



**GLENCOE PUBLIC LIBRARY**

**REQUEST FOR QUALIFICATIONS  
FOR ARCHITECTURAL SERVICES**

# OVERVIEW



The Glencoe Public Library is seeking Statements of Qualifications from interested architectural firms to provide professional services for the interior and exterior renovation and redesign of its existing spaces.

**Contact Person:** Andrew Kim, Executive Director, Glencoe Public Library  
akim@glencoelibrary.org  
(847) 835-5056

**Issue Date:** Monday, February 26, 2024

**Due Date:** Friday, March 22, 2024, 5:00 (CST)

**Submittals to:** Andrew Kim, Executive Director, Glencoe Public Library  
320 Park Avenue, Glencoe, Illinois 60022  
akim@glencoelibrary.org

# GENERAL INFORMATION



1. This Request for Qualifications (RFQ) and addenda are available on Glencoe Library's website at <https://www.glencoelibrary.org/employment/>.
2. Any changes to the RFQ or addenda will be posted no later than Friday, March 15, 2024, by 5:00 p.m. (CDT). 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 Wednesday, March 13, 2024, by 5:00 p.m. (CDT). All questions can be sent via email to Andrew Kim at [akim@glencoelibrary.org](mailto:akim@glencoelibrary.org).
4. The Glencoe Public Library is not liable for any costs incurred by any firm in connection with this RFQ. Expenses incurred by the responding firm are the sole responsibility of the firm and may not be charged to the Glencoe Public Library.
5. All proposals submitted shall be binding for 90 calendar days following due dates.
6. Please submit eight (8) bound copies to the library address listed above and an electronic copy to [akim@glencoelibrary.org](mailto:akim@glencoelibrary.org).

# BUILDING BACKGROUND



The library building, known for its homelike architecture, is often referred to as the crown jewel of downtown Glencoe, Illinois. The Glencoe Public Library's building was opened to the public in 1941.

The library building was expanded in 2001 to add approximately 1,000 square feet to each floor. The community was introduced to several new interior spaces including a preschool area on the second floor, the Young Adult/Media Room on the main floor, and the Friends of the Glencoe Public Library's used book room on the lower level.

A facility-wide project to upgrade the library building's HVAC system was completed in 2018.

# ADDITIONAL BACKGROUND



The Glencoe Public Library serves a population of approximately 8,900 residents. The Glencoe Public Library is governed by a seven-member Board of Trustees who are elected to four-year terms and can serve two consecutive terms. In 2022, Library Journal named the Glencoe Public Library as a five-star library in recognition of its response during the COVID-19 pandemic.

The annual operating budget for 2024 is \$3.4 million.

In 2021, the Library Board of Trustees (Board of Trustees) completed a capital needs assessment, which resulted in a clear outline of capital improvement projects over a 20-year span (2020-2039).

## Key Data from 2023

Library hours	69 hours per week	Total computer use sessions	4,566
Total visitors	88,928	Total wireless sessions	22,948
Total cardholders	3,782	Total study room usage	569
Total staff (FTE)	38 (23.17)	Total onsite programs	349
Physical collection size	71,329	Total onsite program attendance	8,081
Total circulation of physical materials	164,069	Total reference questions answered	17,108

The Glencoe Public Library’s current five-year strategic plan outlines goals related to improved facilities, organizational development, enhanced services and resources, and expanded outreach. The strategic plan is available on Glencoe Public Library’s website at <https://www.glencoelibrary.org/transparency/>.

# PURPOSE



The purpose of the project is to create a master space plan that will be used to improve the library building to ensure it can meet the current and future needs of the community as well as to inform capital planning and long-term budgeting. The Board of Trustees and Executive Director are seeking a comprehensive approach to the project that will redesign and upgrade the interior and exterior spaces and infrastructure of the building to support the Glencoe Public Library's planned future service patterns, collections, services, programs, staff needs, and compliance with building and other applicable codes. A final master space plan must have the Board of Trustees' acceptance by December 31, 2024.

# SCOPE OF WORK



The selected architect will prepare a master space plan, which will include planning, design, and cost estimates to address the current and future needs of the Glencoe Public Library's interior and exterior spaces for optimal utilization and to adjust to changes in patron use, technology, and changing service patterns and needs. The master space plan must honor the historical integrity and welcoming environment of the building and its design.

The strategic goal for the Board of Trustees is that the building and grounds will be renovated by December 31, 2028, so that the following endeavors are met:

- The current appearance and ambiance remain
- The patrons' needs for space are met
- The staff's needs for space are met
- The use of the existing building space is optimized
- All Priority 1 building issues from the Glencoe Public Library's capital needs assessment are met
- Other priorities from the capital needs assessment are addressed where feasible
- Building and system improvements will be done in concordance with the recommendations set forth by the Village of Glencoe Sustainability Task Force and its Long-Range Sustainability Plan where applicable
- The building renovation is within the financial limits set forth by the Board of Trustees

## Focus Priorities and Issues

- Updated and comfortable patron spaces
- Dedicated quiet spaces for patron use
- Optimal browsability of a right-sized collection
- Additional small group study rooms
- Updated and engaging children's space
- Improved usage of outdoor spaces
- More off-desk and office space for staff
- Construction of a large program space (occupancy ~100)

- Responsiveness to the Glencoe Public Library’s 2021 Capital Needs Assessment
- Improved building safety and security
- Renovated building that incorporates sustainability practices and systems

Ideally, the Board of Trustees and Executive Director would like to complete a building-wide renovation of the Glencoe Public Library’s interior spaces. But to determine the best course for the organization, the Board of Trustees and Executive Director are seeking a tiered master space plan that can illustrate a renovation driven by a minimum, moderate, and ideal budget.

- Minimum budget
  - Improved layout and use of the building’s lower level
  - Immediate response to the anticipated capital repair and maintenance costs for 2022-2026 as identified in the Glencoe Public Library’s capital needs assessment
- Moderate budget
  - Minimum budget items
  - Renovation of the building’s main and second floors and mezzanine
  - Planned response to the anticipated capital repair and maintenance costs for 2027-2031 as identified in the Glencoe Public Library’s capital needs assessment
- Ideal budget
  - Minimum and moderate budget items
  - Addition to existing building in response to the project’s scope of work

The Board of Trustees, Executive 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.



# EVALUATION CRITERIA



The selected firm will be chosen based on its apparent ability to meet the overall expectations of the Glencoe Public Library. The 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 the architect and management team including demonstrated knowledge of master planning, management, and evaluation skills.
3. Technical quality and methodology of architect's approach to organizing and managing the project and ability to document information and recommendations in a clearly written format.
4. Understanding of the project objectives and scope; responsiveness to the goals in the Glencoe Public Library's 2023-2028 Strategic Plan and 2021 Capital Needs Assessment.
5. Ability of the architect and management team to communicate and build consensus with Trustees, staff, and community residents.
6. Experience in public library planning and/or public building projects.
7. Existing projects.
8. References and examples of master space plans for previous clients that vary in size and scope. Satisfaction of former clients with competency of the architect and completed work.
9. Overall project management and the architect's ability to accomplish a project of this nature within the proposed time schedule and budget.

# SELECTION PROCESS



The Board of Trustees and Executive Director will review and evaluate the written responses to the RFQ. The top ranked firms (minimum of three) will be invited to participate in an interview. The specific interview schedule and format will be announced later in the process.

The Board of Trustees and Executive Director will evaluate and rank the interviewed firms, check references of selected candidates, make the final decision, and negotiate a contract with the successful candidate.

The Glencoe Public 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 the Request for Qualifications.

## Site Visits

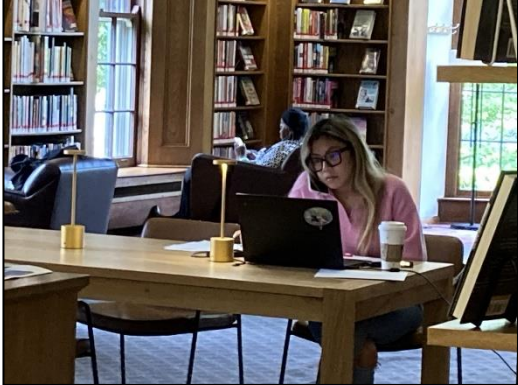
All architects are encouraged to visit the existing library building to gain an understanding of the project and to familiarize themselves with the facility. While site visits are encouraged, they are not mandatory and will not be a prerequisite for submitting a response.

The Executive Director and the Glencoe Public Library's Facility Supervisor will be available at the following times to provide a brief tour of the library building and answer any questions about the proposed project and current library operations.

- Monday, March 11, 2024, 11:00 a.m.
- Wednesday, March 13, 2024, 1:00 p.m.
- Friday, March 15, 2024, 11:00 a.m.

Please contact the Executive Director if you plan to attend one of these site visits.

# SUBMISSIONS



Architectural firms must submit eight (8) printed copies and one (1) electronic copy no later than Friday, March 22, 2024, by 5:00 p.m. (CDT) to:

Andrew Kim, Executive Director, Glencoe Public Library  
320 Park Avenue  
Glencoe, Illinois 60022  
akim@glencoelibrary.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. All submissions will receive an acknowledgement.

The Statement of Qualifications must include the following information in the stated order. Submissions should be organized as follows:

### Introduction

1. Cover letter with name, address, email, phone and fax number, key contact person.
2. Statement of the architectural firm’s business and design philosophies.
3. A concise written statement to demonstrate the firm’s understanding of the project and scope of services being sought by the Glencoe Public Library.
4. Description of the general approach to the planning process and implementation of the project.
5. Proposed completion date and timeline for the project.
6. What additional consultants that the firm would propose hiring to supplement the firm’s basic architectural services, if any. Please provide names and relevant experience.

### Architectural Firm’s 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 of the firm's principals.
2. Description of the size and composition of the firm.
3. Identification and resumes of the project manager, lead architect, and other key personnel who would be assigned to this project.

### 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 that will develop the master space plan.
  - a. Name and address of the client.
  - b. Name, telephone number, and email address of the contact person.
  - c. Summary of the project or plan, including the completion year and cost.
  - d. Photographs of the project.
2. Discuss the firm's experience with master space plans for public facilities such as public libraries by offering a range of examples based on size, scope, and budget.

### Other

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

# ESTIMATED PROJECT TIMELINE



<u>Issue RFQ for architectural services</u>	<u>February 26, 2024</u>
<u>Non-mandatory site visits</u>	<u>March 11, 2024, 11:00 a.m.</u> <u>March 13, 2024, 1:00 p.m.</u> <u>March 15, 2024, 11:00 a.m.</u>
<u>Statement of Qualifications due date</u>	<u>March 22, 2024</u>
<u>Architectural firms selected for interviews</u>	<u>April 8, 2024</u>
<u>Interviews with the Library Board</u>	<u>Week of April 15 or 22, 2024</u>
<u>Site visits by Library Board and staff to projects completed by firms</u>	<u>April 15-26, 2024</u>
<u>Selection and notification of the highest ranked architectural firm</u>	<u>April 29, 2024</u>
<u>Negotiation and contract completed by</u>	<u>May 6, 2024</u>
<u>Library Board approves and signs the contract</u>	<u>May 15, 2024</u>

## **Appendix A: Capital Needs Assessment**

The Glencoe Public Library's capital needs assessment was completed by Engberg Anderson and presented to the Board of Trustees in December 2021. The Board of Trustees' goals with an assessment were to better understand the condition of the Glencoe Public Library's building and grounds to coordinate repairs and replacements and identify their necessary funding.

The capital needs assessment is available on the Glencoe Public Library's website at <https://www.glencoelibrary.org/employment/>.

## **Appendix B: Information packet from the Board of Trustees' Committee of the Whole meeting on November 15, 2023**

The Board of Trustees convened at a committee of the whole meeting on November 15, 2023, to be presented with findings and information that support a building renovation. The information packet includes elements from the Glencoe Public Library's current strategic plan and implementation plan, general building data, an overview of the Glencoe Public Library's capital needs assessment, and renovation concepts identified in strategic planning surveys and focus groups.

The information packet is available on the Glencoe Public Library's website at <https://www.glencoeilibrary.org/employment/>.

## **Appendix C: Serving Our Public 4.0: Standards for Illinois Public Libraries – Appendix K**

Serving Our Public 4.0 is a collection of public library standards designed to be a guide for boards of trustees and library staff for strategic planning and operating budget preparation. Serving Our Public 4.0 consists of core standards and 13 chapters that identify the critical facets of Illinois public libraries. The core standards provide the foundation, and the chapter standards provide a structure for advancement.

In addition, Serving Our Public 4.0 includes appendices to help public library staff in meeting the standards. The Glencoe Public Library has identified Appendix K of Serving Our Public 4.0 as a useful resource for its pending building renovation project.

Appendix K of Serving Our Public 4.0 is available on the Glencoe Public Library's website at <https://www.glencoeilibrary.org/employment/>.



## Appendix D: Photos of the Glencoe Public Library

Images of the interior and exterior spaces of the Glencoe Public Library are available on the Library's website at <https://photos.app.goo.gl/LRTMYbRuWHqUFUXg6>.