



---

## **Request for Proposal for Space Needs Study and Building Program**

The Rye Free Reading Room is seeking proposals from Architectural/Space Planning consultants for a space needs assessment study addressing the current, changing, and future needs of library users. This study is to include initial concept design options and provide cost estimates for remodeling and/or the expansion of the library at its current location.

### **Background**

Rye is a family-oriented community, with a vibrant downtown, an abundance of recreational resources, and a well-regarded school system. The population is 16,592 as of the 2020 census, with 29.2% of the population under the age of 18. Recreation options include Rye Playland, Rye Golf Club, Rye Nature Center, Rye Arts Center, Rye YMCA, Rye Town Park, and a number of private shore clubs. The public school system consists of three elementary schools, a middle school, and a high school. Rye Country Day, Resurrection Grammar School, and School of the Holy Child provide private school education opportunities.

The Rye Free Reading Room serves as a dynamic gathering place and center for lifelong learning for Rye residents of all ages and interests. Located at the heart of Rye on the Village Green, the library offers daily programs for the youngest readers and learners in Rye, with families gathering indoors and out for musical performers, story times, and other early literacy activities. Teens flock to the newly renovated Teen Space to lounge on the stadium seating while playing games and socializing, or to study with friends in the comfortable study booths. In addition to book discussion groups, adult patrons have access to art and museum lectures, financial literacy workshops, food and home décor classes, and regular author conversations. All users appreciate the two wood-burning fireplaces on the first floor, while the second floor features new study rooms and collaboration spaces in a tranquil environment. In 2019, the library circulated 158,154 items, with 57,410 of those being children's items. There were 1,129 programs at the library, with 29,950 attendees. 22,555 of those program attendees participated in children's programs. For 2019, there were 85,749 items in the library's collection, with 24,201 items in the adult collection and 17,915 items in the children's collection. The Rye Free Reading Room is a member of the Westchester Library System, which consists of the 38 Westchester County libraries. The member libraries have a shared catalog, borrowing privileges at any member library, and interlibrary material delivery.

### **Scope of Services**

The consultant(s) will work in collaboration with staff, the Board of Trustees, and the Auxiliary Board, and utilize the recent strategic plan to address service priorities and community needs. The assessment should incorporate recommendations based on best practices from successful libraries nationwide and in communities of similar size, as well as forecasted trends in library services and technology. Elements for consideration should include, but not be limited to, technology, collections, programs, facilities, staffing, and sustainability.

#### Overview:

1. Conduct a space needs and workflow analysis of the existing facility to determine the optimal use of space to achieve service and collection needs.
2. Develop recommendations for community spaces, technology, and library programs and services.
3. Report on square footage requirements for seating, collections, staff offices, meeting rooms, work areas, storage, and specific purposes.
4. Determine parking needs.
5. Create initial concept design options.
6. Provide cost estimates for remodeling and/or the expansion of the library.

#### Existing Facility

1. Review existing library documentation including strategic plan and available building plans.
2. Assess the existing structure in terms of size, ADA compliance, functional layout, flexibility, and expansion capability.
3. Develop an understanding of any significant architectural and engineering obstacles, i.e. bearing walls that may impede the goal of providing a flexible space. Develop an understanding of any limitations to the Library expansion imposed by adjacent structures and environmental conditions.
4. Evaluate the condition of the existing building, including the structural, mechanical, electrical and plumbing systems to determine the upgrades that will be necessary to effective remodel and/or expand the structure.
5. Create an existing floor plan in digital format based upon field investigations and the provided building plans that can be expanded to include addition alternatives.

#### Space Planning

1. Survey and analyze the present and projected programmatic and space requirements of the library and community activities. Collect, review, and consider input from identified stakeholders, library staff, and the Children's Room Committee.
  2. Create a listing of square footage requirements by use/service and space organization based on department operations. Analyze the ability to provide suitable on-site parking to meet staff and customers usage of the facility.
  3. Identify renovation and new construction alternatives that are flexible and will meet the projected logistic and space needs identified, as well as potential service needs of 20 years in the future. Identify sustainability options, including first or second level of LEED certification and the related costs and benefits for moving forward with some level of certification. Identify flood mitigation or storm hardening strategies for the spaces and equipment below grade.
-

4. Prepare conceptual site plan and floor plans illustrating the scale and general layout of space for each alternative identified.
5. Provide one complete set of physical presentation boards which can be used in a public information campaign to engage stakeholders and the community for the finalized plan. In addition to the presentation boards, presentation materials are to include two complete sets of color floor plans, furniture layouts, elevations and perspective drawings of the renovated library. An electronic copy of these presentation materials must also be provided.

#### Cost Estimates

1. Provide preliminary cost estimates for each proposed alternative.
2. Include workshop sessions with stakeholders and formal presentation of final report to the Rye Free Reading Room Board of Trustees

#### Deliverables

The space needs study assessment should address each numbered point listed in the scope of services and must include an executive summary, an in-depth narration of the process and interpretation, and all collected data (questionnaires, surveys, statistics) as appendices. All files, records, documents, and similar items relating to the business of the Rye Free Reading Room, whether they are prepared by the respondent or come into the respondent's possession in any other way, are and shall remain the exclusive property of the Rye Free Reading Room. The space needs study assessment must also include an in-person presentation to the Board of Trustees (virtual presentations may be permitted if circumstances warrant this).

#### Format and Submission Requirements

Submit as a single PDF to [cshoemaker@ryelibrary.org](mailto:cshoemaker@ryelibrary.org):

1. Executive Summary of not more than two pages
  2. Qualifications of the firm or consultant demonstrating experience with similar library projects. Include any qualifications such as professional certifications or professional licenses
  3. Project Outline with timeline
  4. Project team member resumes
  5. References for at least 3 similar library projects
  6. Project Exclusions
  7. Cost Proposal including total fee and cost by proposed task.
  8. Any additional documentation
-

### **Selection Criteria**

All proposals meeting the RFP requirements will be evaluated using the following criteria:

1. Relevant experience and success in space planning facilitation for libraries or similar facilities, including the level of satisfaction of current and past clients.
2. Experience of firm or consultant in understanding latest library trends and issues.
3. Demonstrated understanding of the project scope of work.
4. Cost and demonstrated ability to meet deadlines and operate within budget.
5. Demonstrated ability to accurately estimate construction costs and to recommend creative, cost saving measures.
6. Demonstrated ability to communicate effectively with the Board of Trustees, Children's Room Committee, Auxiliary Board, Rye Free Reading Room staff, identified stakeholders and the public.
7. Feedback on the other selection criteria listed from past clients on similar projects.

### **Timeline**

Question Deadline	<b>October 20, 2021</b>
Response to Questions	<b>October 25, 2021</b>
Submission Deadline	<b>October 27, 2021</b>
Committee Review	<b>October 28 – October 29, 2021</b>
Interviews	<b>November 1 – 3, 2021</b>
Executive Committee Approval	<b>November 4, 2021</b>
Award Date	<b>November 8, 2021</b>

### **Questions and Contact Information**

Chris Shoemaker  
Director  
Rye Free Reading Room  
1061 Boston Post Road  
Rye, NY 10580  
914-231-3160  
[cshoemaker@ryelibrary.org](mailto:cshoemaker@ryelibrary.org)