



Request for Proposals: Design Services for the Renovation of the Rochester Hills Public Library

Issued By:

Rochester Hills Public Library
500 Olde Towne Rd, Rochester, MI 48307

RHPL Contact: Juliane Morian, Library Director

Email: juliane.morian@rhpl.org

Owner Representative: Andrew Roy, PE

Email: aroy@theroyco.com

Submission Deadline: **11/20/2025**

Project Overview

Rochester Hills Public Library (RHPL) invites qualified Design Professionals to submit proposals for professional services to provide planning and develop construction documents for the renovation of the indicated spaces at RHPL.

Background

The Rochester Hills Public Library was first established in 1924 and recently celebrated 100 years of service to the three communities it serves: Rochester Hills, Rochester, and Oakland Township. It opened at its present location in 1992. The two-story building has two public entrances, one staff entrance, and two parking lots on its campus (no basement). The library also owns the land in an adjacent park commonly referred to as "Rotary Park". The Library underwent one significant expansion in 2015, increasing the size from 70,000 sq. ft. to 76,630 sq. ft. The Library is supported by a large and highly educated community, averaging over 1,100 visitors each day and with checkouts exceeding 1.6M annually. The library is considered a jewel in the community.

Current Status

In August 2024, voters approved a new 10-year millage with 66% approval. Central to the millage campaign was a pledge to modernize the 33-year old building. The project will require enhancements to many areas of the building as noted in the project list below.

Scope of Work

The library modernization effort includes the below listed projects. The project will require a phased approach due to the millage funding becoming available on a yearly basis and the requirement for the library to remain open through all construction phases. The intent is to complete the construction drawings for all phases during one initial design phase. The construction drawings shall be broken out per phase.

The Owner's Program that identifies the priorities and intent for each project is attached.

Item	Project Name	Target Year	Phase	Budget Cost
1	Youth Room Renovation	2026	1	\$1,000,000
2	1st Floor Toilet Room Renovations	2026	1	\$500,000
3	1st Floor Exterior Entrance West	2027	2	\$325,000
4	1st Floor Exterior Entrance South	2027	2	\$325,000
5	New Generator for the Building	2027	2	\$300,000
6	Ceiling Tile Replacement	2027	2	\$120,000
7	Multi Purpose Room Renovation	2027	2	\$200,000
8	2nd Floor Toilet Rooms Renovation	2027	2	\$250,000
9	Lobby Furniture and Circulation Desk	2028	2	\$195,000
10	Outreach Department Refresh	2028	2	\$80,000
11	Adult Services Refresh	2028	2	\$350,000
12	Staff Office Furniture Upgrades	2028	2	\$350,000
13	Staff Toilet Room Renovations	2028	2	\$350,000
14	Staff Lounge Refresh	2028	2	\$75,000
15	Kitchenette Renovation	2028	2	\$80,000
16	Update Carpet	2028	2	\$1,000,000
			Total	\$5,500,000

Scope of Services

The selected firm will be responsible for:

1. Space Utilization Study and Master Plan (Phase 2 only)

- **Space Utilization Study**
 - Onsite review of interior and exterior spaces and staff interviews.
 - Public outreach is not included at this time.
 - Analysis deliverable document, with ranked priorities including needs.
- **Master Plan**
 - Utilize the space utilization study and discuss/review proposed design solutions with the owner's team to address identified challenges and future needs.
 - Provide a graphic master plan including design solutions for interior and exterior.
 - Provide rough order of magnitude cost estimates for each item.
- **Conceptual Design**
 - Prepare conceptual floor plans illustrating all projects identified in the Master Plan.
 - Provide (4) renderings of interior spaces to communicate design concepts.

2. Schematic Design (SD)

- Develop preliminary design that includes:
 - Layout plans for each phase and area.
 - Narratives for Mechanical, Plumbing, and Electrical system approach.
- Cost Estimate to be performed by Design Professional or 3rd party as determined by the owner. Please provide an alternate for this cost estimating service as requested on the Bid Form. Adjust design as necessary to meet the budget.
- Provide cost-saving strategies without compromising quality. Please limit this to pricing exercises for four items.

3. Design Development (DD)

- Develop the floor plans into final layouts with all elevations.
- All above narratives developed into DD plans.
- Full material selections with finish selection process.
- Cost Estimate to be performed by Design Professional or 3rd party as determined by the owner. Please provide an alternate for this cost estimating service as requested on the Bid Form. Adjust design as necessary to meet the budget.

4. Construction Documents

- Develop a full construction document set including permit set drawings, specifications and bidding front end documents. This document set is to be fully designed with complete details and assemblies for all locations and phases.
- Provide a stamped permit set including all design documents, coordinate with plan reviewers, answer questions, and revise documents as necessary to complete the plan review process.

5. Bidding Support

- Provide support during the bidding process. Please include attendance at one pre-bid conference. Please include meeting minutes with RFI questions and answers. Coordinate responses with the Owner Representative.

6. Construction Administration

- Provide support during the construction process.
- Includes bi-weekly site meetings.
- Includes full submittal and RFI process.
- Includes cost review for all Design Professional initiated cost changes.
- Includes full punch list and verification process.

Design Professional shall provide Basic Services per the Agreement and shall include, but not be limited to, the following:

- Cost Estimating support as noted above.
- Space Utilization Study and Master Plan (Phase 2 only)
- Schematic Design Documents.
- Design Development Documents.
- Construction Documents fully designed, engineered and coordinated as required to meet all federal, state and local code and regulation requirements.
- Bidding and Negotiation Assistance.
- Architectural Design.
- Structural Engineering.
- HVAC and plumbing engineering.
- Electrical engineering.
- Furniture, Fixtures and Equipment Design.

- Interior Design.
- Environmental graphics and Signage Design – RHPL already has signage guidelines.
- Coordination with technology/security consultants and/or vendors hired directly by RHPL. This includes burglar alarm, camera systems, access systems, Internet/wifi systems. Includes general coordination and incorporation of raceways in the deliverables.
- Construction Phase Services.
- Formal commissioning services.
- Coordination, meeting and presentation to RHPL administration, RHPL Board and Owner's Representative as needed.
- Coordination, presentation, and participation for stakeholder meetings.
- Bi-weekly visits to the site.
- Punchlist Process.

Schedule

RHPL is seeking a firm that can commence work upon execution of an Agreement. Time is of the essence. Services will start immediately following the award of professional design services agreement.

Receive Proposals from Design Professionals	November 20, 2025
Interview Design Professionals	December 1 thru 4, 2025
Design Professional Presentation to RHPL Board	January 6, 2026
Provide Recommendations to RHPL Board	January 13, 2026
Award Professional Design Services Agreement	January 20, 2026

Phase 1

Provide Schematic Documents	March 6, 2026
Provide Design Development Documents	April 16, 2026
Provide Construction Documents	May 28, 2026
Bidding & Contract Award Phase	June, July 2026
Construction Phase	2026-2027

Phase 2

Master Plan and Space Utilization Study Complete	March 31, 2026
Provide Schematic Documents	July 23, 2026
Provide Design Development Documents	September 17, 2026
Provide Construction Documents	November 27, 2026
Bidding & Contract Award Phase	December 2025, January 2027
Construction Phase	2027-2028

Insurance

The firm is required to provide and maintain at all times during this project the following insurance. Certified copies, setting for the limits and coverage, shall be furnished to RHPL before commencing with any work. The policy shall contain endorsements stating that a 10-day notice will be given to RHPL prior to termination or any change in the policy and shall describe the project and provide coverage for the following terms:

- A. Comprehensive General Liability Insurance with limits of liability not less than \$1,000,000 per occurrence and \$2,000,000 general aggregate with RHPL and owner representative listed as additional insured.
- B. Professional liability insurance coverage in the amount of \$1,000,000 minimum.
- C. Motor Vehicle Liability Insurance, including applicable no-fault coverage, combined single limit bodily injury and property damage shall be maintained during the life of the Agreement. Coverage shall include all owned vehicles, all non-owned vehicles, and all hired vehicles.
- D. Workers Compensation Insurance, including Employers' Liability Coverage in accordance with all applicable statutes of the State of Michigan.
- E. Umbrella Insurance in the amount of \$5,000,000.
- F. If any of the insurance is canceled, the Firm shall cease operations, and shall not resume until new insurance is obtained.

Additional Information

- Firms are required to visit the site before submitting their proposal. Please contact Andrew Roy at aroy@theroyco.com to schedule a site visit.
- RHPL reserves the right to reject any or all proposals, waive irregularities, and negotiate with selected firms.
- RHPL reserves the right to waive any informality or defect in any proposal, to accept any proposal or parts thereof or to reject any or all proposals, should it deem it to be in the best interest of RHPL to do so. RHPL reserves the right to revise the contents of the proposal and to negotiate all aspects of this proposal and any future agreement with the successful firm of RHPL's choice. RHPL further accepts no responsibility for expenses which may be incurred in the preparation of such proposals. The selected firm shall be expected to comply with all applicable State and Federal laws in the performance of services. RHPL has the right to disclose information contained in the submittals. Designer shall acknowledge that all documents and designs are the property of and copyright to RHPL and shall be turned over to RHPL upon completion of project.
- The selection of the successful firm shall be made without regard to race, color, sex, age, religion, sexual preferences, handicap, political affiliation, veteran status, or national origin. RHPL is an Equal Opportunity Employer.
- The design Agreement will be based on the ConsensusDocs 240 Standard Form of Agreement Between Owner and Design Professional, as modified.

Proposal Requirements

Interested firms must submit the following:

1. **Cover Letter:**
 - Introduce the firm and highlight relevant experience.
2. **Firm Qualifications:**
 - Describe the firm's expertise in library renovation, multi-use spaces, and historical preservation. Provide project profiles and references for similar library projects.
3. **Project Team:**
 - List team members and their roles, including resumes, to be used as Exhibit C to the Agreement.
4. **Approach and Methodology:**
 - Outline the approach to fulfilling the scope of work. Narrative in which the firm delineates their understanding of what is being requested by RHPL in this proposal including the items of work they will accomplish for RHPL, noting any work items they may feel should normally

be accomplished under or related to this request, but in their opinion are beyond the scope of what is being requested and therefore not part of this proposal.

- Please share your process for development and improvement of the project deliverables. Please include presentation iteration, feedback loop, revision process.
- Please share your process for coordination, incorporation, and quality control of design work by your office and your subconsultants.
- Please share your approach to the interior design process.
- Outline the approach to site visits.

5. **Proposal Form:**

- In order for the proposal to be considered valid, the attached Proposal Form must be completed in its entirety.

6. **References:**

- Provide at least three references for similar projects.

7. **Misc:**

- Direct personnel expense rates to later be used as Exhibit B to the Agreement.
- Submit rates for reimbursable expenses to later be used as Exhibit F to the Agreement.
- Certificate of Insurance

Evaluation Criteria

All proposals received shall be subject to evaluation by RHPL and Owner Representative. This evaluation will be conducted in the manner appropriate, as may be deemed by RHPL, and Owner Representative, for the selection of a firm for the purpose of entering into an Agreement to perform this project. Price alone shall not be the basis for the award of this work, but shall be only one of the components considered. RHPL does not intend to award an Agreement for this work solely on the basis of any response made to this request. The following facts, along with other items, will be considered.

1. The firm's understanding of the project scope and quality of the firm's project approach.
2. Qualifications of firm and proposed staff with regard to projects of similar scope and size.
3. Ability and availability to complete project according to schedule.
4. Availability and approach to complete the construction administration portion of the project. Identify proximity of staff to the site.
5. The firm's proposed cost and confirmed schedule of completion.

Submission Instructions

- **Deadline:** All proposals must be submitted by **11/20/2025**, at 4:00 PM.
- **Format:** Proposals must be submitted electronically in pdf format to juliane.morian@rhpl.org and aroy@theroyco.com.
- **Proposals are limited to 40 pages in total, including Proposal Form.**
- **Questions:** Questions regarding this RFP must be submitted via email to juliane.morian@rhpl.org and aroy@theroyco.com on or before **11/6/2025**. Responses will be distributed to all proposers.

Attachments:

- Owner's Program
- Proposal Form
- Original Construction Documents

PROPOSAL FORM

Project: Rochester Hills Public Library Renovation

Owner: Rochester Hills Public Library

Design Professional: _____

Address: _____

Contact Person: _____

Phone Number: _____

1. Basic Services Cost as a percentage of Construction Cost:

Phase 1:

Phase 1 is based on a construction value of \$1.5 million and includes the projects listed on the table on page 2.

i.	Schematic Design process and deliverables:	_____ %
ii.	Design Development process and deliverables:	_____ %
iii.	Construction Document process and deliverables:	_____ %
iv.	Bid process support:	_____ %
v.	Construction Administration:	_____ %

Phase 2:

Phase 2 is based on a construction value of \$4 million dollars and includes the projects listed on the table on page 2. This project list is an initial estimate and we expect it to adjust according to the results of the master plan and space utilization study. Phase 2 includes the additional process of the master plan and space utilization study which is to commence immediately.

- | | | |
|------|---|----------|
| i. | Master plan and space utilization study (lump sum): | \$ _____ |
| ii. | Schematic Design process and deliverables: | _____ % |
| iii. | Design Development process and deliverables: | _____ % |
| iv. | Construction Document process and deliverables: | _____ % |
| v. | Bid process support: | _____ % |
| vi. | Construction Administration: | _____ % |

Construction cost shall be defined as direct construction costs including all trade contractors, construction management services, fees, and allowances. The value shall be reconciled once upon development of the construction manager's agreement, and also upon final completion of the work. The value shall not include work required due to Design Professional's error.

2. **Expenses:** Please provide a budget for projected expenses that would be required to achieve the project objectives as outlined in the RFP. Please provide this budget on a separate page.

3. **Alternates for Optional design Services (not a part of Basic Services):**

- | | | |
|----|---|----------|
| 1. | Unit cost for each additional Artistic Rendering: | \$ _____ |
| 2. | Cost for Phase 1 cost estimating service at SD Phase: | \$ _____ |
| 3. | Cost for Phase 1 cost estimating service at DD Phase: | \$ _____ |

4. **Proposal Requirements: The Design Professional has reviewed and confirms that all elements indicated in the "Proposal Requirements" are included with this submission.**

Yes _____ No _____

5. **The Design Professional acknowledges and agrees to adhere to the Schedule referenced in the Request for Proposal.**

Yes _____ No _____

6. **List of Consultants:**

Discipline	Consultant Name	Location
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

7. Does the Design Professional have any history of relevant claims, settlements, arbitrations, litigation, and civil actions, criminal legal actions or other cases in the last 5 years?

Yes _____ No _____

If yes, please provide case details on a separate sheet. For each case, please provide details such as the name, court/regulatory body, case number, amount at issue, and status/disposition.

8. **The Design Professional acknowledges and agrees to the terms and conditions referenced in the Request for Proposal and the Proposal Form, and proposes to perform all services for the project for the above-stated GMP and pursuant to the Agreement documents. The Design Professional agrees that its proposal in this Proposal Form shall remain firm for a period of 60 days after the bidder submits this Proposal Form to the Owner and Owner Representative. The Design Professional further acknowledges and agrees that the Owner has the right to determine which bid, if any, is best suited for the Owner's use, and that the Design Professional has no right to or otherwise waives any right to any compensation for any work on the project unless and until the Owner accepts the Design Professional's Proposal Form and the parties execute the final Agreement. Design Professional confirms that all statements in the Proposal Form are true. Design Professional agrees to provide further breakdown of the GMP upon request of the Owner or Owner Representative.**

Print and Sign Name on Behalf of Design Professional

Date

Owner's Program								
Item	Project Name	Challenges with Existing	Overall Goals	Priorities for Improvement	Aesthetic Improvements	MEP	FF&E	Impact to Patrons
1	Youth Room Renovation	Dark. Poor flow. outdated furniture.	Improve lighting. Renovate toilet rooms. Add comfort room.	Analyze the layout including reference desk and shelving locations.	wall coverings/paint new puppet theater (grant-funded, designated gift)	New Lighting	All new shelving, play space, puppet theater, study tables, soft seating, tables, chairs.	Ideal to install in August or December if it does involve closures.
2	1st Floor Exterior Entrance West	Finish failure. Dark.	Improve overall appearance and create a positive first impression for the patron entering the building.	Replace exterior walkway. Replace exterior automatic doors. Replace floor finish.	new floor title/terrazzo	new lighting. consider heated sidewalks on exterior.	consider wayfinding or directional signage needs.	One entranc can be closed at a time (foot traffic diverted to other entrance).
3	1st Floor Toilet Room Reconfiguration	Outdated layout. Outdated/worn finishes. ADA compliance review is needed.	Replace worn finishes. Offer at least one unisex toilet rooms in current footprint.	Consider layout changes. New finishes. New toilet accessories.	new floor title/terrazzo. Hardwater stains from municipal water supply require	plumbing upgrades. hardwired automatic fixtures when possible (as opposed to	automatic fixtures where possible.	2nd floor toilets will be open, but cannot be scheduled at the same time as elevator modernization
4	1st Floor Exterior Entrance South	Finish failure. Dark.	Improve overall appearance and create a positive first impression for the patron entering the building.	Replace exterior walkway. Replace exterior automatic doors. Replace floor finish.	new floor title/terrazzo	new lighting. consider heated sidewalks on exterior.	consider wayfinding or directional signage needs.	One entranc can be closed at a time (foot traffic diverted to other entrance).
5	Ceiling Tile Replacement	Stained.	Improve overall appearance.	Drop-ceiling tiles allow for access to critial systems in ceiling, but need updates	Upgrade ceiling tiles.	new lighting in key places (upgrade to LED).		Minimal impact; can be reconfigured at any time while open.
6	Multi Purpose Room Renovation	Acoustics are not optimal; lighting is too dim; furniture is outdated and uncomfortable.	Improve overall appearance; speaker/presenter needs spotlight or dias; better storage solutions for furniture and	Consider layout/remodeling walls for better storage and to address acoustic problems. New furniture.	update wall coverings	New lighting.	Stackable chairs Podium with AV controls	Ideal to install in May or August /September when programming is light.
7	2nd Floor Toilet Room Reconfiguration	Finish failure. Dark. ADA compliance review is needed.	Replace worn finishes.	Consider layout changes. New finishes. New toilet accessories.	Hardwater stains from municipal water supply require finishes that can minimize or	plumbing upgrades. hardwired automatic fixtures when possible (as opposed to	automatic fixtures where possible	Needs to be scheduled opposite of the first floor toilet rooms.
8	Lobby Furniture and Circulation Desk	Currently has materials/shelves for browsing, but the space was not intended for this.	Improve sight lines. Create spaces for casual, social mingling create hotel-lobby like gathering spaces.	Add furniture and new self-checkout stations to the lobby.		channel for new electrical runs tp meet charging needs and lighting changes	new soft seating furniture, side tables, and lighting	minmal impact; current shelves and collections need to be moved to second floor.
9	Outreach Department Refresh	outdated layout. Outdated/worn furniture.	improve options for using computers and photocopying needs enhance furniture and study tables	Analyze the layout including reference desk and shelving locations.			new soft seating furniture, side tables, and lighting	minimal impact; can be upgraded at any time of the year.
10	Adult Services Refresh	reference desk is large and bulky. under-utilized rooms need purpose.	Improve reference desk layout and configuration Consider updating barrel-vaulted ceilingcc	AS workroom needs space for department head to be located with staff they manage.	Upgrade ceiling tiles	New lighting in barrel vaulted ceiling	new furniture for public spaces new reference desk(s) new cubicles/office furniture for	minimal impact to patrons
11	Staff Office Furniture Upgrades	staff workspaces are inefficient: department head has a separate (too-large) office separate from	Space utilization study to determine how to repurpose unused rooms for public benefit.	Reconfigure large rooms into smaller rooms (if needed) for staff/public needs.		New lighting in staff areas.	New cubicles audit and replacement where needed.	
12	South Parking Lot	Parking lot was resurfaced in 2015 and needs full replacement.	Reconfigure parking lot to maximize parking spaces and add spaces if possible. Pros and cons of EV charging	Extra reinforced asphalt by storm drains and loading dock	New tress for parking lot islands			May or August are best months for construction -- avoid closing parking lot when there is stress on one of the entrance
13	Staff Toilet Room Renovations	Outdated/worn finishes.	Modernize staff bathrooms that are grandfathered in but need updating for ADA compliance.	New finishes. New toilet accessories.	Hardwater stains with municipal water require finishes that can obscure mineral	plumbing upgrades. hard-wired fixtures (as opposed to batter operated) when	Doors should have lock that indidates in-use vs. vacant.	4 staff bathrooms in total; some can be closed for renovation while others are open for staff use.
14	Staff Lounge Refresh	Outdated/worn furniture and appliances.	Space utilization study to determine how staff wish to use the space. Consider private staff space within staff lounge.	Remodel staff lounge for optimal appliance use, space to eat, breakroom with a computer (for staff who need it), and possible private lounge				
15	Kitchenette Renovation	old and outdated kitchen fixtures.	Easier access to kitchen/serving counter	Kitchenette is utilized by staff, but rarely by the public in the meeting room. Space could be reconfigured for self-service cafe.	New wall coverings	New plumbing	Consider roll-top style window for opening and accessing kitchenette from the public	Currently the public vending machines are located outside the kitchenette but those can be removed if a self-service cafe added in the building.
16	New Roof - Membrane and Standing Seam	Roof is nearing end of life and has a known defect that increases the chance of leaks.	Upgrade to new roof and add solar panels	Maintain current roof line for standing seam. Add solar panels if the ROI bears out	If solar panels are added, position in a way that does not marr the aesthetic			