

**THE AKRON-SUMMIT COUNTY PUBLIC LIBRARY**  
**REQUEST FOR QUALIFICATIONS FOR DESIGN PROFESSIONAL SERVICES**  
**SPACE USAGE FEASIBILITY STUDY, 2024**

**THE AKRON-SUMMIT COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES'**  
**REQUEST FOR QUALIFICATIONS FOR DESIGN PROFESSIONAL SERVICES**

In accordance with the requirements of Ohio Revised Code Chapter 153, the Akron-Summit County Public Library, Board of Trustees (“Library”) issues this Request for Qualifications for the services of a Design Professional Firm to provide services for a Feasibility Study of the Library’s usage of its facilities to address current and future space and layout needs as well as to support current and future programming concepts.

The Library, established in 1874, comprises the Main Library in downtown Akron, 18 branch locations in the City of Akron and Summit County, two bookmobiles and a van providing cart-based services to residential building lobbies. As set forth in the attached table, the portfolio of facilities owned by the Library ranges in age from 15 to 35 years as of 2023. A facilities assessment completed in 2023 identified roughly \$71,000,000 in necessary capital repairs and replacements. While these buildings may require significant capital investment, they are considered to be structurally sound, ADA compliant and void of any significant hazardous material abatement needs.

However, usage of Library space has changed significantly over the lifespan of these buildings and the Library needs to adapt to current and future programming challenges with its current space and layouts, especially at the Main Library facility. In order to meet the current and future needs, the libraries must be refreshed and re-energized by facility and service improvements that will address known and projected community-based requirements for the future.

Accordingly, the Library solicits the services of a Design Professional Firm to undertake a feasibility study and make recommendations to address these challenges. The study will include but is not limited to:

- A review of the 2023 Facilities Assessment;

- A review of Board and staff meetings and surveys that were conducted over the last three years and make recommendations addressing concerns identified in these documents with various options for improvements;
- In collaboration with Library staff, the Board, ASCPL Friends of Library Groups, and the Summit County communities served by the Library, identify concerns, potential improvements and integrate such input in programming concepts;
- Develop cost estimates and potential schedules for the various future modifications and activities to be undertaken.

It is the expectation of the Library that this Feasibility Study will not result in significant construction activities but rather a re-use and re-fresh of current space and operations to accommodate the current and future purposes, programs and services of the Library.

The selected firm will be provided with all relevant plans and specifications that the Library may have in its possession in connection with its facilities. Upon completion of the Feasibility Study, the Library may authorize further assessment or implementations of improvements including but not limited to the employment of architects of record and construction management firms in order to carry out those programs approved by the Board. The Design Professional Firm participating in this Feasibility Study is welcome to propose for any subsequent design services solicited by the Library in connection with this Project.

The deadline for submissions of responses to this Request for Qualifications is no later than July 3, 2024, by 5:00 p.m. All responses shall be submitted electronically by e-mail to Peter Schantz at [pschantz@akronlibrary.org](mailto:pschantz@akronlibrary.org). All responses received shall be deemed public records. This Request for Qualifications as well as the Legal Advertisement for proposals can also be found on the Library's website at [www.akronlibrary.org](http://www.akronlibrary.org).

In its response, the Design Professional firm shall provide information regarding its competence to perform the required professional services as indicated by the technical training, education, and experience of the firm's personnel, especially the technical training, education, and

experience of the employees within the firm who will be assigned to perform the services. All submittals must include the following information:

1. The firm's history – Provide information about the firm's history, capabilities, and services.
2. Education and technical training/experience – Identify your firm's assigned team for the Project. Provide resumes for the principal in charge, project manager and other individuals who will be assigned to the Project including any proposed consultants. It is expected that such persons will have experience in providing substantially similar services as sought herein.
3. Experience – Describe the experience, planned approach and expertise that your firm will bring to the Project including but not limited to work performed on similar projects.
4. Workload – Describe the current workload and availability of the firm and personnel assigned to the Project Team, the firm's ability to perform the required professional program services competently and expeditiously, and provide a proposed schedule for undertaking and completing the services, with anticipated milestone dates for the various activities to be undertaken. Provide a narrative demonstrating the firm's ability to manage the Project schedule.
5. Past performance/experience – Provide information regarding similar services performed with a minimum of at least three public library or other relevant projects that have been performed by the firm. For each such project, identify the following:
  - Project owner, name of project, location of project and contact person for reference purposes on behalf of the Owner. Such reference contact should include the person's e-mail, address, and phone number.
  - Brief description of the project including size of the project and summary of work performed.
  - When the work was performed and any lessons learned from the performance of such work.
  - Compliance with budget and schedule commitments.
  - Firm's assigned team members for the project.
  - Any other relevant information about the project and the services performed by the firm.
6. Past performance with Library – Describe firm's past experience with the Library, if any, and with other public libraries.

7. Proximity to the site locations. Identify the firm's location and proximity to the site for purposes of site visits, meetings with Owner, and related matters. If the work is to be performed by personnel located in multiple offices, identify the personnel from each office, by office location, who will be participating in the Project.
8. Experience with developing project estimates and budgets – it is anticipated that the selected firm will perform services related to estimating project costs for the activities associated with modifying Library facilities to meet the current and future needs of the Library. Describe your firm's experience with preparing and developing project cost estimates, monitoring project costs and completing projects within costs and schedule estimates.
9. Provide any and all other relevant factors desired.

Small, minority, and women-owned business are encouraged to respond to this Request for Qualifications. As a result of the public money including in the funding for this Project, the solicitation of contract award will be undertaken in accordance with the provisions of Ohio Revised Code Chapter 153.

Upon the closing date for submission of proposals, the Library shall review all proposals and may schedule interviews (virtual or in-person) with one or more firms, as desired. The Library may hold discussions with individual firms to explore further their qualifications and the various approaches they may take regarding the Project or alternatively, the Library at its sole option may evaluate the qualifications and proposals based solely on the statements and qualifications that are received.

Upon determination of the selected Design Professional Firm, the Library shall seek to enter into a contract with such entity to provide the services, following the receipt of cost proposals. Cost proposals for the services to be performed by the Design Professional firm shall not be tendered with the responses to this Request for Qualifications.

It is anticipated that the selected firm will enter into a formal contract with the Library. In submitting a proposal, the applicant acknowledges that it is licensed to perform design professional

services in the State of Ohio, is aware of any and all applicable laws and regulations that affect its ability to perform the services, has all necessary requisite insurance as required and deemed appropriate by the proposer, is not listed on any government-wide exclusion to perform such services, and does not engage in any discriminatory, illegal or other improper actions in connection with the performance of professional design services prohibited by law.

Any and all firms that desire to visit the locations of the Library shall contact Peter Schantz at [pschantz@akronlibrary.org](mailto:pschantz@akronlibrary.org) to coordinate such site visits. A proposer shall advise as to the specific request of a site visit and the anticipated duration of such site visit(s). Library reserves the right to coordinate site visits with multiple design firms.

All questions regarding this Request for Qualifications, the scope of work sought or other matters must be submitted by e-mail to Peter Schantz at [pschantz@akronlibrary.org](mailto:pschantz@akronlibrary.org). All responses of Library shall be tendered in writing and made available to firms that have made known to [pschantz@akronlibrary.org](mailto:pschantz@akronlibrary.org), their interest in this Project, as well as posted on the Library's website.

The Library shall open any and all proposals received up till the deadline set forth above. No proposals received after the deadline shall be considered. After the evaluation process and selection is made, all such documents may be made available to the public upon request. At its discretion, the Library may amend this RFQ at any time prior to the deadline for receipt of statements of qualifications and distribute amendments in any medium as determined by the Library.

The Library reserves the right, at any and all times, to reject all statements and qualifications, to cancel this RFQ or any phase of the Project, or to pursue a different design delivery method. The Library shall have no liability to any firm arising out of such cancellation or rejection. The Library reserves the right to waive minor variations in the selection process. The

Library assumes no responsibility for costs incurred in the preparation, presentation, or submission of the Statement of Qualifications from any proposer.

It is expected that the selected firm shall have in place all necessary insurance including the following coverages in the designated amounts:

- Comprehensive General Liability Insurance - \$1,000,000 per occurrence/\$2,000,000 aggregate.
- Automobile Insurance - \$500,000 per occurrence/\$1,000,000 aggregate.
- Workers' Compensation – as prescribed by state law,
- Professional Liability/Errors and Omissions Insurance - \$500,000 per occurrence/\$1,000,000 aggregate.

It is expected that the selected firm will name the Library as an additional insured on its Comprehensive General Liability and Automobile Insurance coverages.

Any and all firms may submit a statement of interest by submission of its proposal as set forth above.

Date: June 18, 2024

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Pamela Hickson-Stevenson  
Executive Director  
Akron-Summit County Public Library

**LIBRARY FACILITIES**

| <b>LOCATION</b>      | <b>YR BLT/RNVT'D</b> | <b>2023 AGE</b> | <b>GSF</b> |
|----------------------|----------------------|-----------------|------------|
| NORTON               | 1988                 | 35              | 10,963     |
| PORTAGE LAKES        | 1990                 | 33              | 11,218     |
| GOODYEAR             | 1999                 | 24              | 13,104     |
| ELLET                | 1999                 | 24              | 11,650     |
| GREEN                | 1999                 | 24              | 12,317     |
| MOGADORE             | 1999                 | 24              | 11,960     |
| NORDONIA HILLS       | 1999                 | 24              | 11,981     |
| ODOM BOULEVARD       | 1999                 | 24              | 11,987     |
| TALLMADGE            | 2000                 | 23              | 12,600     |
| MAPLE VALLEY         | 2001                 | 22              | 11,805     |
| RICHFIELD            | 2001                 | 22              | 11,934     |
| NORTHWEST AKRON      | 2002                 | 21              | 11,961     |
| FAIRLAWN-BATH        | 2004                 | 19              | 12,087     |
| FIRESTONE PARK       | 2004                 | 19              | 12,006     |
| NORTH HILL           | 2004                 | 19              | 11,892     |
| MAIN LIBRARY         | 2004                 | 19              | 275,000    |
| HIGHLAND SQUARE      | 2007                 | 16              | 11,235     |
| KENMORE              | 2008                 | 15              | 11,590     |
| SPRINGFIELD-LAKEMORE | 2018                 | 5               | 4,410      |