



*101 South River Street
Aurora, IL 60506
630-264-4100*

AURORA PUBLIC LIBRARY REQUEST FOR QUALIFICATIONS FOR ARCHITECTURAL SERVICES

Aurora Public Library – Eola Road Branch
555 S. Eola Road, Aurora, IL
and
Aurora Public Library – West Branch
233 S. Constitution Drive, Aurora IL

Submission Due Date/Time:
January 20, 2020 at 10:00 a.m.

RFQ OVERVIEW

The Aurora Public Library is seeking statements of qualifications from interested architectural firms to provide professional services for interior renovations and redesigns of our two branches.

Contact Person: Kathleen Fennell, Senior Manager of Administration

Date of Issue: December 13, 2019

Submission Due Date: January 20, 2020

Submittals To: rfpinquiries@aurorapubliclibrary.org

Anticipated Contract Approval: March 25, 2020

Start of Work: April 2020

This RFQ and addenda are available on our website: www.aurorapubliclibrary.org/RFP-RFQ.

Any changes to the RFQ or addenda will be posted no later than January 10, 2020 at 1 p.m. CST. Firms are responsible for ensuring that they have the most current information regarding the RFQ.

All questions pertaining to the solicitation must be in writing and received by January 3, 2020 by 1 p.m. CST. Questions can be sent via email to rfpinquiries@aurorapubliclibrary.org.

The library is not liable for any costs incurred by any firm in connection with this RFQ. Expenses incurred by the responding firms are the sole responsibility of the firm and may not be charged to the library.

All proposals submitted shall be binding for 90 calendar days following due dates.

Please submit 10 copies to the Aurora Public Library, Attn: Kathleen Fennell, 101 S. River, Aurora IL 60506 and an electronic copy to rfpinquiries@aurorapubliclibrary.org.

AURORA PUBLIC LIBRARY: WHO WE ARE

With a population of 197,899, Aurora is the second largest city in Illinois, sitting just 41 miles west of Chicago. Aurora is accessible by rail on the BNSF Metra commuter line and by five interchanges on the Interstate 88 east/west tollway corridor. The city is bisected by the Fox River accompanied by the Fox River Trail, which intertwines with the more local Virgil Gilman Trail.

The Aurora Public Library is made up of the Richard and Gina Santori Public Library in the heart of downtown, the Eola Road Branch co-located with the Fox Valley Park District serving the east side, and the West Branch situated adjacent to Washington Middle School on the west side of Aurora. In addition, our active Outreach Services Department reaches students in six school districts and various community centers across four counties, including Kane, Kendall, DuPage, and Will. The Outreach Services Department includes our Bookmobile, and the library has been serving our community with bookmobiles since 1953. Aurora is also home to the Illinois Math and Science Academy (IMSA), a residential high school serving grades 10-12. Institutions of higher education include Aurora University and Waubesa Community College.

Aurora is diverse, with 42.9% of the population identifying as Hispanic or Latino, 37.1% non-Hispanic white, 10.3% African American, and 8.1% Asian. Similarly, languages besides English are common in Aurora, with nearly 70,000 Spanish-speakers, 1,900 Tagalog, and a significant Urdu speaking population of 1,318.

Median household income is \$66,540 in 2016, above the \$60,960 average household income across Illinois. The non-profit community and social services sector in Aurora actively support those experiencing challenging circumstances, economic or otherwise. Hesus House assists those struggling with homelessness, while Mutual Ground serves victims of domestic violence and sexual assault. Likewise, the Aurora Public Library operates as a warming and cooling center for severe weather situations, and collaborates with local agencies, such as the Fox Valley Habitat for Humanity, to provide programming and collection services that meet the complex information needs of our diverse population.

The library's strategic plan outlines goals related to school success, supporting immigrant communities, sparking creativity, and responding to the reading and programming interests of the community. Find our vision and strategic plan at www.aurorapubliclibrary.org/visionstrategicplan.

2018 Eola Road Branch Key Facts and Figures		2018 West Branch Key Facts and Figures	
Square Feet	34,000	Square Feet	20,000
Library Hours	3,353	Library Hours	2,655
Library Visitors	270,751	Library Visitors	88,309
Materials Circulated	664,222	Materials Circulated	142,643
Collection Size	155,000	Collection Size	92,000
Rooms Reserved	4,079	Rooms Reserved	1,422
Program Attendance	22,850	Program Attendance	5,653
Questions Answered	66,952	Questions Answered	16,529

RFQ PURPOSE

The purpose of the project is to create a master plan to renovate, redesign, and refresh both branches to better serve projected and existing services patterns. The plan will create a roadmap for a series of improvements and rearrangements to occur in phases in order to minimize service disruption.

The library board, staff, and the public will collaborate with the architect to envision flexible spaces that will best serve the community's current and future needs.

RFQ SCOPE OF WORK

Prepare a master plan, which would include planning, design, and cost estimates to address the current and future needs of the interior spaces of each branch.

AREAS OF FOCUS

Redesign public spaces to be more adaptable

Create more welcoming entrances

Add study rooms

Improve spaces for teens and kids

Create more functional and adaptable areas for public computing and technology

Rethink public service desks to improve customer interactions

Redesign staff spaces for improved workflow

Acoustical improvements

Meeting room enhancements

Public restroom renovation

EVALUATION CRITERIA

The selected firm will be chosen based on its apparent ability to meet the overall expectations of the library. The Aurora Public Library Board of Directors will determine which statement of qualifications best meets the library's needs. The following criteria will be applied in the selection process:

- Responsiveness and completeness of the Statement of Qualifications
- Experience and qualifications of architect and management team including demonstrated knowledge of master planning, management, evaluation skills, and experience
- 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
- Understanding of project objectives and scope; responsiveness to the specific goals identified in the strategic plan
- Ability of architect and management team to communicate and build consensus with board members, staff, and community residents
- Experience in public library planning and/or building projects
- Existing projects
- References and examples of completed consulting projects.
- Satisfaction of former clients with competency of architect and completed work.

- Overall project management

SELECTION PROCESS

The library will review and evaluate the written responses to the RFQ. The top ranked firms will be invited to participate in an interview. The specific interview schedule and format will be determined and announced later in the process.

The library will evaluate and rank the interviewing firms, check references of selected candidates, make the final selection, and negotiate a contract with the successful firm.

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 provisions of this request for qualifications.

SITE VISITS

Architects are encouraged to visit the branches to better understand the project and to familiarize themselves with the facilities.

Senior staff will be available at the following times to provide a brief tour of the branches and to answer questions about the proposed project and the library's current operations.

- Wednesday, December 18, 2019 from 1 to 3 p.m. at West Branch
- Friday, December 20, 2019 from 9 to 11 a.m. at Eola Road Branch

Please contact rfpinquiries@aurorapubliclibrary.org if you plan to attend one of these site visits. Other time slots are available by request.

RFQ SUBMISSIONS

Submit 10 printed copies to Aurora Public Library, Attn: Kathleen Fennell, 101 S. River St., Aurora, IL 60506 and an electronic copy to rfpinquiries@aurorapubliclibrary.org no later than January 20, 2020 by 10 a.m. CST.

Late submissions will not be accepted. Submissions will not be opened in public, and submission 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 not exceed 25 single-sided pages (not including the cover letter and resume), and should be organized as follows:

Introduction

1. Cover letter with name, address, email, phone and fax number, key contact person.
2. Statement of philosophy.
3. A concise written statement to demonstrate the firm's understanding of the project and scope of services being sought by the library.

4. Description of the general approach to the planning process and implementation of the project.
5. Proposed completion date and a timeline for the project.
6. What additional consultants would you propose to hire to supplement your firm's basic architectural services? Please provide their names and relevant experience.

Firm 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 the principals in your organization.
2. Describe the size and composition of your organization.
3. Identify and provide the resumes of the project manager, lead architect, and key personnel who would be assigned to this project, including an organizational chart.

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 to develop a master plan.
 - a. Name and address of client.
 - b. Name, telephone number, and email address of contact person.
 - c. Summary of project or plan, including year completed and cost.
 - d. Photographs of the projects.
2. Discuss your team's experience with master plans for public facilities such as libraries.

Other

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

ANTICIPATED TIMELINE

Item	Due Date
Issue date	December 13, 2019
Site visits	December 18, 2019 at West Branch December 20, 2019 at Eola Road Branch
Submissions due	January 20, 2020 by 10 a.m.
Firms selected for interview	Week of February 3, 2020
Interviews	Week of February 10, 2020
Selection of highest ranked firm	February 17, 2020
Contract completed	March 2, 2020
Board of Directors approves contract	March 25, 2020