



## **Request for Proposal**

Space Needs Assessment, Renovation, and Long Term Maintenance Program for the Webster Memorial Library,  
Decatur Michigan

### **Introduction:**

The Van Buren District Library invites proposals for professional services from vendors with demonstrated experience, knowledge, and expertise in library planning, design, architecture, and maintenance to conduct a needs assessment, develop a plan for renovations of several areas, and maintenance program for the Webster Memorial Library. The Webster Memorial Library is located at 200 N. Phelps St, Decatur Michigan 49045.

The Van Buren District Library operates the public library system in Decatur, and at six other locations throughout Van Buren County. The Webster location is the headquarters for the Van Buren District Library. The Webster Memorial Library building is owned and maintained by The Webster Trust. The Webster Trust is responsible for building, renovating, and maintaining the physical building for the library. In recent years, the Trust has completely replaced the building's HVAC system and updated the roof.

Together, the Library and the Trust are seeking a plan for long term maintenance, upgrades and renovation to the building's space so that we can meet the needs of our patrons and staff well into the future.

### **Building History**

The Webster Memorial Library was built in 1960. In 1991, after becoming a District Library, the library added an addition to the north side of the building. The "new" section of our building houses the adult collection and computers. The older section houses the children's materials, local history, and community room. Both sections of the building include a basement for storage, and the basements do connect through a utility room. There is only one elevator in the building going to the basement in the old section.

### **Scope of Proposal**

The firm selected will work with VBDL staff and the Webster Trust to assess the existing library facility in terms of functional layout, flexibility for future needs, ADA compliance, aesthetics, staff and public needs, and related criteria. The scope specifically includes:

- Assessing the building's mechanical systems, including electrical, plumbing, HVAC, and structural, and determining a long term plan for maintenance and replacement
- Determining the space and layouts of the library based upon current use, trends, and safety concerns

- Developing a phased approach of change that allows for completion to progress in a logical, cost effective manner, minimizing disruption of library service to the community
- Deciding which furniture and shelving may be reused in a new layout, and what furnishings need to be replaced
- Developing preliminary conceptual designs that show interior spaces with shelving and furniture layout
- Work products will include conceptual floor plans, preliminary designs, and/or architectural/mechanical drawings as appropriate to specific areas, as well as cost estimates
- Presentation of plan to the Library Board and Webster Trust
- Administration of construction, if warranted
- Purchasing of furnishings and other materials if warranted

### **Specific Needs Include**

- Public space: A comprehensive reconsideration of how space is used within the library building including the children's area, adult area, and local history. The plan must include a safer environment for children and a dedicated story time area.
- Staff workspace: A comprehensive reconsideration of staff workstations and how space is used throughout the staff workroom and office; including replacement of furnishings
- The community room: Updating the community room, including flooring, wall covering, and configuration
- Bathrooms: Updating the bathrooms, and possibly expanding them
- Replacement of carpets and all coverings throughout the building
- Assessing exterior and interior mechanicals, including updates and projected life expectancy

### **Proposal Requirements**

- A cover letter describing the firm or individual, including name, address, phone, email, and fax of the contact person
- A summary of the consultant's experience and qualifications
- References for at least three previous clients
- Examples of completed interior work
- Examples of past projects that have come in under budget and on or ahead of schedule
- A quote of costs for providing the services listed within the scope of the proposal
- Any additional information deemed helpful in the selection process

The Van Buren District Library reserves the right to waive irregularities in and/or reject any and all responses to this request for proposal. In order to be considered for selection, you must complete and deliver an electronic copy and one paper copy of the proposal by April 2, 2018 at 4:00 PM to:

Van Buren District Library, Attn: Dan Hutchins, Director  
 200 N. Phelps, Decatur MI 49045  
 dhutchins@vbdl.org