



## **Niles-Maine District Library Capital Needs Assessment Request for Proposals (RFP)**

### **Introduction**

The Niles-Maine District Library is soliciting proposals from qualified and experienced firms to provide a comprehensive capital needs assessment of the facility located at 6960 W. Oakton St., Niles, Illinois 60714. The facility is an approximately 64,000 square foot building that was built in 1955 and last renovated in 2013. The facility includes two basements, four 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, site and grounds, 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 20-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 IT / Facility & Safety Manager Richard Wozniczka at [capneeds@nileslibrary.org](mailto:capneeds@nileslibrary.org) or 847-663-6480. Copies of the 2024 Mechanical, Plumbing, Electrical and Fire Protection System Assessment and Facility Condition Assessment Update Reports are available upon request.

- Accessibility
- Carpeting/Flooring
- Drainage and detention
- Electrical
- Elevator
- Energy
- Fire safety
- HVAC
- Landscaping
- Lighting
- Masonry and concrete structures
- Parking Lot
- Paving and curbing
- Plumbing
- Regulatory compliance
- Roofing
- Security
- Structure/Envelope (windows, doors, walls, ceilings, etc.)

**Proposal Submissions**

1. Proposals in response to this RFP should be submitted via email sent to IT / Facility & Safety Manager Richard Wozniczka at [capneeds@nileslibrary.org](mailto:capneeds@nileslibrary.org) by 10:00am on March 12, 2025.
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 in March.
  2. The assessment report must be submitted to the Library no later than May 5, 2025, but earlier if possible.
- The selected firm must be prepared to begin the project no later than two weeks (2) weeks after the award of the contract.

The Niles-Mane District 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. Based on current CPI adjustments, the anticipated cost of services for the project is less than \$50,000. Consequently, the requirements of Sections 4, 5, and 6 of the Local Government Professional Services Selection Act (50 ILCS 510/1) will not apply.