



1930 Glenview Road / Glenview, IL 60025-2899  
(847) 729-7500 / FAX: (847) 729-7682 / Email: [info@glenview.lib.il.us](mailto:info@glenview.lib.il.us)

October 10, 2001

**RE: Request for Qualifications and Proposals to Provide Real Estate Development Services for the Glenview Public Library**

To Whom It May Concern:

The Glenview Public Library ("Library"), located at 1930 Glenview Road, Glenview, Illinois 60025, has conducted an Expansion Feasibility Study and has determined that it requires additional space to meet the needs of the community it serves.

The Library has had significant increases in its attendance, circulation, book collection and non-print collection since its last expansion, which was completed in 1986. Space required for the Library's book collection, non-print materials, technology equipment, meeting rooms, storage space and parking have exceeded the capacity of its current 47,500 square foot building. The space program studies indicate that a facility of approximately 110,000 square feet is required. It is the Library's intention to proceed with the development of such a facility in the Village of Glenview.

Accordingly, the Library is requesting qualifications and proposals from developer/contractor teams ("Developer") to provide real estate acquisition and development services to Glenview Public Library for the purpose of developing the new library facility.

The following is a general description of the project and information that we would like to receive in your proposal:

**Client:** The Glenview Public Library.

**Project Architect:** Phillips Swager Associates ("PSA") has been selected as the Project Architect and will interact with the Developer. PSA's contract will be assigned to the selected Developer at such time as the Library has approved the final site selection and concept drawings.

**Site Selection:** There are several sites that have been studied and are under consideration for this project. The Library, the Village of Glenview or the Developer may identify additional site opportunities and the

Library and Developer shall consider those sites as possible solutions for this project.

**Project Description:**

Assess site alternatives in the context of the Library's program requirements, acquire the most suitable site and develop the new library facility.

**Library Requirement:**

Approximately a 110,000 square foot library structure with appropriate parking.

**Submission and Selection Schedule:**

Qualifications and Proposals shall be submitted by October 31, 2001; four qualified candidates will be interviewed the week of November 5, 2001. A recommendation will be made to the Board of Trustees on November 21, 2001. The engagement will occur immediately thereafter.

**Project Schedule:**

The Developer shall commence work upon engagement and shall assist the Library in the preparation of documentation necessary for a referendum submission no later than January 9, 2002.

**Project Budget:**

Preliminary budget estimates, subject to site selection, building configuration and parking facilities, range between \$15,000,000 and \$21,000,000. These budgets may be reviewed at [www.glenview.lib.il.us](http://www.glenview.lib.il.us) (Select "Library Info & Events" and then "Building Program and Related Documents"). The Developer and Library shall prepare a detailed budget on the two final candidate sites.

**Services Requested:**

**Real Estate Consulting Services:**

1. Review four existing site candidates.
2. Identify additional site candidates.
3. Develop a recommended Due Diligence process and budget per site.

4. Conduct Due Diligence investigation on specified sites as directed by the Library.
5. Evaluate the suitability of the candidate sites, with respect to deliverability, title condition, zoning and surrounding property issues, environmental condition, soil condition, existing and required infrastructure, site capacity, demolition costs, if any, accessibility, visibility and acquisition cost.
6. Coordinate and direct the various professionals necessary to complete the site assessment and acquisition activities.
7. Prepare a detailed comparison of the available sites including a recommendation of a primary and secondary site selection, taking into consideration the Library program requirements, site deliverability and project cost.
8. Develop and implement real estate acquisition strategies for the primary and secondary sites, which protect the Library's interest and that, meet the Library's goals.

**Pre-Construction Services:**

1. Coordinate communications with the Library, the Village of Glenview and the citizens with respect to the planning and development of the new facility.
2. Develop and maintain a web site, linked to the Library's existing web site, accessible to the citizens, which contains the project's public information.
3. Conduct an incentive survey to determine which programs (Local, County, State, Federal and/or Other) may be available to the Library or Village of Glenview to assist in the development of the new facility.
4. Negotiate or engage a consultant to negotiate the assistance package, if such assistance programs are available.
5. Provide project pricing for various development scenarios in conjunction with the Architect on an ongoing basis.
6. Provide concept, material and system alternatives to Client and Architect to capture value-engineering benefits.
7. Develop, maintain and distribute the project schedule.
8. Assist the Library in coordinating and managing the source of funds for the project.

**Development and Construction Services:**

1. Review Architect's drawings and specification documents for completeness.
2. Organize and maintain overall project budget and schedule.
3. Develop and maintain a project specific web site, accessible to project team members, for the purpose of distribution of information, reporting and project tracking.
4. Competitively bid to all subcontractors.
5. Provide an open book reporting system to the Library throughout the project.
6. Project Manage and administer the implementation of the Library's program at the selected site.
7. Provide on-site supervision throughout the project.
8. Provide detailed reporting to the Library throughout the project.

9. Provide building system check-out and commissioning prior to move-in. Provide system instruction and training to the appropriate Library personnel.
10. Additional services as recommended by your firm or requested by the Library.

**Information Requested:**

Please provide the following information in your proposal:

1. Description of how your firm is organized and how the necessary resources are provided to specific projects.
2. Description of the range of projects and services provided by your firm.
3. Description of your firm's capabilities with respect to this specific project.
4. Provide examples of relevant projects that your firm has completed.
5. Describe your firm's experience in working on public projects.
6. Describe how your firm intends to coordinate services with the Project Architect.
7. Describe how your firm intends to communicate with the Library.
8. Provide a Preliminary Project Schedule including Key Dates and Library Approval Matters.
9. Identify the team members that you intend to assign to this project. Provide references for each team member.
10. Describe your recommended method of handling change orders on the project.
11. Identify trades that the construction firm has the ability to self-perform and that you intend to utilize on this project.
12. Provide a fee structure for the project; prepare a cost estimate of the real estate consulting services (no real estate commissions will be paid as part of the services rendered on this project) and pre-construction activities. In addition to providing a format for the Development/General Contracting Fee, please provide your estimate and breakdown of general conditions for the project. We acknowledge that the general condition costs may vary subject to the site and ultimate project design. *We are not requesting a specific project fee at this time. Once the team's qualifications have been evaluated, the Library will identify the selected team and will enter into fee negotiations at that time, in accordance with state law and Local Government Professional Services Selection Act.*
13. Provide a copy of the document that you prefer to use as an agreement between the parties, which includes the fee structure.
14. Describe the schedule of payout (percent of project cost over the duration of the project) for a project of this scope.

Add information that you feel is appropriate.

The Library reserves the right at any time and for any reason to cancel or to modify the scope of this Request for Proposal and to reject any or all proposals received. The Library shall not be liable in any way for costs incurred by the respondents in replying to this Request for Proposal.

The Library's selection criteria shall include the Library's assessment of the Developer's compliance with the Request for Proposal, the Developer's relevant prior experience and the Developer's technical capability and financial capacity to perform the tasks required for this project.

Please address your proposal to the Glenview Public Library and deliver twelve copies to Mr. John Blegen prior to 5:00 PM on October 31, 2001 at the following address:

Mr. John Blegen  
Glenview Public Library  
1930 Glenview Road  
Glenview, Illinois 60025-2899  
(Phone: 847-729-7500 ext. 108)

Please call or contact John Blegen with any questions or comments.