



## **Request for Qualifications and Statements of Interest**

Messenger Public Library of North Aurora is exploring ways to improve the facility for better operations while prioritizing accessibility. Key weaknesses and safety issues of the facility include sloped entrances proving difficult for patrons with mobility challenges, book drop operations with unfunctional design, and limited parking lot configuration and flow. Other identified needs exist such as improvements in the Circulation and Reference desks, reconfiguration of some internal areas for updated operations, and potential increases for additional study rooms, better-defined young adult spaces, storage spaces, and adaptations for technology usage including content creation.

The Library is interested in meeting with potential architects, construction firms specializing in libraries, and owner/representatives to assess the facility and explore options. There is not a proposed budget for the project as we recognize the need for more assessment, with project development, budget, and financing to be assessed along with building options and performed as funding becomes available. We are information-seeking at this stage of discussions.

If you are interested in being considered for this potential project or assessment, please provide us with the following information no later than August 30, 2024. Please allow at least one-month past submission for callbacks to meet with the Library Board, as 2 to 4 firms may be expected to be selected for interviews.

Information and tour requests should be sent to our Library Director, with email as the preferred contact method:

Shannon Halikias  
[shannon@messengerpl.org](mailto:shannon@messengerpl.org)  
113 Oak Street  
North Aurora, Illinois 60542  
(630) 801-2345

### **Site Visits:**

Shannon Halikias, Library Director, and interested Trustees allowed per OMA will be available for a group meeting and tour on:

- July 9<sup>th</sup> at 2:00 p.m.
- July 23 at 2:00 p.m.
- August meetings by appointment

Other firms not available for the selected dates may contact the Library Director at [shannon@messengerpl.org](mailto:shannon@messengerpl.org) to schedule an individual tour.

The Library is not responsible for any costs incurred by any firm in connection with this RFQ. Expenses incurred by the responding firms are the firm's sole responsibility and may not be charged to the Library. Selected firms will be offered modest compensation for additional work as detailed later in this RFQ.



### **MPL: Who We Are**

The Messenger Public Library is a beautiful Village library with prairie-inspired architecture and classic interiors serving the community of North Aurora, with an elected 7-member Board. Our building is 24,600 square feet with 4 study rooms and 5 total meeting rooms. The current location was built in 2003 and has undergone one expansion and renovation. We are vital to our community, with a full range of programming, resources, and services. More information, including library history, may be obtained by visiting [messengerpl.org](http://messengerpl.org).

We are satisfied with the overall tone and feel of our facility, and not seeking a significant change to the classical Library ambiance of our facility.

### **Submission Information should include:**

- 1. A description of your firm.** If all services mentioned in (2) are unavailable in-house, specify from whom they will be obtained. Please limit any lists of library projects to **completed** projects involving new construction or substantial expansion and remodeling. Please do not list feasibility studies, preliminary concepts, schematic designs for unbuilt structures, minor remodeling, etc.
- 2. Your firm's experience or affiliations in the following specialties.** Site planning, architectural design, civil engineering, structural engineering, electrical engineering, mechanical engineering, acoustic engineering, interior design, furnishings, estimating, etc. Applicable experience may be listed.
- 3. Your firm's experience in space planning** or building space assessments with improvement planning.
- 4. Your firm's experience or partnerships** in assisting a library with financial planning, funding, and the process appropriate to bringing a project to fruition. Please detail any experiences with partnerships in obtaining grant funding for capital improvements. Statements concerning budget philosophy may be a consideration of importance.

3. **A resume for the staff member you propose as lead architect or project architect, or owner's representative, including that person's public library design experience and *library construction projects*, either new construction or major expansion and remodeling, for which that person was also project architect. This is an extremely important part of your list of qualifications as receptiveness, understanding of public library operations, and demonstration of collaborative thinking is a priority.**
4. **Other *completed* library projects that you wish to list.**

Please focus on completed projects for other libraries and ***do not include any proposed designs for the Messenger Public Library.***

The Library Board of Trustees plans to interview firms in person, with potential August dates pending Board scheduling. At that time, compensation for time and materials needed to produce designs, plans, ideas, and schematics will be discussed.

The Library Board and Director will evaluate and rank the interviewing firms, check references of selected candidates, make final decisions, and negotiate a potential contract with a selected firm should the Board wish to move forward.

#### **Submissions and Initial Schedule:**

- Release and Publication of RFQ: June 20, 2024
- Tour dates set as above
- RFQ Responses due: August 30, 2024 by 4:00 p.m.
- The Library Board reviews submissions in September meeting
- Board action on decisions to interview firms on pending Board review.

#### **Information:**

1. All submissions should contain (10) printed copies and one electronic copy no later than August 30, 2024, at 4:30 p.m.
2. Late submissions will not be accepted.
3. Submission information will be kept confidential until a decision has been reached for interviews.
4. All submissions will receive an acknowledgment.

#### **Other:**

You may provide other pertinent information that you feel makes you qualified for the proposed process, including a statement of the general approach to the planning and implementation of any project.

Messenger Public Library acknowledges the time and effort necessary to participate in any project consideration.

