

REQUEST FOR PROPOSAL FOR

*Professional Planning and
Design Consultant Services for
Stillwater Public Library*

Stillwater ~~~~~ Public Library

DATE/TIME DUE: April 16, 2026, 3:00 p.m. CDT



Our Vision: Stillwater Public Library strengthens our community by advancing literacy, enriching lifelong learning, and empowering civic engagement. We want every Stillwater resident to have a library card and use it regularly.

Our Mission: Stillwater Public Library connects members of our community with the power of knowledge, the possibility of new ideas, and the opportunity to engage with one another.

Our Values: Welcoming Everyone, Strengthening Connections, Championing Literacy, Upholding Intellectual Freedom, Embracing Change

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REQUEST FOR PROPOSAL (RFP) FOR

Professional Planning & Design Consultant Services for Stillwater Public Library

Stillwater Public Library
224 3rd Street North
Stillwater, Minnesota 55082
651-430-8753
<https://library.stillwatermn.gov/>

LIBRARY & PROJECT OVERVIEW

Stillwater Public Library serves a community of nearly 20,000 residents and occupies a 38,680-square-foot historic building that underwent a major expansion in 2006. The Library achieved record circulation and program attendance in three consecutive years (2022–2024) and is governed by a nine-member Library Board of Trustees.

The Library is seeking professional planning and design consultant services to develop a Children's Library & Event Wing Enhancement Plan (CLEWE Plan). This plan will guide future renovation and fundraising efforts focused on two general areas:

- The Children's Library and adjacent tiled walkway (lower level)
 - The children's collection contains approximately 26,800 items, and approximately 15,871 people participated in children's programs in 2025.
- Event Wing spaces on the upper level, including meeting rooms, gallery, and associated support spaces
 - In 2025, the Library's meeting rooms were used for 596 meetings.

CONTACT

Mark Troendle
Library Director
Stillwater Public Library
mtroendle@stillwatermn.gov
651-430-8753

PURPOSE OF THIS RFP

The purpose of this RFP is to select a qualified firm to provide planning-level design services, including conceptual and schematic design and realistic cost estimates, for the CLEWE Plan. This RFP is a competitive process intended to identify and select the firm that will be contracted to develop the CLEWE Plan. The resulting plan will be used to support donor engagement, grant applications, and long-term capital planning. It is anticipated that any future renovations resulting from the CLEWE Plan would be funded primarily through gifts and grants.

The CLEWE Plan will also equip the Library Board with the information needed to evaluate future renovation options, priorities, and potential next steps before any commitment to implementation.

It is anticipated that a consultant will be selected through this process. Any future phases—including final design, permitting, bid document development, renovation services, and contract administration—would be subject to satisfactory performance during the CLEWE Plan development phase, successful fundraising, and any additional approvals or procurement requirements of the Library and City.

SCOPE OF WORK

The Scope of Work described below will be performed only by the firm selected through this RFP process and awarded a contract by the Library.

The selected firm will work with the Library's Facilities Committee (comprised of members of the Library Board of Trustees and the Library Director) and other stakeholders to develop the CLEWE Plan, a planning-level roadmap for updating existing interior spaces. The Library is not seeking to add square footage to the building footprint. Square footage (s.f.) figures provided are approximate and are based on available architectural drawings.

The selected firm will develop the CLEWE Plan, which shall include:

- Conceptual and schematic design options
- Planning-level cost estimates sufficient to support fundraising and budgeting
- Identification of priorities and scalable design alternatives aligned with anticipated fundraising capacity and responsible financial stewardship; and high-level phasing and implementation strategies, including recommendations for sequencing work to minimize disruption to library operations and maintain public access to spaces whenever feasible.

The primary intent of the CLEWE Plan is to produce a design and cost framework suitable for donor conversations and fundraising targets, not to prepare final construction documents. The Library also seeks to understand how respondents' proposed approach would impact access to and use of the areas to be renovated, and the strategies they would employ to mitigate impacts to staff and the public.

IMPORTANT CLARIFICATION ON SCOPE

Proposers are not being asked to submit design concepts, renderings, or detailed solutions as part of their RFP response.

At this time, proposals are sought solely for the purpose of evaluating qualifications, approach, and cost in order to select one firm that, upon award, will be contracted to prepare the CLEWE Plan.

Authorization and funding for any future design development or renovation and related construction work will be subject to the terms of the relevant Agreement for Professional Services.

EXAMPLES OF PLANNING CONSIDERATIONS (ILLUSTRATIVE ONLY — NOT DESIGN REQUESTS)

Children's Library

The Children's Library on the lower level is comprised of a browsing and computer area (2,876 square feet), an interactive play-and-learn Discovery Room (407 s.f.), a storage room (78 s.f.) adjacent to the Discovery Room, and a small family restroom. In developing the CLEWE Plan, the following examples illustrate considerations that will need to be examined in more detail by the firm awarded a contract:

Children's Library considerations may include, but are not limited to:

- Retaining and enhancing the existing warm, nature-inspired aesthetic
- Replacing existing carpet and worn finishes
- Evaluating service desk options that function when staffed but do not visually dominate the space when unstaffed
- Adding a comfort or sanctuary room for children and caregivers
- Improving safety, enclosure, and sound attenuation
- Expanding seating options for children and caregivers
- Repurposing the Discovery Room and loft space
- Aligning technology with user needs
- Improving shelving efficiency and accessibility
- Improving flexibility and usability of storage areas
- Evaluating lighting and wall finishes
- Investigating modifications to column bases and non-load-bearing elements

In addition, the tiled floor adjacent to the Children's Library has experienced heaving during cold weather. The presence of an open-air parking ramp beneath this area results in significant temperature differentials that may contribute to the issue. The CLEWE Plan shall include evaluation and recommendations for addressing cracked, failing, or heaving floor tiles, including consideration of potential underlying causes.

Event Wing

The Event Wing on the upper level consists of a large meeting room called the Margaret Rivers Meeting Room (1,545 s.f.) that can be divided into two spaces by means of a collapsible accordion wall, a gallery (732 s.f.) used for art exhibits, a seating area (708 s.f.) at one end of the gallery, two public restrooms, and a former vending/coffee shop space currently used as storage.

Event Wing considerations may include, but are not limited to:

- Enhancing video conferencing capability
- Replacing existing carpet in the Margaret Rivers Meeting Room
- Updating tables and chairs with more ergonomic, stackable, or foldable furniture
- Improving sound attenuation between divisible meeting rooms
- Addressing cracked floor tiles in the gallery
- Recommendations for restroom renovations
- Improving flexibility and usability of storage areas
- Evaluating lighting conditions, including suitability for meetings, events, exhibits, and video conferencing
- Assessing wall finishes and paint to support durability, acoustics, and a cohesive aesthetic

GUIDING PRINCIPLES

The following principles will guide the planning process:

- Maximize access
- Patron- and staff-centered design
- Operational sustainability
- Efficient and flexible interior design

- Sound attenuation improvements
- Alignment with existing library aesthetics
- Responsible financial stewardship and cost-effective design solutions

CONSULTANT RESPONSIBILITIES

The firm selected through this RFP process will:

- Inform and educate the Facilities Committee and the Library Board of Trustees on current trends in public library services and design.
- Facilitate meetings and workshops, as needed.
- Engage the Library Board of Trustees, library staff, City personnel, and community stakeholders, as appropriate, using structured and inclusive engagement methods.
- Advise the Library on planning-level phasing considerations and operational impacts associated with potential future renovation work, including strategies to minimize disruption to staff and patrons.
- Prepare planning-level design concepts and associated cost estimates that include tiered or scalable options (e.g., baseline, enhanced, and aspirational scenarios) to support fundraising conversations, grant applications, and informed decision-making if available funding does not support full implementation.
- Identify any applicable building code, ADA accessibility, life safety, or major building systems considerations that could materially affect project cost, feasibility, or phasing.
- Prepare and deliver a final CLEWE Plan no later than April 30, 2027, including goals, priorities, planning-level cost estimates sufficient to support fundraising and budgeting; a recommended timeline; and a clear executive summary with supporting graphics suitable for Board review and donor engagement.

SITE WALKTHROUGHS

The Library will make available optional, 45-minute site walkthroughs with the Library Director to provide an overview of the project, allow proposers to view the areas to be assessed, and offer an opportunity to ask questions. Site walkthroughs are strongly encouraged but not required. No information shared during site walkthroughs will materially alter the RFP.

Proposers interested in a site walkthrough must contact the Library Director to schedule a mutually agreeable time. Site walkthroughs will be offered through March 24, 2026.

INSTRUCTIONS FOR PROPOSERS AND REQUIRED GENERAL PROPOSAL CONTENT

1. Proposals are due April 16, 2026, by 3:00 p.m. CDT.
2. Respondents shall include one digital copy of their proposal document. Proposals shall not exceed ten (10) pages (font size 11) with no more than ten (10) additional pages for appendices.
3. Project Work Tasks and Timeline
 - a. Proposals shall also include a narrative summarizing the respondent's understanding of the work and the proposed approach to completing the work, including project milestones and completion dates. Responses should address how the proposed approach aligns with the intent of the CLEWE Plan, including development of a donor-ready design and cost framework suitable for donor conversations and fundraising targets, and strategies to minimize impacts to library operations and public access.
4. Project Staffing and Management Plan
 - a. Project team members must be identified and summaries of their qualifications included. Any proposed sub-consultants involved in the work should also be identified. Upon contract finalization, the assignment of the work to others beyond those identified must be approved by the Library in writing. Any and all potential conflicts of interest shall be identified.
5. Qualifications of Firm and References
 - a. State the firm's experience with comparable projects, and include the name and email address of at least three client references.
6. Cost Proposal
 - a. Proposals shall include proposed compensation for the work, including proposed hourly rates. All work will be compensated at hourly rates, subject to a consultant-proposed not-to-exceed amount that may not be exceeded without prior written authorization from the Library. Proposals shall itemize costs by task or phase as defined in the proposer's work plan. The solicitation response shall include all costs for supplies, materials, equipment, labor, and expenses necessary to perform the work. Identify the total not-to-exceed cost for completing the CLEWE Plan.
7. Insurance — The successful respondent will be required to furnish appropriate certificates of insurance as a part of the final contract.
8. The Library reserves the right to reject any or all proposals. The Library also specifically reserves the right to negotiate with proposers to potentially modify the scope of the work.

9. The proposer selected to provide professional planning and design consultant services will be required to enter into a written Agreement for Professional Services with the Library (see Appendix A). The final CLEWE Plan must be completed and delivered no later than April 30, 2027.
10. The proposer understands and acknowledges that pursuant to MN Statute, public records may be inspected and examined by anyone desiring to do so at a reasonable time under reasonable conditions, and under supervision by the custodian of the public records. Proposals are private or nonpublic data until the proposal submittal deadline, at which time the names of the proposers become public. All other data in the proposal are private or nonpublic data until the completion of the evaluation process (meaning that the Library has completed negotiating the contract with the selected proposer). After the Library has completed the evaluation process, all remaining data submitted by all proposers are public.
11. The Library will not be liable for any costs incurred by any firm responding to this request. Proposals may be withdrawn by the proposer at any time prior to the proposal submittal deadline. Such request must be in writing. Proposals may not be withdrawn for a period of 120 days after the submittal deadline. All proposals submitted shall be valid for a period of 120 days from the proposal submittal deadline.

COST VALIDITY

Costs shall remain valid for a minimum of 120 days from the proposal due date.

PROPOSAL EVALUATION SCORING

• Expressed understanding of the project objectives	10%
• Completeness, quality of the proposal, project approach, and methodology	25%
• Experience/qualifications of the project manager and team with work on similar projects	25%
• Work plan and availability of personnel to meet the specified project schedule	10%
• Cost	30%

SUBMISSION DEADLINE

Proposals are due by 3:00 p.m. CDT on Thursday, April 16, 2026.

SCHEDULE

(Actions by the Library or City are subject to change based on operational needs.)

February 13, 2026: RFP issued

March 24, 2026: Final day for site walkthroughs with the Library Director

April 16, 2026, by 3:00 p.m. CDT: Proposals due

April 20–24, 2026: Review and recommendation by committee

May 12, 2026: Library Board action

May 19, 2026: City Council action

FINAL PRODUCT

All final materials shall be the sole property of Stillwater Public Library and provided in Microsoft Word or another mutually agreed-upon format.

Sincerely,

Mark Troendle
Library Director

APPENDIX A: SAMPLE AGREEMENT FOR PROFESSIONAL SERVICES

THIS AGREEMENT (“Agreement”) is made and executed this _____ day of _____, 20____, by and between the Stillwater Public Library, 224 Third Street North, Stillwater, Minnesota 55082, (“Library”) and _____ (name), _____ (address) (“Consultant”).

WHEREAS, the Library has accepted the proposal of the Consultant for certain professional services; and

WHEREAS, Consultant desires to perform the services for the Library under the terms and conditions set forth in this Agreement.

NOW, THEREFORE, in consideration of the mutual consideration contained herein, it is hereby agreed as follows:

1. SERVICES.

- a. Library agrees to engage Consultant as an independent contractor for the purpose of performing certain professional Services (“Services”), as defined in the following documents:
 - i. A proposal dated _____, incorporated herein as Exhibit A.
 - ii. Other documentation, incorporated herein as Exhibit B.

(Hereinafter “Exhibits”).

 - iii. Where the terms and conditions of this Agreement and those terms and conditions included in the Exhibits specifically conflict, the terms of this Agreement shall apply.
- b. Consultant covenants and agrees to provide Services to the satisfaction of the Library in a timely fashion, as set forth in the Exhibits, subject to Section 7 of this Agreement.
- c. Consultant agrees to comply with all federal, state, and local laws and ordinances applicable to the Services to be performed under this Agreement. Consultant represents and warrants that it has the requisite training, skills, and experience necessary to provide the Services and is appropriately licensed and has obtained all permits from all applicable agencies and governmental entities.

2. PAYMENT.

- a. Library agrees to pay and Consultant agrees to receive and accept payment for Services as set forth in the Exhibits.
- b. Any changes in the scope of the work of the Services that may result in an increase to the compensation due the Consultant shall require prior written approval by the authorized representative of the Library or by the City Council. The Library will not pay additional compensation for Services that do not have prior written authorization.
- c. Consultant shall submit itemized bills for Services provided to Library on a monthly basis. Bills submitted shall be paid in the same manner as other claims made to Library.

3. **TERM**. The term of this Agreement is identified in the Exhibits. This Agreement may be extended upon the written mutual consent of the parties for such additional periods as they deem appropriate, and upon the same terms and conditions as stated herein.
4. **TERMINATION**.
 - a. **Termination by Either Party**. This Agreement may be terminated by either party upon thirty (30) days' written notice delivered to the other party to the addresses listed in Section 13 of this Agreement. Upon termination under this provision, if there is no default by the Consultant, Consultant shall be paid for Services rendered and reimbursable expenses incurred until the effective date of termination.
 - b. **Termination Due to Default**. This Agreement may be terminated by either party upon written notice in the event of substantial failure by the other party to perform in accordance with the terms of this Agreement. The non-performing party shall have fifteen (15) calendar days from the date of the termination notice to cure or to submit a plan for cure that is acceptable to the other party.
5. **SUBCONTRACTORS**. Consultant shall not enter into subcontracts for any of the Services provided for in this Agreement without the express written consent of the Library, unless specifically provided for in the Exhibits. Consultant shall pay any subcontractor involved in the performance of this Agreement within the ten (10) days of the Consultant's receipt of payment by the Library for undisputed services provided by the subcontractor.
6. **STANDARD OF CARE**. In performing its Services, Consultant will use that degree of care and skill ordinarily exercised, under similar circumstances, by reputable members of its profession in the same locality at the time the Services are provided. No warranty, express or implied, is made or intended by Consultant's undertaking herein or its performance of Services.
7. **DELAY IN PERFORMANCE**. Neither Library nor Consultant shall be considered in default of this Agreement for delays in performance caused by circumstances beyond the reasonable control of the nonperforming party. For purposes of this Agreement, such circumstances include, but are not limited to, abnormal weather conditions; floods; earthquakes; fire; epidemics; war, riots, and other civil disturbances; strikes, lockouts, work slowdowns, and other labor disturbances; sabotage; judicial restraint; and inability to procure permits, licenses or authorizations from any local, state, or federal agency for any of the supplies, materials, accesses, or services required to be provided by either Library or Consultant under this Agreement. If such circumstances occur, the nonperforming party shall, within a reasonable time of being prevented from performing, give written notice to the other party describing the circumstances preventing continued performance and the efforts being made to resume performance of this Agreement. Consultant will be entitled to payment for its reasonable additional charges, if any, due to the delay.
8. **LIBRARY'S REPRESENTATIVE**. The Library has designated _____ to act as the Library's representative with respect to the Services to be performed under this Agreement. He or she shall have complete authority to transmit instructions, receive information, interpret, and define the Library's policy and decisions with respect to the Services covered by this Agreement.
9. **PROJECT MANAGER AND STAFFING**. The Consultant has designated _____ and _____ to be the primary contacts for the Library in the performance of the Services. They shall be assisted by other staff members as necessary to

facilitate the completion of the Services in accordance with the terms established herein. Consultant may not remove or replace these designated staff without the approval of the Library.

10. INDEMNIFICATION.

- a. Consultant and Library each agree to indemnify, and hold harmless each other, its agents and employees, from and against legal liability for all claims, losses, damages, and expenses to the extent such claims, losses, damages, or expenses are caused by its negligent acts, errors, or omissions. In the event claims, losses, damages, or expenses are caused by the joint or concurrent negligence of Consultant and Library, they shall be borne by each party in proportion to its own negligence.
- b. Consultant shall indemnify Library against legal liability for damages arising out of claims by Consultant's employees. Library shall indemnify Consultant against legal liability for damages arising out of claims by Library's employees.

11. INSURANCE. During the performance of the Services under this Agreement, Consultant shall maintain the following insurance:

- a. General Liability Insurance, with a limit of \$2,000,000 for any number of claims arising out of a single occurrence.
- b. Professional Liability Insurance, with a limit of \$2,000,000 for any number of claims arising out of a single occurrence.
- c. Workers' Compensation Insurance in accordance with statutory requirements.
- d. Automobile Liability Insurance, with a combined single limit of \$1,000,000 for each person and \$1,000,000 for each accident.

Consultant shall furnish the Library with certificates of insurance, which shall include a provision that such insurance shall not be canceled without written notice to the Library. The Library shall be named as an additional insured on the General Liability Insurance policy.

12. **OWNERSHIP OF DOCUMENTS.** Professional documents, drawings, and specifications prepared by the Consultant as part of the Services shall become the property of the Library when Consultant has been compensated for all Services rendered, provided, however, that Consultant shall have the unrestricted right to their use. Consultant shall retain its rights in its standard drawing details, specifications, databases, computer software, and other proprietary property. Rights to proprietary intellectual property developed, utilized, or modified in the performance of the Services shall remain the property of the Consultant.

13. NOTICES. Notices shall be communicated to the following addresses:

If to Library: Stillwater Public Library
224 Third Street North
Stillwater, MN 55082
Attention: Library Director

Or emailed: mtroendle@stillwatermn.gov

If to Consultant:

Or emailed:

14. **INDEPENDENT CONTRACTOR STATUS.** All services provided by Consultant, its officers, agents and employees pursuant to this Agreement shall be provided as employees of Consultant or as independent contractors of Consultant and not as employees of the Library for any purpose.

15. **GENERAL PROVISIONS.**

- a. **Assignment.** This Agreement is not assignable without the mutual written agreement of the parties.
- b. **Waiver.** A waiver by either Library or Consultant of any breach of this Agreement shall be in writing. Such a waiver shall not affect the waiving party's rights with respect to any other or further breach.
- c. **Governing Law.** This Agreement shall be construed in accordance with the laws of the State of Minnesota and any action must be venued in Washington County District Court.
- d. **Amendments.** Any modification or amendment to this Agreement shall require a written agreement signed by both parties.
- e. **Severability.** If any term of this Agreement is found to be void or invalid, such invalidity shall not affect the remaining terms of this Agreement, which shall continue in full force and effect.
- f. **Data Practices Compliance.** All data collected by the Library pursuant to this Agreement shall be subject to the Minnesota Government Data Practices Act, Minnesota Statutes, Chapter 13.
- g. **Entire Agreement.** This Agreement constitutes the entire agreement of the parties and supersedes all prior communications, understandings and agreements relating to the subject matter hereof, whether oral or written.

[The remainder of this page is intentionally left blank]

CITY OF STILLWATER AND STILLWATER PUBLIC LIBRARY

By: _____
Ted Kozlowski, Mayor

By: _____
Beth Wolf, Library Clerk

By: _____
_____, Library Board of Trustees

Date: _____

CONSULTANT

Signature: _____

Name: _____

Its: _____

Date: _____