

REQUEST FOR QUALIFICATIONS (RFQ)

Professional design and Planning Services for a Strategic Site, Facilities, and Community Needs Study Hoffman Estates Branch, with Supporting Facilities Planning Assessment for Hanover Park Branch

Schaumburg Township District Library

1. Introduction

The Schaumburg Township District Library (“Library”) is seeking qualifications from professional design and planning firms (or teams of firms) interested in helping us evaluate and plan for the future of our branch library locations.

The primary focus of this project is the Hoffman Estates Branch and understanding whether the current site remains the right long-term location for continued investment and future library service delivery.

We are looking for a consultant team that can take a thoughtful and practical look at how our spaces are working today, how community needs are changing, and how our facilities may need to evolve over time. This includes not only the buildings themselves, but also the surrounding sites, infrastructure, accessibility, operations, and overall user experience.

We are especially interested in ideas that are:

- flexible,
- sustainable,
- realistic to implement,
- and grounded in both current realities and long-term goals.

The Library is seeking a consultant team with experience in:

- public library planning,
- municipal and institutional facility planning,
- feasibility and site analysis,
- community engagement,
- and long-range capital planning.

2. About the Library

Established in 1962, Schaumburg Township District Library serves residents throughout Schaumburg Township, including portions of Schaumburg, Hoffman Estates, Hanover Park, Elk Grove Village, Roselle, and Streamwood.

The Library operates three locations:

- Central Library – Schaumburg 130 S. Roselle Rd. Schaumburg, IL 60193
 - Opened in 1998
 - Approximately 166,000 square feet
- Hoffman Estates Branch – 1550 Hassell Road, Hoffman Estates, IL 60169
 - Built in 2002
 - Approximately 9,700 square feet
- Hanover Park Branch – 1266 Irving Park Road, Hanover Park, IL 60133
 - Opened 2006
 - Approximately 9,000 square feet

The branch locations continue to play an important role as neighborhood libraries, providing access to collections, technology, programs, study space, and community gathering areas.

Like many libraries, we are seeing shifts in how our spaces are used. There is increased demand for:

- flexible programming and collaboration spaces,
- technology and digital access,
- welcoming and adaptable environments,
- dedicated spaces for various age groups,
- and spaces that support both public service and staff efficiency.

At the same time, we want to be thoughtful about long-term sustainability, both financially and operationally, as we plan future investments.

This study is intended to help the Library make informed decisions about future branch planning and capital investment.

All recommendations and analyses should focus on residents and service responsibilities within the Schaumburg Township District Library service area.

3. Project Overview

The Library is seeking a consultant team to conduct a facilities assessment and strategic feasibility study for the Hoffman Estates and Hanover Park branch libraries.

The work will begin with the Hoffman Estates Branch as the primary focus of the project. In addition to evaluating the building itself, the Library is interested in understanding whether the current Hoffman Estates location remains the most appropriate site for long-term investment and future library service delivery.

This includes consideration of:

- the building,
- the surrounding site,
- infrastructure conditions,
- access and visibility,
- operational functionality,
- and the site's ability to support future community needs over time.

The Hanover Park Branch will also be included in the overall assessment, with a focus on existing conditions, operational functionality, deferred maintenance considerations, and long-term facilities planning priorities.

We welcome firms to suggest refinements to the project scope based on their experience and approach.

4. Scope of Services

The scope below outlines the Library's general expectations for the project.

A. Existing Conditions Assessment

Visit both branch locations and evaluate:

- building condition,
- layout and overall functionality,
- HVAC, electrical, plumbing, and other major building systems,
- roofing and exterior conditions,
- accessibility and inclusivity,
- technology infrastructure,
- safety and security considerations,
- and how spaces are currently being used by both the public and staff.

The Library has reports and previous assessments available for access and review.

The consultant should identify strengths, challenges, inefficiencies, and opportunities for improvement.

B. Site Assessment

Evaluate existing site conditions and long-term site functionality at both branch locations, including:

- parking and circulation,
- traffic access and ingress/egress,
- pedestrian accessibility,
- visibility and surrounding land use,
- grading and drainage conditions,
- stormwater management infrastructure,
- water and sewer infrastructure conditions,
- utility capacity and limitations,
- outdoor space opportunities,
- and site constraints associated with future reinvestment, renovation, or expansion.

Particular attention should be given to physical site and infrastructure conditions that may impact future planning decisions, operational sustainability, or long-term investment at the Hoffman Estates location.

C. Space Needs & Service Alignment

Meet with staff and Library leadership to better understand:

- current services and operations,

- how spaces are functioning today,
- evolving service expectations,
- and trends that may affect future space needs.

The Library is interested in understanding the balance between:

- collections,
- programming space,
- study and collaboration areas,
- technology access,
- community gathering space,
- and staff operations.

D. Community Input

Provide an approach for gathering community feedback.

This may include:

- surveys,
- focus groups,
- stakeholder interviews,
- workshops,
- or other engagement methods.

The Library is especially interested in hearing from a broad range of users and understanding how branch services and spaces are viewed by the community.

E. Hoffman Estates Branch Strategic Feasibility Analysis

The Hoffman Estates Branch will serve as the primary focus of the study.

The Library is seeking a thoughtful evaluation of whether the current site remains the right long-term location for continued investment and future branch development.

The analysis should consider:

- site suitability,
- visibility and accessibility,
- parking and circulation,

- operational effectiveness,
- flexibility and adaptability of the facility,
- future expansion potential,
- surrounding land use conditions,
- infrastructure capacity and limitations,
- and long-term service viability.

The consultant should identify opportunities and constraints associated with continued reinvestment at the current location and provide practical guidance regarding future planning considerations.

Conceptual options may include:

- renovation,
- reconfiguration,
- expansion,
- relocation,
- or phased improvements.

F. Hanover Park Branch Facilities Planning Assessment

The Hanover Park Branch should be evaluated as part of the overall study with a focus on:

- existing conditions,
- operational functionality,
- deferred maintenance observations,
- infrastructure and lifecycle considerations,
- and future capital improvement priorities.

G. Costs & Phasing

Provide high-level cost estimates and implementation considerations for potential options and recommendations.

Where appropriate, include thoughts on:

- phased implementation,
- operational impacts,

- and how improvements could potentially occur while facilities remain in operation.

H. Sustainability Considerations

The Library is interested in practical and achievable sustainability ideas, including:

- opportunities to improve energy efficiency,
- lighting and HVAC improvements,
- durable and environmentally responsible materials,
- opportunities to reduce long-term operating costs,
- and ideas that support long-term adaptability.

Formal sustainability certification is not required.

5. Deliverables

Deliverables may include:

- Existing Conditions Assessment
- Community and Stakeholder Engagement Summary
- Hoffman Estates Strategic Feasibility Analysis
- Hanover Park Facilities Planning Assessment
- Conceptual Planning Options
- Preliminary Capital Planning Recommendations
- Draft Final Report
- Final Report
- Presentation to Library leadership and the Board

6. Consultant Qualifications

The Library is seeking firms with experience in:

- public library planning,
- municipal or institutional facility planning,
- professional design assessment,
- site feasibility analysis,
- community engagement,
- and strategic capital planning.

Experience with public libraries or similar community-focused facilities is preferred. Consultant teams should demonstrate expertise in:

- architecture,
- planning,
- facilities assessment,
- site and infrastructure analysis,
- and public engagement.

7. Submission Requirements

Please include:

1. Firm overview and history
2. Project team and key contacts
3. Relevant project examples (3–5)
4. Approach to this project
5. References (minimum of three)
6. Proposed project schedule

Firms may also include general information regarding anticipated project scope, level of effort, and estimated fee ranges for comparable projects.

The Library is not requesting formal pricing at this stage.

8. Selection Process

Firms will be evaluated based on:

- relevant experience,
- understanding of the project,
- qualifications of the project team,
- approach and methodology,
- community engagement experience,
- references,
- and ability to meet the proposed schedule.

A short list of firms may be invited to interview prior to final selection.

9. Tentative Project Schedule

Milestone	Date
RFQ Issued	June 23, 2026
Optional Site Visit / Informational Meeting	July 1, 2026
Questions Due	July 8, 2026
Responses/Addendum Issued	July 11, 2026
Statements of Qualifications Due	July 25, 2026
Evaluation Period	July 28 – August 8, 2026
Interviews with Finalists	August 12–15, 2026
Board Approval	August 2026
Project Kickoff	September 2026
Existing Conditions & Community Engagement Phase	September – October 2026
Preliminary Findings Update	October 2026
Strategic Analysis & Concept Development	October – November 2026
Draft Recommendations Due	December 2026
Final Report & Board Presentation	January 2027

10. Contact Information

Questions regarding this RFQ should be directed to:

Annie M. Miskewich

Executive Director

Schaumburg Township District Library

130 South Roselle Road

Schaumburg, Illinois 60193

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11. Additional Information

The Library reserves the right to reject any or all submissions, request clarification or additional information, waive informalities, and negotiate scope and compensation with the selected firm.

All costs associated with the preparation of Statements of Qualifications shall be the responsibility of the submitting firm.