City of Madison, Nebraska

Request for Proposals

Madison Public Library

Learning and Community Center Plan

Prepared by:

City of Madison

Andrew Colvin

Economic Development Director

INTRODUCTION

The City of Madison is a recipient of a $15,000 planning grant through the Civic and Community Center Financing Fund (CCCFF) Program from the Nebraska Department of Economic Development. The City is seeking proposals from qualified consulting firms to provide professional services for an evaluation of the Madison Public Library for a comprehensive facility plan for a 4,000-square-foot multi-use community space. The proposed Madison Learning and Community Center Plan will fulfill three key functions: A children's learning and activity center, an organized community makerspace allowing for centralized storage of tools and technology, and a modern public meeting and professional event space. A qualified firm shall be a professional firm that has experience in projects of similar scope and size, specializing in the development of libraries and community spaces as described in the scope of services section. The total proposed planning budget is $30,000.

SCOPE OF SERVICES AND CRITERIA

The Madison Learning and Community Center Plan should examine the following criteria throughout the study area:

- Assessment of the existing library facilities and available space.
- Evaluation of current and future community needs.
- Development of conceptual layouts for approximately 4,000 square feet of multi-use space.
- Recommendations for a Children's Learning and Activity Center.
- Recommendations for a community makerspace, including storage, workflow, safety considerations, and technology integration.
- Recommendations for a flexible meeting, training, and event space with modern audiovisual capabilities.
- Stakeholder interviews and pubic engagement activities.
- Preliminary space programming and conceptual floor plans.
- Preliminary opinion of probable construction costs.
- Identification of phased implementation options, if appropriate.
- Final facility plan suitable for future capital fundraising and construction grant applications.

DELIVERABLES

At minimum, the selected consultant shall provide:

- Existing conditions assessment.
- Community and stakeholder engagement summary.
- Space needs assessment and programming recommendations.
- Conceptual floor plan(s) and layout alternatives.
- Preliminary cost estimates for recommended improvements.
- Implementation strategy, including phased recommendations, if applicable.
- Final Madison Learning and Community Center Plan in both PDF and editable electronic format.
- Presentation of the final plan to the Madison City Council and other stakeholders, as requested.

SELECTION PROCESS

The final selection of the successful firm will be according to the following criteria and weighing factors:

Technical expertise in connection with the proposed scope of services, including experience with community facilities, libraries, makerspaces, and public engagement. (40 points)

Past performance on similar planning or facility projects completed within the last five years, including quality of work, responsiveness, and ability to meet project schedules. (20 points)

Capacity of the firm to complete the project within the required timeframe, including qualifications of the proposed project team. (15 points)

Understanding of the City's project goals and familiarity with CCCFF planning grants or similar public planning projects. (15 points)

Proposed cost and fee schedule. (10 points)

SUBMITTAL REQUIREMENTS

The Consultant shall include in the submittal:

- Letter of Interest describing the firm's interest in the project and the primary contact person.

- Project Understanding and Approach, including the firm's understanding of the project objectives and proposed methodology for completing the Madison Learning and Community Center Plan. Describe how the planning process will incorporate stakeholder engagement, public input, existing facility evaluation, conceptual design, and implementation recommendations.
- Qualifications and Experience of the firm, including experience with similar projects involving libraries, community centers, makerspaces, educational facilities, civic buildings, or other multi-use public facilities. Include examples of planning projects completed within the past five years.
- Project Team identifying the proposed project manager and key personnel, their qualifications, relevant experience, and anticipated responsibilities.
- Project Schedule identifying major milestones and estimated completion dates.
- Fee Proposal including a not-to-exceed cost for completion of the project and a breakdown of major tasks related to the project.
- A brief discussion of the project understanding and scope of work outlining the project approach. After initial review, interviews may be conducted followed by a rescoring of proposals. The proposal that best meets the needs of the City will be considered. Negotiation of the firm's proposed scope of services and contract amount may be conducted after the selection of the respondent's proposal. Only fixed price (or not to exceed) contracts will be considered.

The City of Madison is an equal opportunity employer and requires all contractors and consultants to comply with all applicable Federal and State laws and regulations.

If you have questions, you may email Andrea Westerhaus, Deputy Director, Northeast Nebraska Economic Development District at andrea@nenedd.org, or call 402-379-1150.

Submittals including 7 (seven) hard copies and 1 (one) digital copy shall be delivered by August 7, 2026 at 4 p.m. to:

City of Madison
Andrew Colvin
211 S. Lincoln St.
Madison, NE 68748
acolvin@madison-ne.com