

Return by December 16, 2019

To: Board of Trustees  
% Administration, 3<sup>rd</sup> Floor  
Milwaukee Public Library  
814 West Wisconsin Avenue  
Milwaukee, Wisconsin 53233

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**Milwaukee Public Library  
Community Room 1 Project**  
*(Rotary Club of Milwaukee Community Room)*  
**Request for Qualifications  
For Architectural and Design Services**

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The Board of Trustees, Milwaukee Public Library (MPL) is seeking qualified firms for the design and construction management of a project that will update Community Room 1 at the Central Library. Firms will be evaluated based on their experience with innovative and interactive spaces design, professional capability of firm and staff, and ability to meet project goals, timelines.

**REQUESTS FOR CLARIFICATION ON THE RFQ:**

Prospective proposers shall direct all inquiries/questions by email only to the RFQ Coordinator:

Name: Jennifer Meyer-Stearns      Email: [jrmeyer@milwaukee.gov](mailto:jrmeyer@milwaukee.gov)

Any questions regarding this Request for Proposals must be received by 12:00 p.m. on December 6, 2019.

All submittals must be delivered by hand to Board of Trustees, % Administration, 3<sup>rd</sup> Floor, Milwaukee Public Library, 814 West Wisconsin Avenue, Milwaukee, Wisconsin 53233

The highest ranked firms will be invited to make a presentation to the Library Board. The final contract will be negotiated with the selected architectural firm.

**Project: Milwaukee Public Library – Community Room 1 Design and Construction**

- I. The undersigned hereby declares that this firm is interested in furnishing services for the Milwaukee Public Library on the designated project. To be signed by person authorized to legally bind firm to proposal.

\_\_\_\_\_  
Name (Print or Type)

\_\_\_\_\_  
Title (Print or Type)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Name of Firm \_\_\_\_\_

Address \_\_\_\_\_

City/State \_\_\_\_\_

Telephone No.: \_\_\_\_\_ Fax No. \_\_\_\_\_

Email Address: \_\_\_\_\_

Indicate Organization Status (Partnership, Corporation, Etc.)

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## II. General Information

The Central Library opened in 1898. The last major renovation was completed in 2001. It is listed on the National Register of Historic Places and enjoys over 800,000 visits annually. Since that time, technology and the growing entrepreneurial economy has dramatically changed the way people use our library meeting spaces. In addition to MPL staff driven programming, various community groups, non-profits, businesses, entrepreneurs, and national organizations use MPL's free spaces for their meetings and events. MPL is seeking proposals for design services that will balance our significant historic structure with future facing technologies and evolving community interests.

All new MPL Branch libraries incorporate innovative and interactive community spaces into their design, creating spaces that are flexible and can be set up in dozens of different ways to serve various audiences, meeting types, and community activities. Leveraging the success and "brand" impact of MPL's other updated public meeting rooms, the new Community Room 1 design will include flexible furnishings to create co-working spaces for students and entrepreneurs, as well support as our larger engagement events where thousands of people are coming to experience Central Library in new and exciting ways.

MPL general programming will also be offered for youth and adults in a variety of classes and workshops that may feature STEAM learning, certification and job training, internships, computer classes, tutoring, citizenship classes, digital literacy, small business support, industry skill-shares, coding classes, and facilitated community conversations.

The goal for this project is to create a design that can be constructed in several phases starting with the interior meeting room. Technology, flexible furnishings, and possibly a food service area would support making this an extremely popular meeting space. The project must incorporate and support audiovisual, wireless technologies, teleconferencing, and demonstrate a commitment to inclusion and accessibility needs. Future design phases should incorporate a vision for the courtyard adjacent to the current community room.

The selected firm will be expected to provide design and specification services for interior build-out, any mechanical and security systems, furniture, shelving, signage, and equipment. The design and technology of the space should highlight how it will drive a community gathering and learning space that immerses and engages MPL's various audiences that will be flexible to the multiple audiences that utilize MPL as a place where patrons come to read, learn and connect.

The tentative schedule is to finalize design and begin "phase 1" interior build-out by April 1, 2020 and open the reimagined space by June 15, 2020.

## III. Instructions for Preparation of Responses

Interested firms must provide all of the following information in numbered order to be considered. Responses shall be limited to 15 single sided pages. A letter of introduction, signature page, table of contents, section dividers, detailed resumes and sample work products (photographs or drawings) are not included in this limit.

1. Specify Principals of firm. Include names, titles, and any degrees obtained.
2. Submit timeline and project plan for all deliverables and reviews
3. List the key individuals who will be the architect/designer and project manager. Describe his or her relevant qualifications and experience and length of time with firm.
4. List other associates that would be involved in this project, including relevant qualifications and experience.

Central Library Community Room 1 Project  
RFQ-Declaration of Interest

5. If you would engage the services of any other consultants or specialists please provide information on the firm's qualifications and experience.
6. Describe direct experience with incorporating engagement strategies and technology into community or business space design.
7. List five relevant projects based on the General Information above, completed or in progress. Include the project name, owner and location; scope of services; year of completion; project budget and final cost; name and role of firm member assigned to the project; and names of any sub-consultants.
8. Provide four client references for projects completed in the last five years. Include name, email address and telephone number for each contact.
9. Describe your proposed approach to managing the project expertly and efficiently, including your team participation. Describe what approach you take to integrating the design and construction process. Describe what you do to verify quality of work and mitigate problems.
10. Describe your fee structure (percentage of project, lump sum, etc.), including a definition of basic and additional services. Indicate how you would address program review, conceptual design, reviewing/revising construction cost estimates and construction management.
11. Identify SBE firm(s) that will be involved in this project.
12. Prepare and submit all forms and affidavits.