



Ad Hoc Library Repair, Renovation, and Expansion Committee

AGENDA

CITY OF PLYMOUTH, WISCONSIN

June 5, 2025 11:30 AM

Plymouth Public Library

130 Division St.

Plymouth, WI 53073

- 1. Call to order and roll call**
- 2. Approval of Minutes from May 1, 2025**
- 3. New Business**
 - a. Review and Approval of RFP Draft**
 - b. Community Engagement**
- 4. Old Business**
 - a. Potential Roadway Modifications.**
 - b. Other Opportunities.**
- 5. Adjourn**

Members Present:

____ Mayor Pohlman
 (Chair)
____ Mike Penkwitz
 (Council Member)
____ Matt Kaczkowski
 (Library Board Member)
____ Larry Siegert
 (Library Foundation
 Member)
____ Susan Brown
 (Member of General
 Public)

Staff:

____ Tim Blakeslee
____ Leslie Jochman

Other:

It is likely a quorum of members of other governmental bodies of the municipality may be in attendance at the above stated meeting to gather information. No action will be taken by any governmental body at the above stated meeting other than the governmental body specifically referred to above in this notice.

Please note that, upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request this service, please contact the City of Plymouth ADA Coordinator Leah Federwisch, located in the Plymouth Utilities office at 900 County Road PP, Plymouth, WI or call 920-893-3853.



Ad Hoc Library Repair, Renovation, and Expansion Committee

Official Minutes

CITY OF PLYMOUTH, WISCONSIN

May 1, 2025 9:00 AM

Plymouth Public Library

130 Division St.

Plymouth, WI 53073

- 1. Call to order and roll call:** Mayor Pohlman called the meeting to order at 9:00 AM. On call or the roll, the following were present: Don Pohlman, Mike Penkwitz, Matt Kaczowski, Larry Siegert, and Susan Brown. Also present were: Leslie Jochman – Library Director, Tim Blakeslee – City Administrator, Jack Johnston – Assistant City Administrator, Anna Voigt – City Clerk and John Binder.
- 2. Approval of Minutes from March 20, 2025:** Motion was made by Penkwitz/Siegert to approve the minutes. A unanimous aye vote was cast. Motion carried.
- 3. Short Term –**
 - a. Discussion on repair priorities for Budget Years 2026-2028:** Blakeslee and Jochman reviewed the short-term list of priorities. The 2026 year includes tuckpointing – retaining walls, handrails at all stairs/ramps, exterior work, roof – gutter & downspouts, and the wood windows. The 2027 and 2028 year could include the entry sidewalk & parking, waterproofing & excavation, restrooms, the pit in the children’s area, ramp area, and the elevator.
- 4. Medium Term – Discussion regarding Study Rooms and other library needs**
 - a. Potential for internal space review analysis, working with a contractor, etc.:** The committee agreed staff should put together an RFP to find someone to work with on the details of the space.
- 5. Long Term –**
 - a. Original 1915 Library Structure Discussion:** The committee agreed they would be open to including the original 1915 Library structure in the possible renovations.
 - b. Obtaining an ‘Option to Purchase’ on Nearby Properties:** The committee agreed it would be a good idea to have an option to purchase for nearby properties.
 - c. Potential Roadway Modifications:** Moved to next agenda
 - d. Other Opportunities:** Moved to next agenda
- 6. Adjourn:** Motion was made by Brown/Penkwitz to adjourn the meeting. A unanimous aye vote was cast. Motion carried.



PLYMOUTH
Public Library

**Request for Proposals for Interior Renovation Master Plan
Plymouth Public Library
City of Plymouth, Wisconsin**

**Released on:
June 5, 2025**

***PROPOSAL DUE DATE:
July 11 at 4:00 pm***

Invitation to Submit Proposals

The Plymouth Public Library is seeking proposals from responsive and responsible Architectural/Space Planning consultants or contractors to provide a renovation master plan detailing recommendations to improve patron experience, enhance staff workflow and productivity, provide welcoming and future-focused facility enhancements, increase environmental efficiencies, and improve accessibility. The Library anticipates working with the successful Consultant for this project on the final design work and implementation if mutually agreed upon by both parties. Demonstrated experience with public library renovation is preferred.

Proposals shall be submitted no later than 4:00 pm on July 11, 2025 to:

Leslie Jochman

Plymouth Public Library

130 Division Street

Plymouth, WI 53073

ljochman@monarchlibraries.org

920-892-4416

During the evaluation process, the Library reserves the right to request additional information or clarifications from proposers, or to allow corrections of errors or omissions. At the discretion of the Library, the consultant submitting proposals may be requested to make oral presentations as part of the evaluation process.

Introduction and Background

The existing library facility is located at 130 Division Street, Plymouth, WI. The oldest portion of the building was built in 1915 and was partially funded by a Carnegie grant. The building later expanded in 1988 to 16,790 square feet. The building does not fully accommodate the modern needs of library users and staff.

The library is one block off of the historic downtown Mill Street and is within walking distance of 2 local schools. After school hours are very busy with many students using the space to hang out and wait for rides which leads to a noisier atmosphere. The library has been receiving increased requests for small, quiet study rooms or multi-use space. The main entrance opens to a large stairway that prevents staff line of sight to the door and although we have signage about our elevator, many patrons struggle up the stairs thinking that is the path into the library that they are supposed to follow. Staff workspaces were designed in the late 1980's and have only been minorly adjusted to fit modern workflows.

The library is managed by the Library Director under the supervision of the Library Board of Trustees. In addition to the full-time director, staffing includes 3 full-time librarians, 6 part-time library aides, 1 part-time library page, and 1 part-time maintenance custodian. The Library is open 6 days, 52 hours a week year-round.

The library has an average circulation of between 90,000-101,000 physical items and an average digital circulation between 20,000-25,000. The library has seen increased foot traffic in 2024 as compared to 2019.

The library is a member of the Monarch Library System and has a Library Foundation.

In Spring 2024, the library completed a space needs analysis, condition assessment of the current facility, and community engagement sessions to start the planning process for library space and services for the next 20 years. The majority of the community would like the library to remain in its current location. Several priorities and opportunities were identified.

- ADA upgrades including but not limited to restroom stalls and power assist doors.
- Elevator replacement.
- Safety improvements to the street to allow for safer crossing to the library entrance.
- Demand for small meeting/collaborative spaces (seat 2-8 people).
- Rework the front entryway/lobby and possibly relocate the stairway.
- Opportunity to reassess storage spaces.
- Provide a place for students to wait for rides after school.
- Staff desk and staff area reorganization for workflow efficiencies.
- Potential to make meeting room available outside of library hours.
- The space needs analysis did not propose specific building changes to better utilize the current library footprint.

Scope of Services

The Ad Hoc Library Repair, Renovation, and Expansion Committee will serve as the steering committee for the Project. However, consultant may work in collaboration with Plymouth Public Library staff, the Ad Hoc Library Repair, Renovation, and Expansion Committee, and the Library Board at various points. The consultant will take into consideration the previous Space Analysis, Strategic Plan, ADA assessment, identified community needs and service priorities into the plan. We request that work from the prior report not be reduplicated as part of this process.

The plan should include, at minimum:

1. Reviewing existing library documentation including the space needs analysis, strategic plan, ADA assessment, etc.
2. Recommend library facility reorganization and renovation that meets the identified needs, service levels, and goals of the Library.
3. Develop a minimum of two conceptual design options for a phased approach to achieve the goals and priorities of the Library, with the initial phase being within the current library footprint. The conceptual designs should balance need with limited funding.
4. Provide detailed cost estimates of proposed renovations, including architectural, engineering, construction, furniture, fixtures, equipment and other related costs

5. Provide at least one community engagement session to solicit feedback from community members.
6. Provide recommended timeline and implementation sequence for proposed changes.
7. Present the renovation master plan to the Library Board Trustees and City of Plymouth Common Council.

Deliverables

At the project's conclusion, the Consultant shall provide the Library with electronic and physical copies of the renovation master plan which shall comply with the scope of services and include:

1. Design plans of the recommended library renovations, including complete descriptions of proposed changes, furniture layouts, and floor plans for select areas impacted by the plan with suggestions for furniture, fixtures and equipment needed to implement the master plan. Final flooring and furniture selections will take place in the implementation phase of the plan.
2. Cost estimate to include all anticipated costs. Costs may include a range from low to high costs, along with explanations for differences.
3. A recommended timeline and implementation sequence for completing the master plan's proposed changes.
4. High quality renderings of the designs to be used with stakeholders, designed both to accurately reflect the Library's plans and to generate enthusiasm for the design.
5. Attending Ad Hoc Library Repair, Renovation, and Expansion Committee meetings is preferred.

Cost Estimates

1. Preliminary cost for any available alternatives in proposal.
- 2
3. Final report must include an in-depth narration of the process and interpretation. The report must include an executive summary. Final report must include all collected data, questionnaires, data analysis, and data interpretation. All files, records, documents, and similar items relating to the business of the Library, whether they are prepared by the respondent or come into the respondent's possession in any other way, are and shall remain the exclusive property of the Library.
4. Final report must include an in-person presentation to the Library Board and City Common Council.

Proposal Format and Submittal Date

Signed proposals are due on July 11, 2025 at 4:00 pm. Proposals may be submitted by mail or electronically (PDF via email) to:

Leslie Jochman
Plymouth Public Library
130 Division Street
Plymouth, WI 53073
ljochman@monarchlibraries.org

Each proposal must be limited to a maximum of 30 pages for all materials and contain, in the following order:

1. Letter of transmittal, addressed to Leslie Jochman as above. The letter should identify the submitting firm or consultant as well as the name, title, telephone, and email address of the person authorized to contractually obligate the firm or consultant. The letter should be signed by the named person.
2. Executive summary of proposal, not to exceed 2 pages in length.
3. A document outlining the qualifications of the firm or consultant including the firm or consultant's history, its capabilities and relevant experience. This document needs to include demonstrated experience with similar library projects and any qualifications such as professional licenses or certifications.
4. A description of the project team or individual consultant, along with resumes for each person. Please describe in appropriate detail the role each person will perform on this project. Project team members should be available for the duration of the project or alternates should be named in the proposal, along with their qualifications.
5. Provide a minimum of 3 examples of/references for similar library projects which your firm (preferably with participation of the team members proposed for this project) has undertaken in the last five years. Information provided for each example/reference should include the project name, project date, description of services provided, key personnel involved with the work, and contact information (including name, phone number and email address) for the Owner's representative who coordinated the project.
6. Provide a listing with contact information on all library or similar projects (such as community, civic and/or cultural centers) completed within the last 10 years.
7. A Project Work Plan/Approach which describes your understanding of the project, methodology, tasks, an outline for meeting the timeline and an estimated amount of time for each task. Include your deliverables, project schedule and milestones, assumptions and any variables that could delay the project. List any resources you expect the Plymouth Public Library and/or City of Plymouth to provide that have not been previously described.
8. Exclusions or exceptions – Note any parts of the proposal that is beyond the expertise of the consultant, or would be better handled by city staff.
9. A Cost Proposal including total fee and cost by proposed task. These should include costs for providing planning services, including supplies, an estimate of hours, rate schedule for project staff, estimated reimbursable expenses, number of onsite visits and cost per trip, and other costs associated with the planning process.
10. Any additional documentation or information that the firm or consultant deems necessary to assist in the selection process.

Selection Criteria

All proposals meeting the RFP requirements will be evaluated using the following criteria:

1. Relevant experience and success in renovation planning for libraries or similar facilities, including the level of satisfaction of current and past clients.
2. Experience of firm or consultant in understanding latest library trends and issues.

3. Demonstrated understanding of the project scope of work.
4. Cost and demonstrated ability to meet deadlines and operate within budget.
5. Demonstrated ability to accurately estimate construction costs and to recommend creative, cost saving measures.
6. Demonstrated ability to communicate effectively with the Library Board, City Common Council, Library and City staff, identified stakeholders and the public.
7. Feedback on the other selection criteria listed from past clients on similar projects.

Communications Protocol

Upon release of this RFP, any inquiries or requests regarding this project should be directed to:

Leslie Jochman

Plymouth Public Library

130 Division Street

Plymouth, WI 53073

ljochman@monarchlibraries.org

920-892-4416

Acceptance, Rejection and Contract

By submitting a proposal, you acknowledge and agree that the Plymouth Public Library is not required to accept any proposal. Rather, the Plymouth Public Library may reject all proposals. The Plymouth Public Library may, after receiving all proposals, ask for further information from a proposer, negotiate further with a proposer, and may require any successful proposer to enter into a contract of the Plymouth Public Library's choosing that further details the project requirements and covers further aspects of the agreement between the parties including insurance, indemnity, performance and payment issues, among other things. The solicitation for consultant services does not obligate the Plymouth Public Library to pay any costs incurred by respondents in the preparation and submission of a Proposal.

Timeline (Dates subject to change)

June 5, 2025 Request for Proposal released

Consultant Tours: Contact Library for Private, Guided Tours

June 19, 2025 Questions Due via Email

June 27, 2025 Questions Posted to Website

July 11, 2025 Proposals Due

July, 24 Ad Hoc Library Repair, Renovation, and Committee Meeting Decision