

Westmont Public Library  
Capital Needs Assessment  
Request for Proposal

## 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.

### Description of Need

This assessment will be a tool used for long range planning and budgeting. It is the objective of the Library to employ a firm to evaluate the facility, establish standards and benchmarks for maintenance options, and provide recommendations for short and long term budgeting.

### Scope of Services

The assessment should analyze the building's capital needs and predict likely repair and replacement costs over a 10-year period. The assessment should include every major component and every significant aspect of the property's physical condition. The final report should provide estimates of repair and replacement costs for components related to the items listed below. Firms are encouraged to propose assessment of other components as appropriate.

- 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 will be accepted via email sent to Library Director Julia Coen at [jcoen@westmontlibrary.org](mailto:jcoen@westmontlibrary.org).
2. A walkthrough is not required but is available by appointment. Questions, clarifications, or a request for a walkthrough appointment can be directed to Library Director Julia Coen at [jcoen@westmontlibrary.org](mailto:jcoen@westmontlibrary.org) or 630-869-6170.

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3. 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.
4. Please include a sample final report or outline.
5. Proposals should be received no later than 4:00pm on Thursday, August 15, 2024.

Timeline

1. The Library Director and Library Board will evaluate proposals and award a contract at the Library Board meeting in August or September.
2. Prompt completion of this project is required. The goal is to have a final report submitted to the Library no later than December 31, 2024, but earlier if possible. The selected firm must be prepared to begin the project no later than one (1) month 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).