



Request for Proposal (RFP) – Building Feasibility Study

1. Introduction:

The Le Mars Public Library has outgrown its current space of 7,839 square feet. The Le Mars Public Library Board of Trustees is issuing an RFP for a building feasibility study and concept plan to explore options to expand the library.

A space needs study was conducted in May 2010, resulting in a needs assessment of 21,212 sf.

A second space needs assessment was conducted in September 2022, resulting in an estimated space needs assessment of 25,042 sf.

The Library Board of Trustees reserves the right to accept or reject any or all proposals as deemed in the best interest of the project and to waive all minor irregularities in the proposal process.

2. Scope:

The Le Mars Public Library Board of Trustees is seeking qualified architectural and/or building consulting services to perform a comprehensive feasibility study and concept plan for the following sites to determine feasibility for serving as a public library that would meet the space needs and programming goals of the 2022 needs assessment.

- Current Public Library site at 46 1st St SW, Le Mars, IA 51031
- Current Convention Center site at 275 12th Street SE, Le Mars, IA 51031
- Current Kluckhohn Elementary School site at 1338 Central Ave SW, Le Mars, IA 51031
 - (2025 Facility Assessment of Kluckhohn available online with supporting documents)
- Projected costs for a new build at an undetermined location

Feasibility study should cover:

- ☐ site analysis
- ☐ code compliance
- ☐ accessibility compliance
- ☐ space utilization
- ☐ structural integrity
- ☐ assessment of major building systems (water & sewer, mechanical, electrical, plumbing, telecom)
- ☐ roadways & parking
- ☐ provide concept-level construction budget for each site to achieve 25,045 sf
- ☐ develop conceptual layouts associated with estimates
- ☐ prepare materials and participate in Library Board, Council meetings, and public engagement*
Preference for public engagement would be meeting with the general public as well as selected stakeholders (revised 9/15/26)
- ☐ possibility for joint use with other governmental agencies or non-profit organizations.

3. Proposal Submissions

Proposal should be in the following order:

- ☐ RFP Cover Page
- ☐ Company Overview- Brief company history and the firm or individual's experience with similar library projects
- ☐ Proposed Project Schedule Page
- ☐ Proposal addressing the Scope of Work and methods for assessment and analysis
- ☐ Detailed Cost Proposal; Final & Total Cost must be clearly labeled.
- ☐ References: Consultant(s) must provide a list of public libraries (or similar) as references for which similar services have been provided. Include main contact, title, email, and phone number

4. Evaluation Criteria

1. The firm or individual's experience with similar library projects
2. Qualifications of key personnel and team members
3. Project approach & depth of understanding
4. References and demonstrated client satisfaction
4. Cost and overall value; price stipulated must be all-inclusive

5. Submission Instructions

Submit proposals electronically in PDF format no later than 1:00 PM CST on October 12, 2026 to:

Le Mars Public Library
Shirley Taylor, Library Director
Email: shirley.taylor@lemars.lib.ia.us

Supporting documentation can be found on the library's website:

lemars.lib.ia.us – Library Information -> Strategic Plans and RFP

6. Questions

All inquiries and questions should be made to Shirley Taylor, Library Director, via email:

Shirley.taylor@lemars.lib.ia.us no later than October 1, 2026, at 1:00 PM, and using the subject line: RFP INQUIRY.

Shirley Taylor, Library Director
Le Mars Public Library
46 1st Street Southwest
Le Mars, IA 51031
Shirley.Taylor@lemars.lib.ia.us
712-546-5004 (ph.)

Verbal answers will not be authoritative.

7. Tentative Timeline

Date	Task
On or before Tuesday, Sept 8, 2026 at Noon	RFP Advertised, distributed and issued on lemars.lib.ia.us
Wednesday, Oct 1, 2026 at 1:00 PM CST	Deadline for questions
Monday, Oct 12, 2026 at 1:00 PM CST	Closing date for receipt of written proposals
October 13-16, 2026	Evaluation of qualifications and oral interviews if necessary
Monday, October 19, 2026 at 5:00	Approval at Library Board meeting
Tuesday, October 20, 2026 at Noon	City Council discussion
On or before Nov 1, 2026	Contract begins
On or before February 16, 2027	Delivery of Feasibility Study

8. Terms and Conditions

- The library/City of Le Mars reserves the right to accept or reject any or all proposals, to waive informalities.
- All RFP materials are considered public documents
- RFP materials become the property of the library/City of Le Mars
- The fee for the service is subject to negotiation
- The consultant must provide a copy of current business license, if applicable, and insurance certificate
- The consultant must hold any and all licenses and authorizations necessary to provide services for which they are selected in the State of Iowa. It is the firm's responsibility to notify the Library in writing in the event that it is no longer licensed or authorized to act in the capacity for which they are selected.

Cover Page:

This page must be completed, signed and returned with proposal

RFP Subject: Le Mars Public Library Feasibility Study

The undersigned certifies that an examination has been made of the Library Plans, and studies, and the site of the work. It is understood that all work herein are approximate only and are subject to increase or decrease and it is further understood that all quantities of work, whether increased or decreased, are to be performed at the prices stipulated herein. The undersigned proposed to furnish all necessary tools, labor and other means of architectural and design service and to do the work according to the scope of work and any addenda now on file in office of the Library Director for the Feasibility Study set forth herein, at the following prices:

PRICE \$ _____

The undersigned certifies that this proposal is made in good faith without collusion or connection with any other person or persons bidding on the work.

The undersigned understands that the Library Board of Trustees, reserves the right to accept or reject any or all proposals or to waive formality or technicality in any proposal in the interest of the Library.

The foregoing prices are the basis upon which the undersigned will accept the Contract.

FULL LEGAL NAME & ADDRESS OF OFFEROR:

_____ By _____
Company's Legal Name Authorized Representative- Signature in ink

_____ Name: _____

Address

_____ Title: _____

City, State

_____ Date: _____

ZIP

Phone: _____ Email: _____

Fax: _____