



PRESQUE ISLE DISTRICT LIBRARY

## **Request for Proposal Facility Architectural Plan**

Presque Isle District Library is seeking proposals from responsive and qualified architectural/interior design planning consultants for the Interior Renovation Design Plan for the administrative/main library in Rogers City, Michigan.

The Library plans to explore expansion and modernization of its main library to accommodate evolving services, programs, facility, and technology needs of its patrons. This plan will be used to inform about capital improvements by creating up-to-date, comfortable, and inviting spaces for public and staff use.

The plan is to include a thorough redesign for best placement of the circulation desk, children/teen area(s), administrative offices, study area(s), expansion of collections, and better overall use of storage area(s). The plan must include cost estimates for maintenance issues, remodeling, and an expanded square footage of the library.

### **Background**

All management and control of the Library is vested in a Board of Trustees consisting of 7 (seven) Trustees. The Library District serves 14,332 residents in Presque Isle County and two contractual townships in Cheboygan: Forest and Waverly. The District currently consists of four buildings: Grand Lake, Posen, Rogers City, Rogers Theater and two leases: Millersburg and Onaway.

- Administration/Main Library: 181 E. Erie Street, Rogers City, MI 49779

### **Scope of Work**

Prepare an Interior Design and Architectural Plan to address the current needs of the Library by reviewing interior design utilization and the long-term maintenance of the library.

1. Conduct an interior design layout to determine optimal use of physical space to meet the Library's service and collection needs for the next twenty years.

### **Interior Design Services**

- Color palette development
- Lighting recommendations
- Space aesthetics
- Wayfinding improvements
- Replace carpet flooring throughout
- Replace some shelving
- Interior painting



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### Space Planning and Layout Redesign

- New furniture layouts
  - New Circulation desk and location
  - Improved traffic flow
  - Increased and dedicated spaces for children, teens, and adults
  - Quiet study areas
  - Meeting Rooms (2)
  - Collaboration areas
  - Friends of the Library Ongoing Used Book Sale
2. Provide an Architectural Plan with focus on distinct building systems including but not limited to:
- a) Utilizing library's existing floor plans to assist in the process. Please request a copy from the director.
  - b) Gather data from staff interviews.
  - c) Site includes facility, utilities and parking lot
  - d) Expansion renovation
  - e) Exterior Structure includes roofs, walls, window systems, exterior doors and structural components
  - f) Interior Structure includes walls, doors, floors and ceilings; specifically, carpeting and improved energy efficient low-density lighting.
  - g) Life/Fire Safety including fire protection
  - h) Heating, Ventilation, and Air Conditioning (HVAC)
  - i) Plumbing
  - j) Electrical, including backup power systems and uninterrupted power systems
  - k) ADA and code compliance

### Library Overview

Administrative/Main Library, Rogers City

#### Facility Description

- Total building size: 9,937 sq. ft.
- Floors: 1
- Year built or last renovated: 2002
- Average annual visitors: 55,000



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- Original Business: old A&P Grocery from mid 1950s
- Expanded area rough estimates: 54x15 = 810 sq. ft x 2
- New total square footage: 11,557 sq. ft.
- Key areas within the library:
  - Adult Collection area
  - Children's Area
  - Teen Space
  - Study area (rooms)
  - Board Meeting room
  - Community Room
  - Staff work areas
  - Circulation desk
  - Reference desk
  - Reading/lounge spaces
  - Friends of the Library Used Book Sale room

The library seeks to update these areas to better support **learning, collaboration, technology use, and community engagement.**

### Project Objectives

The project has several key objectives:

- Replace aging flooring materials
- Refresh interior aesthetics
- Improve lighting
- Improve comfort and usability for patrons
- Introduce durable library shelving and circulation desk
- Enhance accessibility and flexible use of space
- Provide options for improved layout and design

### Required Qualifications

Given the scope of the project, the Library is seeking a consultant experienced in providing the services outlined above. The consultant will have:

- In-depth knowledge of traditional, current and developing library services and resources.

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- Demonstrated knowledge of library operations, research, statistical analysis, and experience integrating findings in planning documents.
- Demonstrated professional experience and knowledge of design planning as a functionality in libraries.
- A proven track record in meeting deadlines and achieving positive results with other public library projects.

### **Evaluation Criteria**

A firm will be chosen on the basis of its ability to best meet the overall expectations of the Library. The Board will collectively determine which proposal will offer the greatest benefit. Factors relevant to the Board's decision-making include:

- A. Responsiveness and completeness of the proposal.
- B. Experience and Qualifications: Demonstrated knowledge of planning, management, and evaluation skills and experience in using them.
- C. Technical Quality and Methodology: Approach to organizing and managing the project, and ability to document information and recommendations in a clear written format.
- D. Understanding of the project's objectives and scope.
- E. Ability to Communicate: Ability to build consensus with staff & Board.
- F. Experience in public library planning and/or building projects.
- G. References: Examples of completed consulting projects. Satisfaction of former clients.
- H. Project Management: Overall ability to accomplish a project of this nature within the proposed time schedule, proposed budget.
- I. Fee Structure

### **Insurance Requirements**

The selected vendor must provide proof of:

- General Liability Insurance
- Workers' Compensation Insurance



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- Professional Liability Insurance (if design services are offered)

Certificates must be provided prior to contract execution.

### Selection Process

The Board will review and evaluate the proposal, as well as check references. The Board will select a firm, followed by negotiating a contract. In determining the best proposal, the Library Board may consider all factors including but not limited to the capacity and capability to perform the work in question; past experiences with references for comparable work; location of the firm; and the reasonableness of the fee for the type of work required.

The Library reserves the right to accept a proposal, reject any and all proposals at its sole discretion, and waive or modify any provisions of this RFP. Firms may be asked to interview with the Library Board to convey their ability to meet the outlined expectations.

The successful firm is expected to enter into a written contract with Presque Isle District Library. Approval of a final contract between the Library and firm, pursuant to this RFP, is subject to approval by the Library Board. The successful firm is expected to present the completed Interior Renovation Design Plan by November 24, 2026 to the Library Board of Trustees, either in person or online.

### Project Schedule

The anticipated project schedule is as follows:

<b>Milestone</b>	<b>Date</b>
RFP Issued	May 4, 2026
Deadline for Questions	June 4, 2026
Proposal Due Date	June 5, 2026
Vendor Selection	June 16, 2026
Contract Award	June 17, 2026
Project Start	TBD
Project Completion	TBD



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The library prefers to complete the work with minimal disruption to library services.

Vendors should propose a realistic timeline.

### **Submission**

Proposals are due no later than 4:00 pm on June 5, 2026. Proposals may be submitted in person, by mail, or by email as a PDF (files may not be password-protected or copy-protected) to:

Amber Alexander, Library Director

Presque Isle District Library

181 East Erie Street

Rogers City, MI 49779

[director@pidl.org](mailto:director@pidl.org)

1. Questions regarding this Request for Proposal should be directed to Amber Alexander, Library Director. Please contact her at [director@pidl.org](mailto:director@pidl.org) or 989.734.2477.
2. Any changes to the RFP will be posted on the Library's website no later than June 4, 2026. Firms are responsible for checking the Library's website to ensure accuracy and current information.
3. Non-mandatory pre-proposal informational meetings and site tours will be held to provide firms an opportunity to familiarize themselves with the facilities. Attendance is not a prerequisite for submitting a proposal, though firms who intend to submit a proposal are encouraged.
4. The Library is not liable for any costs incurred by any firm in connection with this RFP.
5. The Library District reserves the right to reject any or all proposals and to waive formalities in the best interest of the Library District. All proposals submitted shall be binding for 90 calendar days.
6. Submittals may be opened in a public forum
7. Fax proposals will not be accepted. It is the respondent's responsibility to ensure proposals are received by the deadline of June 5, 2026.



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8. Proposals received after the deadline will not be considered. All submissions will receive an acknowledgement within 48 hours.

### Proposals must include the following information:

#### Capacity to Perform Work

1. Cover letter noting the name, address, email, phone, website address, and key contact person.
2. Narrative on your understanding of the project and your approach.
4. Updated Architectural blueprint that includes expanded square footage and interior design layout.
5. Project timeline and completion date.
6. Resources at hand to perform the work.
7. Total fee including out-of-pocket expenses.
8. Outline of payment requirements.

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#### Personnel

1. Identify and provide the resumes of the project manager and key personnel who would be assigned to this project.
2. Additional consultants (third party) you propose to employ to supplement your firm's basic services. Please provide their names and relevant experience.

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### Experience and References

1. Identify and designate three to five completed public libraries or similar projects that the projects team have completed either individually or collectively within the past ten years, and which best represent the present skills of the project team to develop an Architectural Plan.

- a. Name and location of client.
- b. Name, telephone number, and email address of contact person.
- c. Summary of project or plan, including year completed and cost.

### Other

Discuss any additional qualities in which your firm should be considered by the Library.

### Conflict of Interest

If a potential conflict of interest may arise, describe the nature of the conflict and the proposed resolution of the conflict. Further, please describe whether the firm or any of its employees has any interest or relationship which might conflict with or compromise the expectations of the District in providing the services set forth in this Request for Proposal.

Please disclose any professional or personal financial interests which could be a possible conflict of interest in contracting to perform services for the Library.

### Reservation of Rights

- The Presque Isle District Library reserves the right to:
- Reject any or all proposals
- Waive minor irregularities
- Request additional information from vendors
- Modify project scope
- Cancel the RFP at any time