

REQUEST FOR PROPOSALS (RFP)

Library Interior Renovation and Furnishing Project

Issued by:

Fremont Area District Library
104 E Main St
Fremont, MI 49412

RFP Issue Date: April 22, 2026

Proposal Due Date: June 5, 2026

Contact Person: Jackilyn Roseberry, Library Director

Email: jroseberry@fremontlibrary.net

Phone: (231) 928-0243

1. INTRODUCTION

The Fremont Area District Library invites qualified contractors, vendors, and design firms to submit proposals for the **interior renovation and furnishing of the library facility**.

The library seeks proposals for the following core project components:

Interior Design Services

- Color palette development
- Lighting recommendations
- Space aesthetics
- Wayfinding improvements
- Replace carpet flooring throughout
- Replace furniture throughout
- Interior painting

Space Planning and Layout Redesign

- New furniture layouts
- Improved traffic flow
- Dedicated spaces for children, teens, and adults
- Quiet study areas
- Collaboration areas
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Additional Enhancements

Examples may include:

- Acoustic improvements
- Decorative wall elements
- Built-in seating
- Flexible shelving
- Technology integration
- Improved signage

The goal of this project is to **modernize the interior environment**, improve usability for patrons and staff, and ensure the library remains an inviting and functional community space.

2. LIBRARY OVERVIEW

Library Name: Fremont Area District Library

Facility Description

- Total building size: 39,669 sq. ft.
- Floors: 3
- Year built or last renovated: 2000
- Average annual visitors: 75,000
- Key areas within the library:
 - Adult collection area
 - Children's area
 - Teen space
 - Board meeting room
 - Study rooms
 - Community room
 - Staff work areas
 - Circulation desk
 - Reference desk
 - Reading/lounge spaces
 - Friends of the Library gift shop room

The library seeks to update these areas to better support **learning, collaboration, technology use, and community engagement**.

3. PROJECT OBJECTIVES

The project has several key objectives:

- Replace aging flooring materials
 - Refresh interior aesthetics
 - Improve comfort and usability for patrons
 - Introduce modern, durable library furniture
 - Enhance accessibility and flexible use of space
 - Provide options for improved layout and design
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4. PROJECT SCHEDULE

The anticipated project schedule is as follows:

Milestone	Date
RFP Issued	April 22, 2026
Deadline for Questions	June 4, 2026
Proposal Due Date	June 5, 2026
Vendor Selection	June 16, 2026
Contract Award	June 17, 2026
Project Start	TBD
Project Completion	TBD

The library prefers to complete work **with minimal disruption to library services**.

Vendors should propose a realistic timeline.

5. SITE VISIT REQUIRED

A site visit is required

Date: April 27, 2026 at 10:00am OR April 29, 2026 at 1:00pm OR May 5, 2026 at 10:00am

Location:

104 E Main St. Fremont, MI 49412

Purpose:

- Allow vendors to inspect existing conditions
 - Take measurements
 - Ask questions
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6. PROPOSAL REQUIREMENTS

Proposals must include the following sections:

Company Information

- Company name
- Address
- Contact information
- Years in business
- Relevant experience

Project Team

- Key personnel
- Subcontractors (if any)

Relevant Experience

Provide examples of similar projects including:

- Libraries
- Public buildings
- Educational facilities

- Municipal projects

Include photos if available.

Cost Proposal

Include separate pricing for:

1. Carpet replacement
2. Interior painting
3. Furniture supply and installation
4. Interior design services
5. Space planning and layout redesign

Provide **itemized pricing** where possible.

Timeline

Provide estimated:

- Project duration
- Project schedule

References

Provide at least **three references** from similar projects.

7. EVALUATION CRITERIA

A firm will be chosen on the basis of its ability to best meet the overall expectations of the library. The Fremont Area District Library Board of Trustees will be the judge of which proposal will offer the greatest benefit. Factors relevant to the Board's evaluation include:

- Responsiveness and completeness of the proposal
- Experience and Qualifications: Demonstrated knowledge of planning, management, and evaluation skills and experience in using them.
- Technical Quality and Methodology: Approach to organizing and managing the project, and ability to document information and recommendations in a clear written format.
- Understanding of the project's objectives and scope.
- Ability to communicate: Ability to build consensus with staff and Board.
- Experience in public library planning and/or building projects.
- References: Examples of completed projects and satisfaction of former clients.

- Project management: overall ability to accomplish a project of this nature within a reasonable proposed time schedule.
- Fee structure
- Consideration of use of local companies for subcontracts and materials.

The library reserves the right to:

- Accept or reject any proposal
- Negotiate pricing or scope
- Award contracts to one or multiple vendors

8. INSURANCE REQUIREMENTS

The selected vendor must provide proof of:

- General Liability Insurance
- Workers' Compensation Insurance
- Professional Liability Insurance (if design services are offered)

Certificates must be provided prior to contract execution.

9. CONTRACT TERMS

The selected vendor will enter into a contract with the Fremont Area District Library outlining:

- Scope of services
- Payment schedule
- Project milestones
- Warranty terms
- Compliance with local regulations

10. SUBMISSION INSTRUCTIONS

Proposals must be submitted by:

Deadline: 5:00pm on June 5, 2026

Proposals may be submitted physically or digitally

Send proposals to:

Jackilyn Roseberry
Library Director
Fremont Area District Library
104 E Main St.
Fremont, MI 49412
jroseberry@fremontlibrary.net

Late submissions may not be considered.

11. QUESTIONS

All questions regarding this RFP must be submitted by:

June 4, 2026

Questions should be directed to:

Jackilyn Roseberry
jroseberry@fremontlibrary.net

Responses may be shared with all vendors.

12. RESERVATION OF RIGHTS

The Fremont Area District Library reserves the right to:

- Reject any or all proposals
- Waive minor irregularities
- Request additional information from vendors
- Modify project scope
- Cancel the RFP at any time