

**The Board of Library Trustees of
Ela Area Public Library District
Lake County, Illinois**

**Request for Qualifications for Construction Management Services
Library Interior Renovation Project
275 Mohawk Trail
Lake Zurich, IL 60047**

The Board of Library Trustees of the Ela Area Public Library District ("Ela Area Library") is soliciting qualifications from professional firms to provide construction management services for an interior renovation project at the Ela Area Library's facility located at 275 Mohawk Trail, Lake Zurich, Illinois.

Consideration will be limited to firms which have demonstrated successful experience in the provision of construction management services of a similar scope for a public library or other public sector owner and are encouraged to apply.

Project Description

The Ela Area Library intends to complete an extensive interior renovation of the Library's staff areas, including the following:

- Complete demolition and renovation of the Library's existing office and cubicle configuration;
- Construction of a new board room on the Library's second floor;
- Reconfiguration of the Library's sorter intake;
- Installation of a Green Roof on a portion of the Library's building.

The preliminary estimate of the cost of the Interior Renovation Project is \$3,500,000. Preliminary plans showing the interior renovations are included with this RFQ as Exhibit A. The library will remain open during construction. The Construction Manager will be required to work closely with the owner/library personnel to develop and maintain a workable schedule to minimize public inconvenience during construction.

Scope of Service

The Construction Manager selected will work in cooperation with the Ela Area Library's Architect to realize the goals of the library in an expeditious and economical manner. Construction Manager services shall include but are not limited to:

- Pre-Construction: Establishment and review of project cost estimate for the duration of the design process and final verification prior to bid. The CM will also be responsible for establishing and maintaining the master project schedule throughout the project.

- Bidding: Preparation and coordination of the bid documents and manuals, public bid announcement and pre bid walk through; obtaining and opening bids along with recommendation of award in a manner consistent with requirements for public libraries under applicable statutes; and obtaining all required permits with the Village of Lake Zurich.
- Construction: On site supervision and project management including scheduling, coordination and quality control, scheduling and coordination of bi-weekly construction meetings with owner/architect, obtaining all required inspections with the Village of Lake Zurich, coordination of all shop drawings and material submittals between architect and contractors, submittal and management of all payment applications including all lien waivers, change orders, etc., final punch list and project close out including all manuals and documentation.
- The Ela Area Library intends for the construction manager to act as the Library's adviser through the construction process, not as the constructor.

Expected Schedule

RFQ issued	January 7, 2022
RFQ proposals received	January 28, 2022
CM Interviews at Library	February 1-11, 2022
Final interview(s)/Board approval	February 15, 2022
Project construction Start (Tentative)	October, 2022
Project Completion (Tentative)	March, 2023

Submittal Requirements/Statement of Qualifications

Submittals containing the information described below should be mailed or delivered to:

Ela Area Public Library
Attn: Lauren Rosenthal, Executive Director
Construction Manager - RFQ
275 Mohawk Trail, Lake Zurich, IL 60047

OR Emailed to BusinessOffice@eapl.org.

**RFQ RESPONSES are due no later than 12:00pm (noon) on
Friday, January 28, 2022**

Faxed proposals will not be accepted.

Please contact Tiffany Nash, Product Architecture + Design at 773-398-7286, tnash@product-architects.com, with any additional questions regarding the renovation project.

Proposals will be taken under advisement and reviewed by the library staff following the submittal deadline. There will be no public opening or review RFQ submissions.

RFQ Responses must include the following:

1. Information about the Firm
 - Firm name, address and telephone number
 - Primary contact name with email and telephone number
 - Brief history of the Firm
 - Information about workload and availability
2. Qualifications of the individual(s) who will work on the renovation project
 - Identify and provide resumes for the person(s) who will be assigned to this project and describe their respective roles and responsibilities and should also be present if selected for the interviews:
 - Project Manager
 - On-Site Superintendent
 - Include a list and brief description of at least three (3) similar projects completed in the last six (6) years by the person(s) who will work on this renovation project (public library projects preferred), including owner's name and address, project delivery method, size, cost, year completed and contact information for the person(s) who can be contacted regarding their performance on the completed project, with the most relevant project listed first.
3. Representative projects
 - Discuss your Firm's experience with completing similar projects to that proposed by the Ela Area Library on-time and within budget as the Construction Manager.
 - Provide a list of similar projects completed as a Construction Manager within the past 5 years.
4. Project Approach
 - Briefly describe your Firm's experience and knowledge of the Construction Manager's role in a project similar that of the Ela Area Library's renovation project.
 - Describe your understanding of the Ela Area Public Library project and how your services would contribute to it. State your method of project delivery and reasons that make that method the most suitable approach for this library project.

Selection Process

1. Submittal Requirements/Statement of Qualifications. The library staff will review and evaluate materials submitted prior to the deadline.
2. Selection. The library will shortlist firms for interviews and selected candidate(s) will be recommended to the Board of Trustees for final candidate evaluation. The staff will consider the responsiveness of the materials submitted, qualifications, ability of professional personnel, past record and experience, performance data, ability to meet time and budgetary requirements, workload, availability, and other factors deemed relevant by the Board.
3. Acceptance/Rejection of Proposals. The Board of Library Trustees reserves the right to reject any or all proposals. The Board of Library Trustees reserves the right to select a Construction Manager in the best interest of the library and at the sole discretion of the Board.

EXHIBIT A

Preliminary Renovation Plans

4854-6970-9832, v. 1

Attachment A:
Ela Area Public Library District
DRAFT Remodel Plans

BACKGROUND INFORMATION:

The attached draft plans for a remodel of (primarily) staff areas have been in the works since 2018. The architecture firm of “product architecture + design” has drafted many plans, and the ones being shared have been created with input from all staff. We believe these will solve many current problems.

The Library’s staff areas have not been updated since the Library was built 20 years ago. The primary drivers for a redesign are:

1. The 20-year-old office configuration has not kept up with departmental changes, resulting in some department heads’ offices being distant from their staff’s desk spaces / cubicles (in some cases, department heads’ offices are not even on the same floor as their staff’s spaces). This is a roadblock to team building and supervision. In the updated configuration attached, all department heads are located with their teams.
2. The Board Room is under-utilized, plus its lack of accessibility makes attending board meetings seem unwelcoming to members of the public. In the updated configuration, the Board Room is on the 2nd floor, available immediately upon exiting the elevator. The Board Room will be available for booking by members of the public when not in use for Board functions.
3. The location of the sorter intake has never been intuitive, located in the corridor and not visible when patrons enter the building. In the updated configuration, the sorter return slots are clearly visible from the entrance.
4. Not all supervisors have private offices to meet with their staff for confidential conversations such as performance evaluations. In the updated configuration, there are three “unassigned” offices for supervisors to conduct meetings, or small teams to meet.
5. The Children’s Department office is overcrowded, plus the current location of the Children’s service desk does not provide good sight lines for patrons entering the department. In the updated configuration, the back office is expanded, and the service desk is positioned further north with a good view of patrons as they travel through. Also, as CDs and DVDs continue to decline in circulation, a portion of that space will be changed to an additional meeting room available for booking by members of the public.
6. The area above the Children’s storytime rooms – the roof on the far west side of the building – is a perfect location for a green roof which can provide reduced heating and cooling costs as well as improved stormwater management.

Preliminary costs have been compiled for the project, which is estimated at just under \$3,500,000. While this number is high, a good portion of it has been accounted for already in the Facility Plan: approximately \$1,100,000 has already been set aside in the Special Reserve fund for regular replacement.

The current facility plan requires \$7,056,183 in capital funds for maintenance and repairs through 2036, and an updated special reserve fund plan ordinance with target accumulations of \$5,000,000 was passed in FY2021. At the end of FY2021 there was approximately \$5,200,000 in the Special Reserve fund, with no major capital projects planned in FY2022. The roof is planned for replacement in 2027 with an estimated replacement cost of \$1,000,000.



- ADMINISTRATION
- BOARD ROOM
- CIRCULATION
- TECHNICAL SERVICES
- OUTREACH
- POPULAR MATERIALS/ DIGITAL SERVICES
- INFORMATION TECHNOLOGY
- REFERENCE
- PUBLIC INFORMATION/ GRAPHICS
- COMMON SPACES
- NOT IN PROJECT

ELA AREA LIBRARY

FIRST FLOOR EXISTING PLAN

11.4.21

product architecture + design



- ADMINISTRATION
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ELA AREA LIBRARY

FIRST FLOOR PROPOSED PLAN

11.4.21

product architecture + design

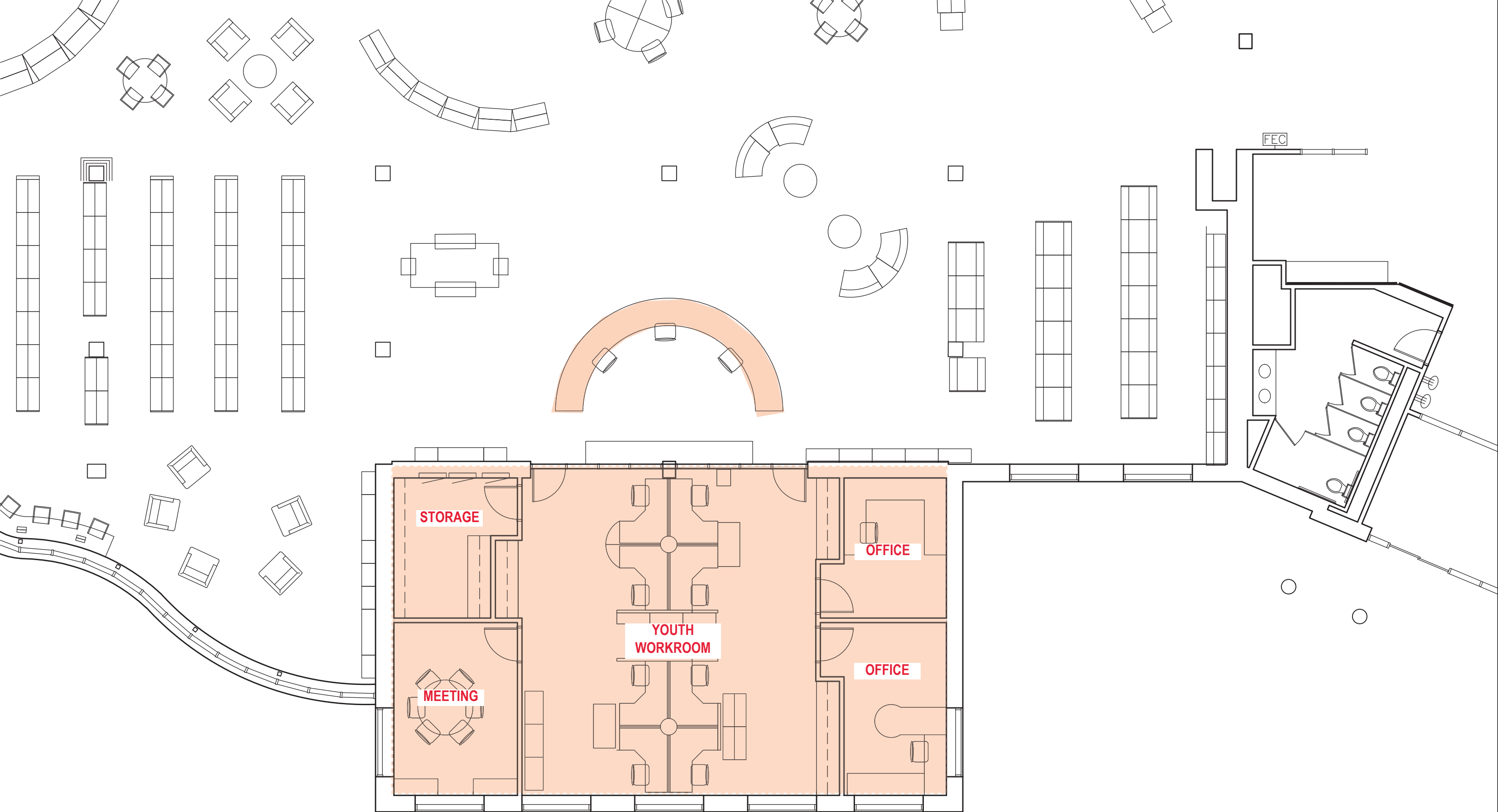


ELA AREA LIBRARY

SECOND FLOOR EXISTING PLAN

11.4.21



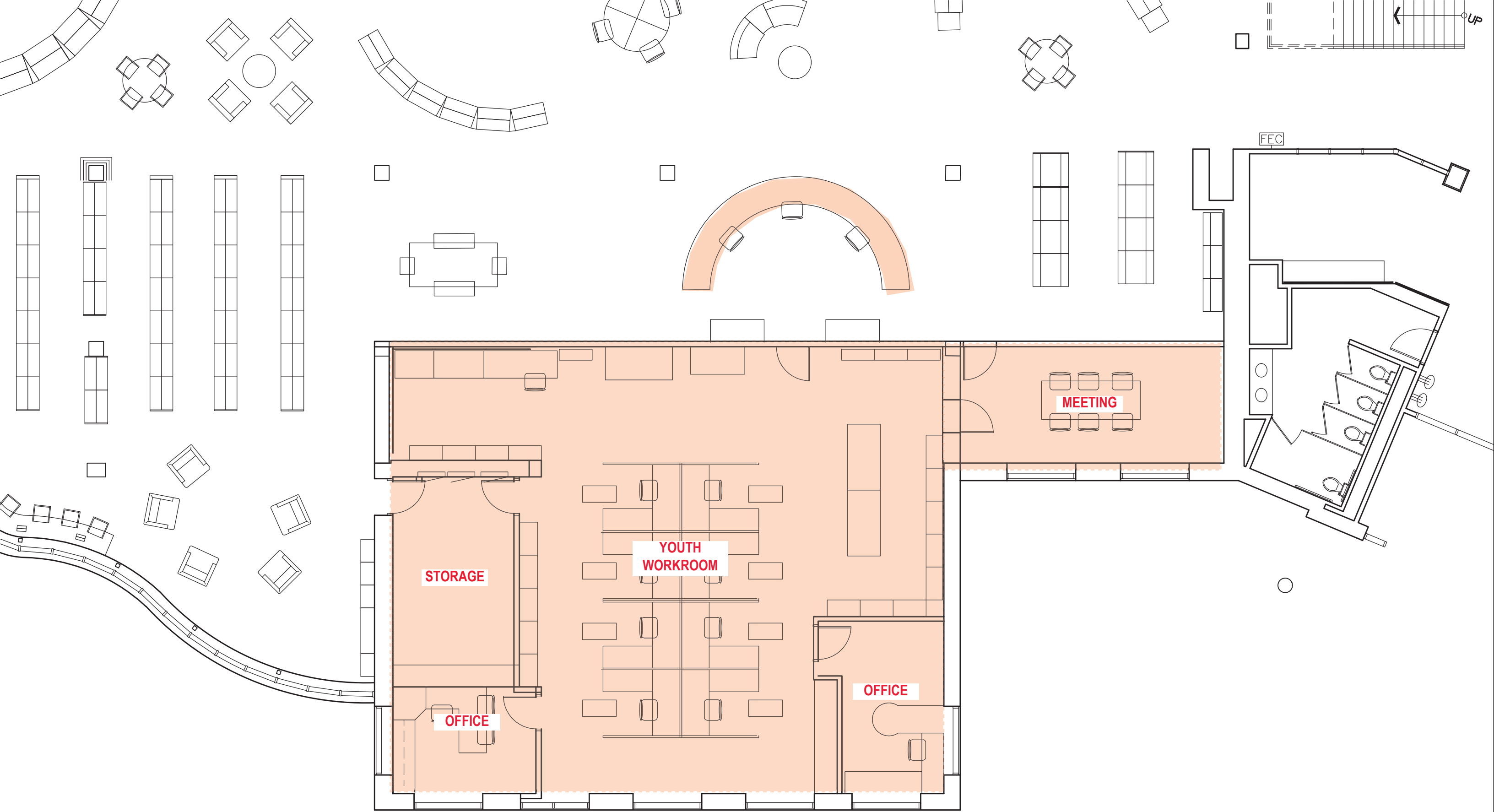


ELA AREA LIBRARY

YOUTH WORKROOM EXISTING PLAN

11.4.21

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ELA AREA LIBRARY
YOUTH WORKROOM PROPOSED PLAN

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