



## REQUEST FOR QUALIFICATIONS Outdoor Library Space Project

Date: May 1, 2024

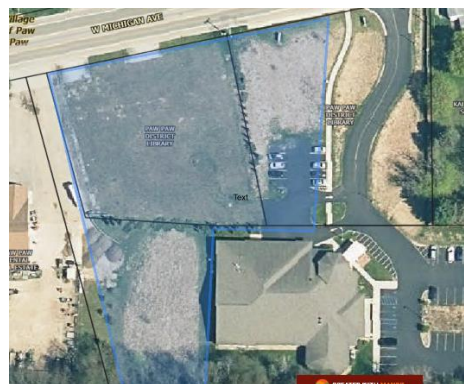
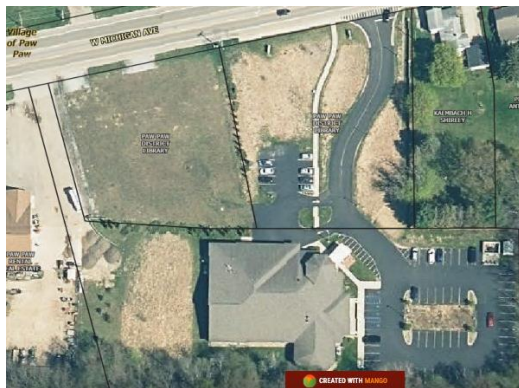
Proposals Due: June 3, 2024

### Project Summary

Paw Paw District Library is seeking Statements of Interest and Qualifications from qualified firms to provide landscape architectural services to design, plan, and manage the development of an outdoor library space.

### Background

The Library serves the 14,000 residents of the Paw Paw Public School District. It is governed by a seven-member Board of Trustees, operated by a staff of seventeen individuals (10 FTE), and has an annual operating budget of \$1,000,000. Last year, the Library circulated 82,000 items and hosted 347 programs, drawing a total attendance of 8,508. New in 2013, the Library's LEED certified building is 16,398 square feet. Currently, the Library's grounds feature a rain garden, cultivated prairie, turf grass, two parking lots, and a recently acquired undeveloped .8-acre lot.



The Library's strategic plan includes a goal to develop dynamic outdoor spaces for group activities, connection to nature, and quiet reflection. The Library Board has determined that the project should involve the community in the design process, be achievable without a bond measure, and be consistent with the Library's reputation for sustainability and fiscal responsibility. The Library Board recognizes that these priorities might require a multi-year phased plan.

## **Scope of Work**

The scope of work includes:

- Review existing documentation
- Meet with the Library Board to establish project objectives, budget, and tour site
- Organize design charrettes that involve key library stakeholders and community members
- Develop design concepts with cost estimates for completion
- Provide knowledge of all state and local regulations that apply to the development of the property
- Prepare bidding documents and assist with the bid process
- Provide project management, including construction oversight

## **Summary of Qualifications**

Letters of Qualifications should include:

1. A short narrative of your understanding of the project and how your firm can best satisfy the project requirements
2. A description of the methodology, tasks, and timeline for the project
3. The names of key personnel who will work on the project and their qualifications
4. A list of at least three projects of similar scope and size that the firm completed in the last ten years
5. Three references, preferably from public libraries

Questions and requests for a site visit should be emailed to Gretchen Evans at [gevans@pawpawlib.org](mailto:gevans@pawpawlib.org).

## **Selection**

Paw Paw District Library intends to award a contract to the firm that will provide the best services based on experience, references, and demonstrated understanding of the project. Some firms may be called for an interview.

## **Submission of Qualifications**

Interested firms should submit their Statement of Qualifications electronically to the address below by **June 3, 2024**.

Gretchen Evans, Director  
Paw Paw District Library  
609 W. Michigan Avenue  
Paw Paw, MI 49079  
[gevans@pawpawlib.org](mailto:gevans@pawpawlib.org)