

Request for Proposals (RFP)

Tecumseh District Library

Facility Master Planning Services



Date: January 26th, 2026

Proposals Due: March 11th, 2026

Contact: Library Director Jordan Wright

Email: jwright@tecumsehlibrary.org

Introduction

The Tecumseh District Library is seeking proposals from qualified firms to provide master planning services for the renovation and potential expansion of the library's facilities. The objective of this RFP is to develop a comprehensive master plan that outlines both a short-term and long-term vision for the library's spaces, including conceptual designs, strategic recommendations, and a phased implementation plan with associated cost estimates.

Constructed in the 1960s and expanded in the 1980s, TDL's current location has been serving the community for over six decades. While many areas of the library are functional, there are specific spaces that may require upgrades, expansion, or reimagining to better meet the evolving needs of library users and to support future growth. Of primary importance are a redesigned or expanded youth area, community "quiet" spaces within the library, an outdoor area for children and community gatherings, and staff workroom improvements. These improvements should be considered within a comprehensive review of the entire facility to ensure that all areas work effectively together. The selected firm will work with library staff, stakeholders, and community members to create a master plan that aligns with the library's mission, vision, goals, and strategic plan. A major goal is to define a significant project for 2027 and develop a roadmap of additional projects that can be phased and executed over the following 5-10 years.

The library aims to create a flexible, welcoming, and future-forward space that accommodates growing demand for services and supports the library's evolving role as a community hub. The selected firm will play a critical role in helping the library achieve these goals.

The master planning process will include, but is not limited to, the following components:

- **Evaluation and analysis of existing library spaces** to determine functionality, accessibility, current usage, and adaptability for current and future needs.
- **Create new floor and site plans** to guide the library into the future.
- **Conceptual designs** for areas that may require renovation, expansion, or reconfiguration.

- **Identification of key spaces and features** to improve user experience, support library programming, and enhance overall operations.
- **Phased implementation plan** that outlines a timeline and estimated costs for each stage of the project, prioritizing urgent needs while considering long-term goals.
- **Cost estimating and budgeting** for both design services and construction, along with guidance on potential funding sources for the renovation and expansion efforts.

Scope of Work

The scope of work includes:

- Review and field verify existing documentation as required.
- Kick off meeting and tour of existing building
- Interview project stakeholders: select library staff, the library Board of Trustees, and select Friends of the Library
- Gather data regarding community demographics and current library usage
- Develop concept plans for renovation and potential expansion of the library, including options for minor, moderate, and major renovations of youth, adult, outdoor, and staff areas.
- Regular review meetings with library leadership, at least one public presentation, and a presentation at a library board meeting
- Revise selected concepts based on comments.
- Provide construction cost opinion for one selected option for each area
- Deliverables: Floor plans including furniture layout and at least two rendered views for each area, with cost opinion broken out by each area/phase.

Proposal Requirements

Proposals must include the following components:

1. **Project Understanding**

- Provide a short narrative of your understanding of the project and how your firm plans to meet the library's needs.

2. Project Approach and Schedule

- Outline the methodology for delivering the project. Include a design schedule showing meetings, milestones, and the total project duration. Provide examples of rendered concept plans and views from past projects.

3. Experience

- Provide a summary of your firm's experience with libraries and similar renovation projects. Include at least three examples of past work with similar scope and complexity.

4. References

- Provide three references from projects completed within the past five years, including names and contact information.

5. Fee Proposal

- Provide a lump sum fee for services based on the scope of work and project description. Include the cost per rendering for any additional views that may be requested or hourly rates for those services.

Award Criteria

The Tecumseh District Library will award the contract to the firm that demonstrates the best combination of experience, capabilities, and overall value. Factors in the decision will include:

- Past experience with library systems or similar projects
- Quality and creativity of proposals and approach to the scope requested.
- Cost effectiveness
- References from similar projects

TDL reserves the right to accept or reject any proposals for any reason or for no reason, without further explanation. An agreement with the selected firm will be finalized upon approval by the Tecumseh District Library Board of Trustees

Key Dates

- **RFP Released:** January 26th
- **Walkthrough:** February 13th at 10:30 AM.
- **Questions Due:** February 20th at 5:00 PM
- **Responses Shared:** February 27th by 5:00 PM
- **Proposals Due:** March 10th at 10:00 AM

The Tecumseh District Library Board of Trustees plans to review and select a proposal at their monthly meeting on March 17th, 2026 at 5:30 PM.

Submission Instructions

Please submit your digital proposal via email to:

Jordan Wright
Library Director
Tecumseh District Library
jwright@tecumsehlibrary.org

We look forward to reviewing your proposal and collaborating on this important project.