the building and grounds which will include planning, design, and cost estimates to address the current and future needs of the Library's building and grounds. The Library plans to use the feasibility study to prioritize the steps necessary to effectively address current structural issues and respond to our users' current and emerging needs and interests. We look for a planning process that explores the scope, quality, and cost of a range of current and potential improvement projects. The feasibility study should present logical phases that can be achieved one by one in order of priority as funds become available.

The selected firm should be prepared to begin work immediately after a contract is signed with the goal of completing the feasibility study by May 1, 2018.

The selected firm will be expected to include and engage our Lake Forest community. We expect the selected firm to be able to present its work in a variety of venues, including community governance venues.

This RFQ is limited to the planning phase and schematic design phase. The Library reserves the right to request new proposals for design development and construction drawings for any implementation phase.

## Focus Areas and Issues

- Address existing structural issues
- Improve or redesign access points into the Library
- Redesign spaces to be more flexible, multi-functional, and ADA compliant
- Re-envision patron access and use given the McKinley Road Development north of the Library
- Design a young adult/teen space
- Reconsider existing staff and Friends' areas in light of public space needs
- Update furnishings and shelving
- Assess the feasibility of remaining in current location
- Increase safety and security in all spaces, including staff areas
- Anticipate necessary capital improvements and make recommendations for undertaking these improvements

## Evaluation Process and Criteria

The RFQ will be published and notice of its release sent to a select number of firms with library planning and/or historic sensitivity experience. The RFQ and any addenda will also be available on the Library website at: [www.lakeforestlibrary.org/about-the-library/administration/requests-for-proposals](http://www.lakeforestlibrary.org/about-the-library/administration/requests-for-proposals). The Library will select the firm based on its professed ability to meet the overall expectations of the Library. The Board of Trustees will be the judge of which Statement of Qualifications offers the greatest benefit to the Library. The following criteria will be used in the selection process:

- Responsiveness and completeness of the Statement of Qualifications provided in response to the RFQ.
- Experience and qualifications of architect and management team, including demonstrated knowledge of planning, management, evaluation skills, and experience.
- Technical quality and methodology of architect's approach to organizing and managing the project; ability to document information and recommendations clearly in written format.
- Understanding of project objectives and scope; responsiveness to the goals outlined in the Library's 2017–2019 Strategic Plan, available at: [www.lakeforestlibrary.org/about-the-library/administration/strategic-plan](http://www.lakeforestlibrary.org/about-the-library/administration/strategic-plan).
- Ability of the architect and management team to communicate and build consensus with board members, staff, and community residents.
- Ability of the architect and management team to communicate with various governmental units, including Lake Forest Plan Commission, Lake Forest Historic Preservation Commission, Lake Forest City Council, Lake Forest Preservation Foundation, and others.
- Experience in public library planning and/or building projects.
- Experience with projects requiring historic sensitivity.
- Experience in identifying funding for historically sensitive projects.
- Past and current projects.
- References and examples of completed consulting projects. Satisfaction of former clients with competency of architect and completed work.
- Overall project management and architect's ability to accomplish a project of this nature within the proposed time schedule.

## **Selection Process**

The Library's Board of Trustees and Library Director will review and evaluate the written submissions to the RFQ. The Board and Library Director, at their discretion, may seek expert advice in reviewing the proposals. Firms submitting the top ranked proposals will be invited to participate in an on-site interview. The interview schedule and format will be announced later in the process.

The Library's Board of Trustees and Library Director will evaluate, select organizations for interviews, check references, make the final decision, and negotiate a contract with the successful organization.

The Library is under no obligation to make a selection under this RFQ, and it reserves the right to make any selection it chooses. 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 provision of this RFQ.

## **Site Visits**

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

The Library Director will be available by appointment November 28, November 30, and December 1 to provide a tour of the Library building and grounds and to answer questions about the proposed project and the Library's current operations. More than one firm may be scheduled into the same time slot. Please contact the Library Director to schedule a time for a site visit.

## Submissions

Submit ten (10) printed copies and one (1) electronic copy no later than 5:00 pm (CT), Tuesday, January 18, 2018, to:

Catherine Lemmer, Director  
Lake Forest Library  
360 East Deerpath Road  
Lake Forest, IL 60045  
clemmer@lakeforestlibrary.org

The electronic submission should be sent via email, using the subject line *Architectural Services RFQ*, to Catherine Lemmer at *clemmer@lakeforestlibrary.org*.

Late submissions will not be accepted. Proposals will not be opened in public, and proposal information will be kept confidential until an award is made. An acknowledgement will be sent for each proposal received.

The Statement of Qualifications must include the below listed required information in the stated order. Submissions should not exceed 25 single-spaced pages. This limit does not include the cover letter and resumes. The submission may be printed single-sided or double-sided as long it does not exceed the 25 single-spaced page limit.

## Required information

The following should be included in the Statement of Qualifications in the stated order:

### Introduction

1. Cover letter with name, address, email, phone, and fax number.
2. Contact person's name, address, email, phone, and fax number.
3. Statement of philosophy.
4. A concise statement that demonstrates the organization's understanding of the project and scope of services sought by the Library.
5. Description of the organization's approach to the project process.
6. Description of the implementation of the project.
7. Proposed completion date and timeline for the project.
8. Description of any additional consultants that will perform work as part of your proposal. Provide names, addresses, and relevant experience for additional consultants.

### Organization History

1. Number of years in business.
2. Type of organization.
3. Type of ownership, identify owners, partners, etc.

4. Geographical areas of operation.
5. Professional affiliations.

#### **Personnel**

1. List of principals and stakeholders.
2. Description of the size and composition of your organization.
3. An organizational chart.
4. Resumes of the proposed project manager, lead architect, and other key personnel proposed to be assigned to this project (the “team”).

#### **Experience and References**

1. Discuss your organization’s experience and, in particular, the team’s experience with feasibility studies for public facilities and, in particular, public libraries.
2. Identify three to five completed public library projects, or similar projects, that the identified key personnel have completed within the last seven (7) years which best represent the skills of the organization and the team. For these projects provide:
  - a. Name and address of client.
  - b. Name, telephone number, and email address of the client contact person.
  - c. Summary of the project, including year completed and cost.
  - d. Photographs of the project.

#### **Fee Structure**

1. Provide information on your proposed fee structure based on the scope of the project discussed above, separately stating, if necessary, any charges for anticipated reimbursable costs. This structure should be expressed as a “fee not to exceed” figure which itemizes all services included in the proposed fee, as well as an itemized list of what would be considered “additional services” if requested by the Library.

#### **Other Information**

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

## Anticipated Timeline

Item	Due Date
Issue RFQ for architectural qualifications	November 17, 2017
Non-mandatory site visits, by appointment	November 28–December 4, 2017
Written submissions due	January 16, 2018
Submission review; firms selected for interviews	January 17–25, 2018
Interviews with Board and Library Director	February 1–5, 2018
Selection and notification	February 13, 2018
Negotiation of contract	March 1, 2018
Library Board approves and executes contract	March 13, 2018

## Appendix A: 2013 Library Facility Survey

The 2013 Library Facility Survey is at: [www.lakeforestlibrary.org/about-the-library/administration/requests-for-proposals](http://www.lakeforestlibrary.org/about-the-library/administration/requests-for-proposals).

Note: Responding firms may rely on the 2013 Library Facility Survey for the limited purpose of preparing their proposals. The selected architect shall not rely on the 2013 Facility Survey in preparing the feasibility plan or other required deliverables.