

Request for Proposal Facility Master Plan

Petoskey District Library is seeking proposals from responsive and capable architectural/space planning consultants for the development of a Master Plan addressing library needs for the next 20 years. The purpose of this Master Plan is to aid future decisions about the design and function of the library so that over time we may equitably and effectively serve the community.

The Library wants to explore modernization of its facilities to assure the ability to accommodate evolving services, programs, facility, and technology needs of its patrons. This plan will be used to inform capital improvements creating up-to-date, comfortable, inviting spaces for public and private use. These spaces are for reading, studying, working, playing, and coming together collaboratively.

The plan is to include a thorough study of space utilization, identify long-term maintenance issues and capital improvements, and must include cost estimates for maintenance issues, remodeling, and possible expansion of the library.

Background

All management and control of the Library is vested in a Board of Trustees consisting of 6 Trustees; 5 Petoskey residents appointed by the Mayor and 1 teen representative appointed by the Board of Trustees. The Library District serves 20,057 residents in 5 municipalities: City of Petoskey and the Townships of Bear Creek, Little Traverse, Resort, & Springvale. The District currently consists of two buildings, both located in downtown Petoskey:

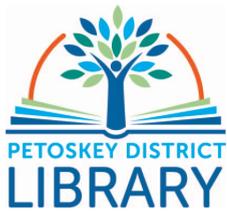
- Main Library: 500 E Mitchell St, Petoskey MI 49770
- Carnegie Building: 451 E Mitchell St, Petoskey MI 49770

The Carnegie Building is utilized for larger programs and events and for public meeting space.

Scope of Work

Prepare a Space Utilization Study and a Master Plan to address the current and future needs of the Library reviewing space utilization, long term maintenance issues, and capital improvements to serve the Library for the next 20 years.

1. Conduct a space utilization study to determine optimal use of physical space to meet the Library's service and collection needs for the next 20 years. Analysis should include layout, furniture, fixtures, and equipment.
 - a. Utilize library's existing floor plans to assist in the process.
 - b. Gather data from strategic planning documentation and staff interviews.



Request for Proposal Facility Master Plan

2. Provide a Master Plan with focus on distinct building systems including but not limited to:
 - a. Utilize the library's existing capital improvement plans and floor plans to help navigate the process. If needed to submit proposal, please request a copy from the director.
 - b. Site includes: grounds, utilities and paving systems
 - c. Exterior Structure includes roofs, walls, window systems, exterior doors and structural components
 - d. Interior Structure includes walls, doors, floors and ceilings
 - e. Life/Fire Safety including fire protection
 - f. Heating, Ventilation, and Air Conditioning
 - g. Plumbing
 - h. Electrical, including backup power systems and uninterrupted power systems
 - i. ADA and code compliance

Required Qualifications

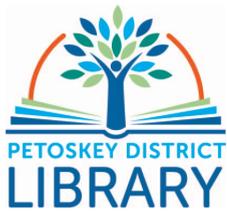
Given the scope of the project, the Library is seeking a consultant experienced in providing the services outlined above. The consultant will have:

- In-depth knowledge of traditional, current and developing library services and resources.
- A clear sense of where new technologies are headed and their potential applications in a library setting.
- An ability to work with diverse groups of people representing varied points of view.
- Demonstrated knowledge of library operations, research, statistical analysis, and experience integrating findings in planning documents.
- Demonstrated professional experience and knowledge of space planning as a functionality in libraries.
- A proven track record in meeting deadlines and achieving positive results with other public library projects.

Evaluation Criteria

A firm will be chosen on the basis of its ability to best meet the overall expectations of the Library. The Board will be the judge of which proposal will offer the greatest benefit. Factors relevant to the Board's evaluation include:

- A. Responsiveness and completeness of the proposal.
- B. Experience and Qualifications: Demonstrated knowledge of planning, management, and evaluation skills and experience in using them.



Request for Proposal Facility Master Plan

- C. Technical Quality and Methodology: Approach to organizing and managing the project, and ability to document information and recommendations in a clear written format.
- D. Understanding of the project's objectives and scope.
- E. Ability to Communicate: Ability to build consensus with staff & Board.
- F. Experience in public library planning and/or building projects.
- G. References: Examples of completed consulting projects. Satisfaction of former clients.
- H. Project Management: Overall ability to accomplish a project of this nature within the proposed time schedule.
- I. Fee Structure

Selection Process

The Board will review and evaluate the proposal, as well as check references. The Board will select a firm, followed by negotiating a contract. In determining the best Proposal, the Library Board may consider all factors including but not limited to the capacity and capability to perform the work in question; past experiences with references for comparable work; location of the firm; and the reasonableness of the fee for the type of work required.

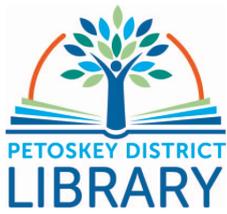
The Library reserves the right to accept a proposal, reject any and all proposals at its sole discretion, and waive or modify any provisions of this RFP. Firms may be asked to interview with the Library Board to convey their ability to meet the outlined expectations.

The successful firm is expected to enter into a written contract with Petoskey District Library. Approval of a final contract between the Library and firm, pursuant to this RFP, is subject to approval by the Library Board. The successful firm would be expected to present the completed study by November 24, 2026 to the Library Board of Trustees, either in person or online.

Submission

Proposals are due no later than 4:00 pm on April 6, 2026. Proposals may be submitted in person, by mail, or by email as a PDF (files may not be password-protected or copy-protected) to:

Valerie Meyerson, Library Director
Petoskey District Library
500 E Mitchell St
Petoskey MI 149770
vmeyerson@petoskey.library.org



Request for Proposal Facility Master Plan

1. Questions regarding this Request for Proposal should be directed to Val Meyerson, Library Director. Please contact Ms. Meyerson at vmeyerson@petoskeylibrary.org or 231.758.3120.
2. Any changes to the RFP will be posted on the Library's website no later than March 18, 2026. Firms are responsible for checking the Library's website to ensure accuracy and most up to date information.
3. Non-mandatory pre-proposal informational meetings and site tours will be held to provide firms an opportunity to familiarize themselves with the facilities. Attendance is not a prerequisite for submitting a proposal, though firms who intend to submit a proposal are encouraged.
4. The Library is not liable for any costs incurred by any firm in connection with this RFP.
5. The Library District reserves the right to reject any or all proposals and to waive formalities in the best interest of the Library District. All proposals submitted shall be binding for 90 calendar days.
6. Submittals may be opened in a public forum
7. Fax proposals will not be accepted. It is the respondent's responsibility to ensure proposals are received by the deadline.
8. Proposals received after the deadline will not be considered. All submissions will receive an acknowledgement within 48 hours.

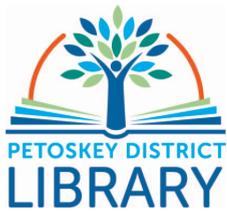
Proposals must include the following information:

Capacity to Perform Work

1. Cover letter noting the name, address, email, phone, website address, key contact person.
2. Narrative on your understanding of the project and your approach.
3. Work plan detailing the main elements of your work, including the Space Utilization Study and Master Plan
4. Timeline for project and completion date.
5. Resources at hand to perform the work.
6. Total fee including out-of-pocket expenses.
7. Outline of payment requirements.

Personnel

1. Identify and provide the resumes of the project manager and key personnel who would be assigned to this project.
2. Additional consultants you propose to hire to supplement your firm's basic services. Please provide their names and relevant experience.



Request for Proposal Facility Master Plan

Experience and References

1. Identify and designate three to five completed public library or similar projects that the project team members have done individually or collectively within the past ten years and which best represent the present skills of the project team members to develop a Master Plan.
 - a. Name and location of client.
 - b. Name, telephone number, and email address of contact person.
 - c. Summary of project or plan, including year completed and cost.

Other

Discuss any other firm characteristics which your firm believes should be considered by the Library.

Conflict of Interest

If the proposer believes that a conflict of interest may arise, describe the nature of the conflict and the proposed resolution of the conflict. Further, please describe whether the firm or any of its employees has any interests or relationships which might conflict with or compromise the expectations of the Library District in providing the services set forth in this Request for Proposal.

Financial Interest

Please disclose any professional or personal financial interests which could be a possible conflict of interest in contracting to perform services for the Library.