



## WESTMONT PUBLIC LIBRARY

428 N Cass Ave, Westmont, IL 60559  
630 869 6150  
westmontlibrary.org

*Providing the community with the keys to lifelong learning.*

### Westmont Public Library Capital Needs Assessment Request for Proposals (RFP)

#### Introduction

The Westmont Public Library is soliciting proposals from qualified and experienced firms to provide a comprehensive capital needs assessment of the facility located at 428 N. Cass Ave, Westmont, Illinois 60559. The facility is a 28,000 square foot building that was built in 1993. The facility includes a basement, two public services floors, and 1 elevator. This assessment will be a tool used for long range planning and budgeting.

#### Scope of Services

The hired firm will evaluate the facility, establish standards and benchmarks for maintenance options, and provide recommendations for short and long term budgeting. The assessment must include estimates of likely repair and replacement costs over a 10-year period for components related to the items listed below. Firms are encouraged to propose assessment of other components as appropriate. A walkthrough of the facility is not required but is available by appointment by contacting Library Director Julia Coen at [jcoen@westmontlibrary.org](mailto:jcoen@westmontlibrary.org) or 630-869-6170.

- Accessibility
- Drainage and detention
- Electrical
- Elevator
- Energy
- HVAC
- Landscaping
- Masonry and concrete structures
- Paving and curbing
- Plumbing
- Regulatory compliance
- Roofing
- Security and fire safety
- Structure/Envelope (windows, doors, etc.)

#### Proposal Submissions

1. Proposals in response to this RFP should be submitted via email sent to Library Director Julia Coen at [jcoen@westmontlibrary.org](mailto:jcoen@westmontlibrary.org) by 4:00pm on December 2, 2024.
2. The selected firm must have the demonstrated qualifications and experience to assist the Library in realizing the maximum benefits of a facilities assessment. Please provide two (2) references from a recent similar project.
3. Please include a sample final report or outline.

**Timeline**

1. The Library Director and Library Board will evaluate proposals and award a contract at a Library Board meeting.
2. The assessment report must be submitted to the Library no later than June 1, 2025, but earlier if possible. The selected firm must be prepared to begin the project no later than three (3) months after the award of the contract.

The Westmont Public Library reserves the right to reject any or all proposals and to select the proposal deemed by the Library Director and Library Board to be in the best interest of the Library. Costs of services for the project are expected to be less than \$40,000 rendering inapplicable sections 4, 5, and 6 the Local Government Professional Services Selection Act (50 ILCS 510/1).