

LOUTIT DISTRICT LIBRARY

REQUEST FOR PROPOSAL

Library Design and Future Planning

Proposals to Be Delivered Electronically to:

John Martin, Library Director

jmartin@loutitlibrary.org

By 3/22/2019

OBJECTIVE

Loutit District Library (LDL) is requesting proposals to envision, design and plan the movement of the public computing lab and integrating it within the current Adult Services wing of the library. Additionally, LDL seeks design visioning for the overall library building in terms of user experience and aesthetics. This includes a future project of repurposing the lower level computer lab into an interactive makerspace and digital media learning lab.

BACKGROUND

LDL has a longstanding history of service and commitment to West Michigan's lakeshore region. It started as the Grand Haven Library Association in the 1870s, becoming a public library in 1912 and finally growing to a district library in 1999. LDL is a class V public library, located in Grand Haven, MI, serving the municipalities of Grand Haven, Ferrysburg, Grand Haven Charter Township, Robinson Township and a portion of Port Sheldon Township. LDL's mission is to provide exceptional library services and resources to the public that increase knowledge, inspire imagination and strengthen the community. LDL is a non-profit, governmental organization.

OVERVIEW

Loutit District Library is looking to the future planning of the library facilities by moving their current Public Computing technology lab from down on the lower level to the upstairs Adult Services wing adjacent to the Information Desk. Information technology needs and electrical planning for this project are already being considered by third parties. Therefore, aesthetic and design elements are the focus of this proposal. As an additional consideration, the proposal seeks design visioning and planning for the remaining space on the lower level to provide future STEAM opportunities to our patrons.

A review committee will evaluate all proposals. Final approval of the project is at the discretion of the Library Board of Trustees.

LDL reserves the right to reject any or all proposals. If a proposal is accepted, the individuals and/or organization will be expected to enter into an agreement with LDL. The terms of this agreement will be determined based on the information provided in the proposal and any additional logistical considerations.

PROPOSAL REQUIREMENTS

Proposals must be submitted electronically to John Martin, Library Director at jmartin@loutitlibrary.org

All questions concerning this RFP must be submitted electronically. Telephone calls are not acceptable. A direct response will be returned to the prospective vendors and all registered prospective vendors.

The proposal should include:

1. Company information including full name of company/organization, telephone numbers(s), emails and website, and licensing information as appropriate.
2. Three (3) business references who have received similar services in the past.
3. Name, title and qualifications for staff member that would primarily be responsible for the design plan. If there will be more than one individual, additionally provide roles for each person.
4. Full breakdown of costs for the services provided.

EVALUATION CONSIDERATIONS

Unless otherwise specified, separated and noted, no information contained in the proposal will be considered to be proprietary or confidential. Moreover, neither the proposal in its entirety nor the costs for the project will be confidential. Any contract that arises from this proposal cannot be considered confidential. LDL is a public institution, funded through a tax millage; therefore, budget, expenditures and related information are subject to public disclosure.

TIMELINE

All accepted proposals will be initially reviewed by LDL Building and Grounds Committee with tentative board proposal and approval by June 2019.