

Request for Qualifications

Architectural Design Services for Morton Public Library District

Contact: Alissa Williams
Phone: (309) 263-2200
Email: alissaw@mortonlibrary.org

Issue Date: June 18, 2026

Due Date: July 17, 2026

1. INVITATION

Morton Public Library is soliciting proposals from architectural firms interested in completing a building program, and conceptual designs for a renovated and expanded library facility.

2. PROJECT DESCRIPTION

The Board of Trustees of Morton Public Library District are exploring the renovation and expansion of the current facility at 315 W. Pershing St., Morton, IL 61550. The Library building, which sits close to downtown Morton, consists of an original building erected in 1982 with an addition in 1997 totaling approximately 29,000 square feet. An interior renovation in 2018 updated the library's carpet, paint and front restrooms. The roof was replaced in 2016. The 2018 update left the back hallway with a meeting room, restrooms and storage area untouched. The Library Board would like to have a larger divisible meeting room, additional private study rooms, additional staff offices, material drop-off and pick-up drive-up capabilities, expanded lobby, automated material handler system, innovation lab, as well as exterior improvements and security enhancements. The board is also interested in expanding the youth services area to incorporate more free play space options as well as the potential of a second floor and/or basement.

3. ARCHITECTURAL SERVICES

A building program and conceptual designs to be used for fundraising will be outcomes of this process.

4. SUBMISSION REQUIREMENTS

Company Description

Provide a brief history of firm/team, addressing:

- The principal(s) of the firm and their experience and qualifications
- Current scope of services provided
- Business philosophy and strategy
- List of consultants and/or outside firms, including qualifications and relevant

experience, who will assist with this project in any way

Project Experience

- Describe firm's experience in analysis, programming and conceptual design of public libraries.
- Leadership and project team members' experiences with relevant projects.

Project Approach

- Describe firm's approach to providing scope of services required for this project. Specifically address project team leadership, communication with client, cost control, schedule, and quality standards.

Staffing

- Name of a single contact person for all correspondence and notifications, with emphasis on timely response and availability to correspond.
- Facility and capable data, including related experiences and resumes of key personnel.

References

- Please identify three to five completed public library or other similar projects the team or members have done within the past five years.

For each project include:

- Brief description of project and date of occupancy
- Square footage and square foot actual costs (estimates) versus budgeted costs
- Client contact – name, position, phone and email address
- Any relevant photos or renderings of project
- Lessons Learned – successes and opportunities for improvement of each project.

Fees

- Fees and scope of work will be negotiated as part of the contract negotiation process after a firm is selected.

5. EVALUATION PROCESS

Responses to this RFQ will be evaluated by the Library's Board of Trustees. Following review of submissions, a "short list" will be determined. Those firms will be invited for an on-site interview and presentation with the Library Board of Trustees.

6. PROPOSAL DUE DATE

Proposal submissions are due on July 17, 2026, by 5:00 pm CDT. Respondents shall submit three (3) bound copies, and one electronic (PDF) file to:

Alissa Williams, Morton Library
315 W. Pershing St
Morton, IL 61550
alissaw@mortonlibrary.org

The outside of the package must be clearly marked, "**RFQ Response - Architectural Services for Morton Library.**"

Received proposals will be organized following the Submission Requirements section noted in Section 4 of this RFQ and must include at least the required information. The Library reserves the right to request additional information during the RFQ review period. Any questions regarding this RFQ should be submitted in writing on or before July 10, 2026, at 5:00 pm CDT to Alissa Williams, Library Director, at alissaw@mortonlibrary.org. Questions shall not be submitted to other Library employees and/or Board of Trustee Members.

7. SPECIAL CONDITIONS

- Any response to the RFQ will remain in effect for 90 days after the date received.
- The respondent shall not collude in any manner or engage in any practices with any other respondent(s) that may restrict or eliminate competition or otherwise restrain trade. Violation of this instruction will cause the Library to reject the respondent's submittal. This prohibition is not intended to preclude joint ventures or subcontracts.
- All responses submitted must be the original work of the respondent. The copying, paraphrasing, or other use of substantial portions of the work product of another respondent is not permitted. Failure to adhere to this instruction may cause the Library to reject the response.
- Morton Library reserves the right not to enact an agreement with any respondent.
- The Library creates no obligation, expressed or implied, of any kind or description in issuing this request or receiving a response. Neither this request nor the response shall be construed as a legal offer.
- The Library assumes no responsibility or liability for any expenses incurred by the Responder, or prospective Responder, related to preparation or delivery of a response, requested interview or any action related to the process of completing and submitting a response to this request.
- The Library shall be deemed owners of all information and documentation submitted by Responders to this RFQ.