

Black Earth Public Library
Request for Proposal for Architectural Service

October 18, 2022

Development of Initial Conceptual Design and Cost Estimates for Completed Project

The Black Earth Public Library (BEPL) board of trustees invites proposals from qualified architectural firms to develop the initial conceptual design and cost estimates for a library expansion project, with project parameters ranging from an expansion of the current location, the renovation of an existing building, or a new construction project.

BEPL opened in December 1990 and shares a building with the Village of Black Earth's municipal office and police department. The 2,560 square feet of dedicated library space was designed to house a collection of books and accommodate the workspace needs of two part-time employees. Our staff has since quintupled, our programming has increased exponentially, and the role of the public library in the community has shifted to encapsulate more than just books. BEPL now offers year-round programming for all ages, multimedia resources, computers, printing services, Wi-Fi access, and more.

Based on Wisconsin Department of Administration information, BEPL currently serves an estimated population of 2,142, including the village and surrounding towns. By 2042, the population is projected to increase to 3,700.

The original library was built primarily to store and display books. Our shelf space for books is fully utilized and has been for some time. Due to space constraints, BEPL is unable to provide many programs on-site. We share our only meeting space with all other municipal departments. Staff workspace is inadequate and cannot accommodate all staff.

The South Central Library System (SCLS), using well-established, empirical standards established by the Wisconsin Department of Public Instruction, has estimated the space needs for our service population. If BEPL were to provide the minimal amount of service for patrons, SCLS estimates a need for 6,121 square feet, approximately 3,500 sf more than the current 2,560. SCLS estimates indicated a current need for 11,645 square feet if BEPL were to expand services to include a 50-person meeting room, public-use study rooms and a dedicated story time room. By 2040, we would need 13,717 square feet to offer a dedicated meeting room, more public seating, a larger staff work space, and optimized special use spaces.

BEPL staff and board members recognize the current fiscal situation of our member municipalities. This proposal request is intended to develop a strong understanding of the costs, processes, benefits, and realities of a building/expansion project. The information will be used to

further define the scope of the project, provide information to the stakeholders, and organize fundraising efforts.

Scope of Services Required

The architectural firm will be responsible for:

1. Site identification and analysis
2. Feasibility study of fundraising capability
3. Initial conceptual design
4. Involve the community at this phase of the design process
5. Make revision to design based on input from all stakeholders
6. Initial cost estimates for the completed project, including a phased approach
7. Renderings, plans and elevations for marketing

Selection Criteria for Architectural Firms

1. Direct experience with library projects in the 10,000-15,000 square foot range, including renovation, new building, and addition experience.
2. Capability of personnel to conduct this project and carry out a building project.
3. Success in completing comparable conceptual design phases and library building projects on schedule.
4. Experience with “green” building design and LEED-certified staff.
5. Demonstrated ability to accurately estimate construction costs and to recommend creative, cost-saving measures.
6. Demonstrated ability to communicate effectively with library board, village board, library staff, the public, and any committees formed for this project.

Required Information From Interested Architectural 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/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. Reference (provide name, relationship to project, address, phone number)
 - f. Square footage
 - g. Completed and estimated costs (inclusive 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 18	Review of RFP by Library Board and authorization to send RFP to architectural firms
Week of October 24	Send RFP to architectural firms
December 2	RFP due
December 5 to December 16	Review of proposals
December 20	Library Board selects short list of firms
December 22	Short list of selected firms notified
Week of January 9	Interview short list of selected firms
January 17	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. Proposals should be sent to Bailey Anderson, Library Director, PO Box 346, Black Earth, WI 53515, no later than Friday, Dec. 2.

For more information, contact Anderson at 608-767-4905 or banderson@blackearthlibrary.org.

Black Earth Public Library Board of Trustees

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