Solomonson Branch Redesign Project – Dickinson County Library

REQUEST FOR PROPOSAL FOR ARCHITECTURAL & PROJECT ADMINISTRATION SERVICES

Proposals should be directed to:

Megan Rose, Director
401 Iron Mountain Street
Iron Mountain, MI 49801

Questions can be directed to Megan Rose: 906-774-3862; meg@dcl-lib.org

GENERAL INFORMATION

Purpose. This request for proposal (RFP) is to contract for Architectural and Project Administration Services to be provided for the Solomonson Branch of the Dickinson County Library, located at 620 Section Street in Norway, MI, for work to commence in 2027.

Who May Respond. Architects currently licensed in Michigan may respond to this RFP. Architects familiar with library design and layout are preferred. The selected firm will be required to work closely with library board and administration on this project.

Closing Submission Date. Proposals must be submitted no later than 3:00 pm CST on Friday, December 4, 2026.

Inquiries. Inquiries concerning this RFP may be sent to Megan Rose, meg@dcl-lib.org.

Conditions of Proposal. All costs incurred in the preparation of a proposal responding to this RFP will be the responsibility of the Proposer and will not be reimbursed by the Dickinson County Library (hereinafter referred to as DCL).

It is important that the proposal be submitted in a sealed envelope clearly marked in the lower left-hand corner with the following information:

Sealed Proposal for Architectural and Project Administration Services – Solomonson Branch Redesign Project

Failure to do so may result in premature disclosure of your proposal. It is the responsibility of the Proposer to ensure that the proposal is received by DCL, by the 3:00 pm CST deadline on Friday, December 4, 2026. Late, unsealed proposals will not be considered.

Right to Reject. DCL reserves the right to reject any and all proposals received in response to this RFP. A contract for the accepted proposal will be drafted based upon the factors described in this RFP.

Notification of Award. It is expected that the Dickinson County Library Board of Trustees will open sealed proposals at the December regular meeting of the Board. Upon approval of the successful proposal, all other Proposers will be informed, in writing, of the name of the successful Proposer. It is expected that the contract will be finalized by January 9, 2027, and will cover the design and implementation/construction of the project.

Brief description of the organization, its mission, goals and those it serves:

The mission of the Dickinson County Library is: "We provide a welcoming space where everyone in our community can access information, resources, and experiences that cultivate lifelong learning and information literacy."

The Solomonson Branch of the Dickinson County Library is a public library and has been serving the community of Norway and all patrons since opening in the current location in April of 1978. The building has had updates over time, but the most recent work was completed more than 20 years ago. The goal of the Solomonson Branch is to provide a browsing collection for the patrons who frequent the branch as well as offer space to access information and for the library to host educational and entertaining community programming.

SCOPE OF WORK

DCL is focused on modernizing the facilities and better utilizing the existing space of the building and grounds at the Solomonson Branch in Norway. Renovations and plans will help us accommodate evolving services and technology while creating welcoming, comfortable, usable, and innovative spaces. To that end, the following list are project goals:

- Relocate entrance and update with ADA accessible door mechanism. The relocated entrance will utilize the existing memorial courtyard as the main access point. This will also require a relocation of the handicap accessible parking spaces, new exterior lighting, and signage.
- The current main entrance will become a secondary exit.
- Redesign the interior layout to maximize existing space within the building by including adequate shelving for collections, soft seating for patron enjoyment, computer access points, and workspace for independent or small group study.

- Increase space for programming, possibly using movable shelving, to allow for larger groups to gather on occasion.
- Create a small meeting room space that can accommodate 1-3 individuals to be utilized for quiet space to accomplish tasks such as: remote learning, remote job interviews, telehealth appointments, or one-on-one meetings.
- Redesign the circulation desk to maximize storage and ergonomic patron services and staff safety.
- Improve and update accessible restroom facilities and water fountain.
- Energy-efficient lighting updates as needed.
- Revamping of current space to promote accessibility, workflow, and universal design.
- Update plumbing/electrical as required for new design and to add accessible power for patron and staff use.
- Painting of the exterior of the building.

SCOPE OF SERVICES

The Proposer shall be readily available to perform the following services, as requested by the Library Director and/or Board of Trustees:

Work Field including Design Plan, Code Review, Field Measuring, Floor Plan, Power and Data Plans, Architectural, Structural, Mechanical, Electrical, Civil, and Plumbing Engineering, Bidding, Contractor Selection, Project Management/Construction Administration, and Project Closeout.

Although it is preferable for an architect to submit a proposal covering all of the above areas, DCL will consider proposals emphasizing expertise in subsets of these areas.

PROPOSAL CONTENTS

The Proposer, in its proposal, shall, as a minimum, include the following:

Architectural Experience and Qualifications. The Proposer should describe its experience related to the areas outlined in the scope of services above, including any experience in library design. There is a particular interest in library design plans and overall project management. Additionally, if applicable, provide a description of any experience advising organizations comparable to DCL.

The Proposer should include a description of the qualifications of architects to be assigned to the project. Descriptions should include:

1. Professional and educational background of each architect.

2. Overall supervision to be exercised.

3. Prior experience of individual architects with respect to the required experience listed above. Include resumes only of architects likely to be assigned to this project. Education, position in firm, years and types of experience, and continuing professional education will be considered.

Organization, Size, Structure, and Areas of Practice. The Proposer should describe its organization in terms of the following:

- Size.
- Structure.
- Areas of expertise.
- Office location(s).

Fee. Proposer should include their estimated **Not to Exceed Fee** within the proposal. The proposed fee should include information on the hourly billing rates and the project scale used to determine hourly rates. DCL reserves the right to negotiate with the Proposer on the structure of the billing.

PROPOSAL EVALUATION

Submission of Proposals. All proposals shall include one (1) original and three (3) copies.

Evaluation Procedure and Criteria. The DCL Board of Trustees will review proposals and may request the Director schedule a meeting with qualified Proposer(s) prior to final selection. Proposals will be reviewed in accordance with the following criteria:

- Proposed approach to scope of work.
- Level of experience of the individual(s) identified to work on this matter.
- The Proposer's experience with similar clients.
- Familiarity with Dickinson County Library sites.
- Cost.
- Interviews, if conducted.

PROPOSAL TIMELINE

During the period from your organization's receipt of this RFP and until a contract is awarded, your organization shall not contact any employee of DCL for additional information except in writing directed to Megan Rose at meg@dcl-lib.org.

QUESTIONS

Questions for the purpose of clarifying the RFP must be submitted in writing by email and must be received no later than 3:00 p.m. CST on November 20, 2026. Questions must be emailed to Megan Rose at meg@dcl-lib.org.
Questions and responses will be posted as an "Addendum to the Solomonson Branch Redesign - RFP for Architectural Services" on the DCL website at www.dcl-lib.org by 4:00 p.m. CST on November 27, 2026. Please note that submissions of questions do not in any way enhance or guarantee the chances of receiving a contract through this proposal.

ADDITIONAL INFORMATION

Contract Award. DCL reserves the right to award the contract in a manner deemed to be in the best interests of DCL.

Stability of Proposed Prices. Any price offerings from Proposers must be valid for a period of 60 days from the due date of the proposals.

Amendment or Cancellation of the RFP. DCL reserves the right to cancel, amend, modify, or otherwise change this RFP at any time if it deems it to be in the best interests of DCL.

Proposal Modifications. No additions or changes to any proposal will be allowed after the proposal due date, unless such modification is specifically requested by DCL. DCL, at its option, may seek Proposer retraction and clarification of any discrepancy or contradiction found during its review of proposals.

Proposer Presentation of Supporting Evidence. Proposers must be prepared to provide any evidence of experience, performance, ability, and/or financial surety that DCL deems necessary or appropriate to fully establish the performance capabilities represented in their proposals.

Proposer Demonstration of Proposed Services and/or Products. Proposers must be able to confirm their ability to provide all proposed services.

Ownership of Proposals. All proposals shall become the property of DCL and will not be returned.

Ownership of Subsequent Products. Any product, whether acceptable or unacceptable, developed under a contract awarded as a result of this RFP shall be the sole property of DCL unless otherwise stated in the contract.

Oral Agreement or Arrangements. Any alleged oral agreements or arrangements made by Proposers with DCL will be disregarded in any proposal evaluation or associated award.

Not a Contract. This RFP is not a contract and, alone, shall not be interpreted as such. Rather, this RFP serves only as the instrument through which proposals are solicited. DCL will pursue negotiations with the highest scoring proposal. If, for some reason, DCL and the initial Proposer fail to reach consensus on the issues related to a contract, then DCL may commence contract negotiations with other Proposers. DCL may decide at any time to reject all proposals and to start the RFP process again.

The selected Proposer will be required to sign a formal contract.

Subcontractors. DCL must approve all subcontractors utilized by the successful Proposer prior to any such subcontractor commencing any work. Proposers acknowledge by the act of submitting a proposal that any work provided under the contract is work conducted on behalf of DCL and that the DCL Director or designee may communicate directly with any subcontractor as DCL deems necessary or appropriate.