

Request for Proposals for Site Evaluation

Galesburg Public Library

January 27, 2009

The Board of Trustees of the Galesburg Public Library wishes to hire an architectural firm to evaluate the suitability of an available site for the construction of a new public library building. The site has an existing commercial structure that will need to be demolished.

The information in the report of the Architect hired to do this work will include at a minimum:

Note that the Board of Trustees will probably contract for the evaluation described in Section I before contracting to carry out the work in Sections II through V.

I. An examination of whether the site is large enough to accommodate the necessary library building and whether a functional building can be fitted on the site

This will include a verification of space for such City requirements as setbacks, off-street parking, height limitations, water detention, etc. The Architect will work with the City of Galesburg to be sure that all City requirements are known.

The examination will also verify any other legal limits on the use of the site and the removal of existing buildings, including historic preservation requirements.

In 2007, library building consultant Fred Schlipf completed a building program for the Library, and this program will be used to test the adequacy of the site. Copies of the program are available from the library on request. In outline form, the assignable spaces required include:

Lending Services	2,500
Adult Services	31,000
Children's Services	13,000
Meeting rooms	4,000
Central staff spaces	6,000
General storage	<u>3,000</u>
Total net assignable space	59,500
Estimated gross space	74,000 sf

In addition to testing the site for its ability to accommodate this 74,000 sf library, the architect will determine how much space is available for long-term expansion.

The architect will develop at least three massing studies testing how such spaces might be fitted into a structure on the proposed site. Specific requirements include:

1. Lending Services, meeting rooms, and gas equipment storage must be on the main floor of the library, as well as unassigned space for main restrooms, foyers, and receiving.
2. Adult Services and Children's Services must each be on a single floor.
3. No more than two floors of the library will house public services. Staff spaces, HVAC equipment, and general storage can be on a third floor if necessary, although a two-story structure is preferred.
4. There will be no required below-grade spaces.
5. There will be a minimum of 150 off-street parking spaces, and more if city codes require them.
6. Long-term expansion will assume that all public services remain on two floors.
7. Any limitations posed by gradients will be taken into account.

II. Cost estimates for site clearance

The architect's report will include an estimate of the cost of removing the abandoned grocery store currently located on the site.

As part of this estimate, the architect will provide an inspection for asbestos, lead-based paint, and any other materials that must be removed from the building prior to demolition. This inspection will be provided by a firm or firms licensed to perform this work in the State of Illinois. Included in the estimated cost of demolition will be any necessary abatement costs, including transport and proper disposal of residual debris.

III. Possible legal entanglements

The Architect will verify that there are no legal problems affecting the Library's use of the site.

In particular, the library needs to be assured that there are no problems with the deed to the site, including possible easements, liens, previous sale of mineral rights, existing public rights of way, or other impediments to the transfer of clear title.

The Architect will also verify that there are no local ordinances or regulations that will adversely affect the library's use of the site.

IV. Possible subsurface problems

The Architect or qualified engineers will perform onsite inspection and evaluate the site for the following:

1. Load-bearing characteristics of the soil on the site and the ability of this specific soil to support the weight of a library building. Soil borings will be used.
2. Locations of any utilities that cross the site. If the massing studies developed in Part I require the relocation of utilities, the Architect will provide a separate estimate of the cost of doing this work. The Library does not want utilities located under its new building.
3. Presence of buried rubble from previous structures. If rubble is located on the site, the report of the Architect will include the estimated cost of removing the rubble and restoring the site to buildable condition.
4. Presence of underground fuel storage tanks or other items, materials, or residues that may be expensive to remove.
5. Other possible underground features such as abandoned mines.
6. Other items as appropriate.

V Limitations on access

The Architect will review any limitations on access streets that may have implications for unsuccessful library function.

Minimum qualifications of the Architect required to do this work will include:

The architect selected will have a strong knowledge of library architecture, demonstrated by the siting, design and completion of a minimum of five public library buildings, within the last 10 years. These building projects will be either completely new construction or extensive expansion and remodeling of existing libraries.

The firm will have extensive previous work in the area of site evaluation, either by employees of the architectural firm or by specialists hired by the firm.

If your firm is interested in this work, please provide the library with the following information:

1. A description of your firm, including a list of at least five public library projects completed in the past ten years.
2. A list of key staff that will be involved and their resumes.
3. A list of the firms you plan to employ as consultants.
4. A current standard form 255, as submitted to the State of Illinois Capital Development Board (CDB) and a copy of your CDB-issued certificate. (Please note that ***this is not a CDB project***. The library is simply looking for comparable information.)
5. Information on how your firm develops costs for this type of work.

At its option, the Library may request on-site interviews with firms before making a final selection. Submissions and interviews are at the expense of the firm proposing to do the work.

Please note that this request for proposals is for the described site evaluation work only. The architect hired to do this work may or may not be the architect hired to design the new library building. At the time the Board of Trustees decides to design a new library, it will send out a more extensive RFP and hold formal interviews.

Information and submissions

Submissions of credentials are due to the Library no later than 3:00 p.m. on Thursday, March 12.

To arrange a visit to the site or the current library, or to ask any questions about this RFP, please contact

Ms. Pam Van Kirk, Director
Galesburg Public Library
40 East Simmons St.
Galesburg, IL, 61401-4591
309-343-6118
pam.vankirk@galesburglibrary.org.

Clarifying questions about the building program can be answered by Ms. Van Kirk or by the programmer:

Fred Schlipf
Library Building Consultant
PO Box 816
Urbana, IL 61803-0816
217-898-1393
fschlipf@illinois.edu

The Library reserves the right reject any or all proposals submitted in response to this RFP.