



## REQUEST FOR QUALIFICATIONS – LANDSCAPE ARCHITECT

Notice is hereby given that Statements of Qualifications for landscape architectural services related to the design and creation of an outdoor master space plan for the Lake Villa Library District are being accepted for potential improvements to the library's outdoor spaces.

Full description and requirements are available at the library's website.

Deadline for submission is Tuesday October 15, 2021 by 5:00 p.m. CT. Please direct inquiries Mick Jacobsen, Library Director, 847-245-5100 – [mjacobsen@lvdl.org](mailto:mjacobsen@lvdl.org).

Lake Villa Library District  
140 N. Munn Rd.  
Lindenhurst , IL 60046



## **REQUEST FOR QUALIFICATIONS FOR LANDSCAPE ARCHITECTURAL SERVICES**

September 13, 2021

### **PROJECT SUMMARY**

The Board of Library Trustees of the Lake Villa Library District (“Library Board”) is seeking Statement of Qualifications for professional landscape architectural services for a master outdoor space plan for the Lake Villa Public Library District located at 140 N. Munn Rd., Lindenhurst, IL 60046.

### **BACKGROUND**

The Lake Villa Library District (“LVDL” or “the Library”) serves nearly 40,000 residents in Lindenhurst, Lake Villa, parts of Round Lake Heights, parts of Round Lake Beach, parts of Grayslake, and parts of Antioch; having concurrent borders with the Lake Villa Township.

In August 2019, LVDL moved in to a newly constructed, 67,000 sq. ft. library building on 1,297,217 sq. ft. of lakefront property. Though the Library has not experienced a “normal” year since moving to the newly built location, it has become a popular destination for residents and a source of pride for the community.

In 2021, the Library Board approved a three-year strategic plan which included the goal of making the Library a **community haven** by providing vibrant and inviting spaces for people to gather, welcoming everyone warmly, and delighting our community with memorable experiences. A point that shined through the data gathering component of the strategic planning process was the community’s strong desire to better utilize LVDL’s expansive and beautiful outdoor spaces.

### **SCOPE OF WORK**

The Library Board is pursuing options for a multi-year master space plan for the library’s natural areas. Some potential options that could be included in the master space plan:

1. Native plantings area/s.
2. An outdoor children’s storybook garden with activities.
3. Area/s or structures/s for leisure reading, looking at the lake, bird watching, etc.
4. Gathering spaces/structures.
5. Exhibit/asynchronous learning spaces.
6. Walking paths.
7. Improved access to outdoor areas from the building and parking lots.

### **SUBMISSION OF QUALIFICATIONS**

This Request for Qualifications (RFQ) is issued by the Library Director with the authorization of the Library Board. The actual contract will be issued by the Board of Library Trustees of the Lake Villa Library District, a unit of local government.

Interested firms should submit ten printed copies and one electronic copy of Statement of Qualifications no later than 5 p.m. CT on **October 15, 2021** to:



Mick Jacobsen, Library Director  
Lake Villa Public Library District  
140 N. Munn Rd.  
Lindenhurst, IL 60046  
847-245-5100  
[mjacobson@lvdl.org](mailto:mjacobsen@lvdl.org)

All submissions will be acknowledged. Inquiries concerning this RFQ may be submitted via e-mail to the Library Director no later than 5:00 p.m. CT on **October 15, 2021**. Answers to questions submitted via email may be distributed to all respondents in the form of a letter of addendum to this RFQ. Only a letter of addendum may change the requirements of this RFQ. Oral responses to questions made outside of the addendum shall not be considered binding on the Library.

### **CONTENT OF QUALIFICATIONS**

A Statement of Qualifications should include the following information:

1. Brief history of the firm.
2. Biography of key personnel who will be working with the Library and are authorized to make representations on behalf of the firm.
3. Staffing levels to adequately carry out this program.
4. Names of additional consulting firms hired to supplement your firm's services.
5. Understanding of project's objectives and scope; responsiveness to the goals outlined in LVDL's fiscal year 2022-2024 Strategic Plan.
6. A demonstrated understanding of the laws and ordinances governing wetland and lakefront property.
7. Description of previous experience with library landscape design or projects of similar size and character in which the firm was the primary architect. For each project please provide the following:
  - a. Project description including completion date.
  - b. Name of project architect.
  - c. Gross square footage.
  - d. Final project costs.
  - e. Contact information for client.
8. Answers to the following questions:
  - a. How does your firm intend to involve the Library Board, staff, Library neighbors, and community in the master space plan design process?
  - b. To LVDL's knowledge, this is a unique opportunity for a library to create a "library landscape experience" of this size. What inspirations will your organization be drawing to create a distinctive and attractive library landscape experience?

### **SITE VISITS**



Firms are encouraged to visit the site to gain an understanding of the project and to familiarize themselves with the facility. If needed, the Library Director or other staff member will be available by appointment for a tour.

### **SELECTION PROCESS**

The Library Board will review, evaluate, and rank all the Statements of Qualifications. Three to six top ranked firms will be invited to participate in an interview with the Library Board, at the candidate's own expense.

The Library Board will evaluate and rank the interviewing firms, check references of selected candidates, make the final selection, and negotiate a contract with the successful firm.

Fee negotiation will begin with the Architect of first choice. If a satisfactory contract cost cannot be reached with the Architect of first choice, the next Architect will be contacted.

### **EVALUATION CRITERIA**

Statements of Qualifications will be evaluated and interviews will be conducted by the Library Board using the following criteria intended to comply with the requirements of the State of Illinois Quality Based Selection Process:

1. Responsiveness and completeness of the Statement of Qualifications.
2. Relevant experience and qualifications of the Architect including demonstrated knowledge of planning, management, and evaluation skills.
3. Architect's approach to organizing and managing projects, and ability to clearly document information and recommendations.
4. Understanding of needs as identified in the Scope of Work.
5. Architect's ability to build consensus with staff, Library Board, and the community.
6. Experience in planning and/or building public landscape projects. Understanding of the public library's roll in the 21<sup>st</sup> century.
7. Examples of completed projects. Satisfaction of former clients with competency of Architect and completed work.
8. Overall evaluation of the Architect's ability to accomplish projects within established time schedules.

The Board intends to award the project to the firm that best satisfies the needs of the Library. This Request for Qualifications does not commit the Library Board to award a contract or share in the expense of preparing a proposal. Any submittal not received on or before the stated deadline or not addressing the required points may be rejected. The Library Board reserves the right to reject any or all submittals, to waive any irregularities, and waive or modify any provisions of this request for qualifications, and to make the final determination as to the best architect for the project.