Overview
Essex Public Library is seeking qualified firms to submit proposals for a space needs study and master plan. The library serves residents in the Town of Tappahannock and rural Essex County, which lies along the beautiful Rappahannock River in Virginia’s Middle Peninsula. Located in historic downtown Tappahannock, the library is a vital community hub for this population of 10,500 friendly residents.

Purpose
The current 8,000-square-foot library building was built in the year 2000. While the building has served the community well over the past two decades, the library lacks programming and seating areas, and space needs have become more urgent during the COVID-19 pandemic. Library staff currently provide programs and events outdoors in the parking lot, at the local fire station, or in a small grassy property located next to the building. The need for quiet study space has become critical as work and education have shifted to virtual platforms. Functioning in a library building designed before smartphones were part of our daily lives has become more difficult. These rapid social shifts have exacerbated a general need for updates to the library’s aging furnishings and lighting, a shortage of storage, and a deficiency of study rooms and programming space, especially for children and teens. Essex Public Library’s Board of Directors seeks professional design and architectural services to help plan to address these shortages and meet the needs of the community now and in the future. Some of the goals of the plan will include:

- Provide additional meeting space
- Provide flexible program and activity space
- Provide outdoor programming space
- Integrate study rooms
- Incorporate additional storage
- Update finishes, furniture, and lighting

Essex Public Library will also undertake a long-range planning process during Winter and Spring 2022 and will engage community members in conversations about what services and spaces they hope to see in an updated library building.

Scope of Services
To provide the information needed to assist Essex Public Library with planning for future improvements, the following Scope of Services is anticipated.

1. Review existing conditions and provide a written report listing areas needing improvements and provide recommendations for achieving the improvement goals.
2. Interview staff and summarize the goals and needs identified through staff input.
3. Review the existing collections inventory provided by staff, make recommendations for adjustments to the collections, and suggest shelving options and space requirements.
4. Evaluate existing seating and make recommendations for the quantity and type of furniture needed to best serve the community.
5. Make recommendations for replacement of the circulation desk.
6. Provide a space allocation matrix indicating the recommended square footage for each space in the building.
7. Provide a conceptual floor plan showing a layout to achieve the project goals to the extent possible within the existing building footprint or within minimal building expansion.
8. Provide a conceptual floor plan showing a layout to achieve the project goals if a more substantial addition is possible.
9. Provide a budget cost estimate for the two conceptual plans described above.
10. Provide a compiled report incorporating the information, floor plans, and budget estimates developed during the study.
11. Present the results of the study to the Library Board.

Proposal Format
Provide a proposal illustrating the firm’s qualifications and experience in the design and planning of library projects. Qualified firms must demonstrate experience in providing programming, architectural design, and construction drawings for libraries built within the past 5 years. At a minimum, provided the following proposal components.
1. Cover letter with a brief statement of qualifications.
2. Resumes showing experience of staff who will work on the project.
3. Examples of similar projects
4. Summary of process and approach to library planning and design
5. Schedule for completion of the Space Needs Study and Master Plan
6. Summary of responsibilities and information to be provided by Essex Public Library
7. Proposed fee to complete the Scope of Services listed above
8. Submit one compiled PDF digitally or link to a download site by email to DSmook@EPLVA.org.

Timeline for Proposal Submission
The following timeline is anticipated for this proposal submission.

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>October 28, 2021</td>
<td>Request for Proposals Issued</td>
</tr>
<tr>
<td>November 11, 2021</td>
<td>Submit questions relating to the RFP</td>
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<tr>
<td>November 17, 2021</td>
<td>Essex Public Library responds to questions</td>
</tr>
<tr>
<td>November 24, 2021</td>
<td>Proposal Due – 2:00 PM</td>
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