



244 W. Michigan Avenue  
Jackson, Michigan 49201  
Phone: 517-788-4099  
Fax: 517-788-6024  
www.myjdl.com

Brooklyn · Carnegie · Concord · Eastern · Grass Lake · Hanover · Henrietta · Meijer · Napoleon · Parma · Spring Arbor · Springport · Summit

## **Request for Proposal: Interior Design Consulting Services**

Creation of a cohesive look and feel for all branches of the Jackson District Library, Jackson, MI.

### **Introduction**

The Jackson District Library (JDL) invites proposals for professional design services from vendors with demonstrated experience, knowledge and expertise in the planning, design and maintenance of libraries and historic buildings to develop a visually-cohesive look and feel for all JDL branches located throughout Jackson County.

JDL owns 9 of its 14 buildings and the other 5 belong to the township or village in which these branches are located. 4 of these branches are located in older buildings which include historic elements to be considered in any design proposal. The Carnegie branch library located in downtown Jackson is designated as a State and National Historical site. JDL has the right to make facilities changes to the interior of all buildings.

JDL will use this look and feel to update and renovate all locations over the next several years as needs arise and funding becomes available.

### **Scope of Proposal**

The firm selected will work with library staff to develop a cohesive look and feel to be used throughout all JDL locations that will a.) establish a visual identity that defines the space as a JDL location; b.) celebrate and preserve the historic aspects of JDL branches; c.) create long-term efficiencies for building maintenance; and d.) be reproducible with selected products or close equivalents over a 5 to 10 year span. The scope specifically includes;

- **Color Palette** – The consultant will develop a set palette of colors to be used for wall paint, finishes and signage, and that will inform decisions on carpet, fabric, furniture, etc. The palette should complement pre-existing JDL logos and image guidelines.
- **Floor Covering** – The consultant will develop a set selection of high-quality floor coverings to include carpet squares for adult and children’s library spaces, and durable hard-surface products for high-traffic areas, restrooms, utility, entry, and messy spaces.
- **Texture Palette** – The consultant will develop a palette of textures to be used for library furniture, service desks, fixtures, space partitions, etc. Selected textures should be high-quality, easy to clean, repel stains and pests, and be simple to match for future repair/ replacement as needed.
- **Window Treatment** – The consultant will develop a plan for cohesive high-quality window treatments. Selected treatments should be simple for JDL Facilities staff to clean, replace and repair as needed in the future.



244 W. Michigan Avenue  
Jackson, Michigan 49201  
Phone: 517-788-4099  
Fax: 517-788-6024  
[www.myjdl.com](http://www.myjdl.com)

Brooklyn · Carnegie · Concord · Eastern · Grass Lake · Hanover · Henrietta · Meijer · Napoleon · Parma · Spring Arbor · Springport · Summit

- **Furniture Plan** – The consultant will develop a plan for high-quality library furnishings for public and staff spaces that includes specific models to fulfill a variety of library patron needs including comfortable seating, work space, technology use, task seating, collaborative workspace, children’s area furnishings, etc. Furnishings should be selected to be accessible/ ADA-compliant. JDL should be able to purchase selected furnishings or close equivalents over the next several years as needed.
- **Light Fixture Plan** – The consultant will develop a plan for library light fixtures that use high-efficiency LEDs. JDL should be able to purchase selected fixtures or close equivalents over the next several years as needed.
- **JDL Look Documents** – The consultant will provide 3 copies of a detailed dossier or guidebook of all the above to be used by JDL and contracted vendors to inform future renovations, maintenance, and new construction.
- **Any other services the consultant feels would be necessary for the project.**

#### Proposal Requirements

- Cover letter describing the firm or individual, including name, address, phone, email, and fax of the contact person.
- A summary of the consultant’s experience and qualifications.
- References for the consultant’s last three previous clients.
- Examples of completed interior design work and/or similar projects involving the design of public spaces.
- A quote of costs for providing the services listed within the scope of the proposal.
- Any additional information deemed helpful in the selection process.

All potential bidders are encouraged to attend a Pre-Bid Meeting on Monday, February 11, 2019 at 3:00 PM at the JDL Admin Building: 244 W. Michigan Ave., Jackson, MI 49201.

Prior to the Pre-Bid Meeting, JDL staff will offer a tour of 4 JDL buildings in order to give bidders a chance to see some of the spaces. This tour will start at 10:00 AM and end with the Pre-Bid Meeting at 3:00 PM. The tour includes lunch. Interested parties should RVSP by Friday, February 8, 2019 at 5:00 PM to the contact number below. Public bid opening at 1:00 PM on Monday, March 4.

JDL reserves the right to waive irregularities in and/or reject any and all responses to this request for proposal. In order to be considered for selection, you must complete and deliver an electronic copy and one sealed, paper copy of the proposal by Monday, March 4, 2019 at 12:00 PM;

Jackson District Library, Attn: Diane Anderson  
244 W. Michigan Ave., Jackson, MI 49201  
[andersond@myjdl.com](mailto:andersond@myjdl.com) (517) 905-1308