ABOUT THE LIBRARY

As the busiest library in the South Central Library System and a cornerstone of the community, Middleton Public Library has worn out and outgrown its current space of 32,000 square feet. Therefore, it is the intent of the Middleton Public Library Board of Trustees to establish a contract for interior design services and concept plan to update the current library space. Long-term plans for library building expansion or other major capital projects are expected to be included in the forthcoming scope of work for the City of Middleton Downtown Civic Campus, and are not part of this project.

MISSION STATEMENT

“The mission of the Middleton Public Library is to make a positive difference in the quality of life in our community.”

We will accomplish our mission by…

• Offering a safe and welcoming environment in an aesthetically pleasing and conveniently organized facility;
• Supplying free and open access to information and diverse ideas, while protecting the privacy of library patrons;
• Meeting the educational, informational, and recreational needs of the community through information collections, resources, programming and outreach; and
• Providing highly competent library staffs to assist, guide, and instruct the public in the use of library resources and information gathering.

PROJECT SCOPE OF WORK/ OVERVIEW

The scope of work to be performed includes the following:

1. Utilize human-centered design approaches to work with identified archetypes of “Caregiver, Every-person | Revolutionary, Explorer” in determining concepts.
2. Analyze the existing building’s floor plans for maximizing current space. Areas for improvement include and are not limited to:
   a. Display and promotional spaces
b. Meeting/ storytime/ study /quiet reading rooms

c. All seating areas
d. All public service desks

4. Analyze and find solutions for signage and wayfinding throughout the building.

5. Develop a project cost estimate and timeline.

PROPOSAL REQUIREMENTS

Provide a compilation of the findings and recommendations. Firms interested in providing such services are asked to submit a proposal including:

- Description of the qualifications that substantiate your ability to provide such services. Please demonstrate through the submission of portfolio samples, including assignment and/or speculative projects that demonstrate technical and creative execution, particularly for similar projects. Share the full scope of the various services your firm provides.

- Identification of the personnel assigned to the project with pertinent information on their qualifications, previous experience dealing with library space utilization, understanding of library trends and 21st Century Library concepts. Please demonstrate your business experience, staff skills and experience, clients serviced, projects of note, technical skills, project management methodology, and ability to meet milestones.

- Outline of approach to the project plus anticipated time frame to complete.

- Fee schedule/ comprehensive pricing and/or rate sheet for all potential services you might provide under this RFP agreement. Include all subcontractor costs.

- Provide three client recommendations.

- Any other information deemed to be pertinent to the services sought by the City of Middleton.

An electronic version of the proposal should be submitted to: Library Director Jocelyne Sansing, Middleton Public Library 7425 Hubbard Avenue, Middleton, WI 53562, at jsansing@midlibrary.org, no later than Sunday March 11th 2018, 8pm. All questions should be directed to the Library Director.

CONTRACT TERMS

The Middleton Public Library will negotiate contract terms upon selection. All contracts are subject to review by the Library’s legal counsel, and a project will be awarded upon signing of an agreement or contract, which outlines terms, scope, budget, and other necessary items. The Library Board reserves the right to accept, or reject, any or all proposals as deemed to be in the best interest of the Middleton Public Library, and to waive all minor irregularities in the proposal process.