

REQUEST FOR PROPOSAL (RFP)

ARCHITECTURAL & INTERIOR DESIGN SERVICES FOR SEYMOUR LIBRARY

INTERIOR RENOVATION

Issued by: Donald Pophal & Patrick Pittman

RFP Issue Date: August 24, 2026

Proposals Due: September 11, 2026, by 5:00 PM EST

1. GENERAL INFORMATION

The Seymour Library (SL) is soliciting proposals from qualified architectural and interior design firms to perform professional services for a comprehensive interior renovation of the library located at **161 East Avenue, Brockport, NY 14420**.

This project focuses on a comprehensive update and modernizing of the floor space of the interior of the library. Areas of focus are: 1) Children's area, 2) Teen area, and 3) Adult area. The selected firm will be responsible for creating an improved, modern functional layout for a common flow throughout the library. The final design must successfully merge modern library technology and contemporary furniture to achieve an updated workflow for the usage of the library by patrons and staff.

A. Submission Instructions

Proposals must be submitted electronically in PDF format no later than **September 11, 2026, at 5:00 PM EST**. Submissions and all preliminary questions must be directed via email to: [\[1\]](#)

- i) **Contact:** Patrick Pittman, Library Director
- ii) **Email:** Patrick.Pittman@libraryweb.org

B. Project Schedule

- i) **RFP Issued and Posted:** August 24, 2026
- ii) **Optional Pre-Proposal Conference:** September 4, 2026, at 1:00 PM (Seymour Library, Duryea Room)
- iii) **Proposals Due:** September 11, 2026, by 5:00 PM
- iv) **Proposal Evaluation & Preliminary Selection:** September 17, 2026

- v) **Official Award of Contract:** September 25, 2026
- vi) **Contracted Services Commence:** October 5, 2026
- vii) **Start of Construction:** January 2, 2028

Note: Seymour Library assumes no liability for any expenses incurred by firms in the preparation or submission of proposals in response to this invitation.

2. PROJECT FUNDING & BUDGET

Seymour Library intends to carry out all terms and conditions of the awarded contract. Project funding is tied to a Capital Fundraising Campaign launching in Fall 2026, alongside a federal FY28 Community Funding Project grant application with an award date of 6/1/2027.

- A. **Construction Budget Target:** \$500,000 to \$1,500,000.
 - B. **Design Flexibility:** The firm must initially produce conceptual designs optimized for fundraising materials, with layouts engineered to scale up or down based on final funds raised.
 - C. **Funding Contingency:** Final construction designs shall commence no sooner than June 10, 2027, contingent upon secured funding. If sufficient funds have not materialized, SL will advise the firm that the contract is void at that time, during **Summer 2027**. Upon such notification, SL shall be released from all further liability under the contract.
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3. MINIMUM QUALIFICATIONS

Bidders must meet the following baseline criteria to be considered for evaluation:

- A. **Established Business:** Continuous operation as a registered architectural or interior design place of business for at least five (5) years prior to this RFP date.
 - B. **Public Space Expertise:** Demonstrated success in commercial interior design for public libraries, specifically showcasing high-traffic durability, ADA compliance, flexible space planning, and the distinct needs of a modern, rural library.
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4. SCOPE OF WORK

The selected firm will provide comprehensive services stretching from initial design phases through construction administration.

A. Functional Requirements for the Children's Area

- i) **Mobility:** Reconfigurable, movable furniture paired with dedicated, cozy seating zones.
- ii) **Flooring Design:** A comprehensive flooring design for the complete library which supports workflow, function, and aesthetics of the different areas of focus.
- iii) **Safety & Surveillance:** Unobstructed sightlines from both inside and outside the room.
- iv) **Accessibility:** Age-appropriate, accessible book shelving heights.
- v) **Interactive Elements:** Wall-mounted tactile features built without loose or removable pieces for Children's area.
- vi) **Technology:** Accessible, user-friendly device stations dedicated to digital catalog browsing.
- vii) **Education:** Built-in STEM learning stations integrated directly into design architecture in appropriate areas of focus.
- viii) **Community:** Multi-use performance space adaptable for library programming.
- ix) **Theme:** An inclusive, modern, and welcoming aesthetic.
- x) **Flexibility:** Reconfigurable use of space through movable furniture, worktables, etc. A flexible multi-use space in the tower room which could support programming, book collections, meeting space, and storage.

B. Finish & Furnishing Specifications

- i) **Carpeting:** Modular library-grade flooring tiles engineered for heavy acoustic dampening, durability, and visual wayfinding cues across both levels.
- ii) **Shelving Systems:** High-visibility shelving layouts meeting modern accessibility standards, optimized specifically for children's sightlines.

- iii) **Wayfinding:** Integrated interior cues and signage to improve patron transition between floors.
- iv) **Seating & Workspaces:** Flexible furniture assets that accommodate children and adults based on areas of focus, allowing quick teardown for event changeovers.

C. Phased Design and Fee Schedule

To align with funding milestones, work will be executed across four distinct milestones:

- i) **Phase I:** Several conceptual designs and budget estimates to support Capital Campaign fundraising (Fall 2026).
- ii) **Phase II:** Refinement designs to include plans and visuals along with project estimates followed by design reviews to select a project direction based on what would be considered a realistic funding campaign (Spring 2027).
- iii) **Phase III:** Final Construction Design documents (Summer 2027).
- iv) **Phase IV:** Construction Detail and administration planning (leading to January 2028 construction).

5. PROPOSAL REQUIREMENTS

To be evaluated, submissions must explicitly address the following items in organized sections:

A. Library Interior Experience: Detail your history with public library spaces, focusing on high-traffic, modern, and flexible Children's, teen, and adult environments.

B. Materials & Durability: Describe your approach to sourcing high-durability carpeting and shelving that unifies a historic structure with modern aesthetics.

C. Infrastructure Integration: Detail your experience retrofitting modern lighting, network data/power infrastructure, and HVAC upgrades into an existing building without altering its architectural integrity.

D. Project Management: Outline your process for communicating design concepts (e.g., mood boards, 3D renderings) and your strict strategy for controlling "design creep" to preserve the budget across a phased schedule. [1]

E. Compensation & Phased Fees: Provide a transparent, fixed fee structure broken down by the four phases detailed in Section 4-C. Clarify financial accountability and hourly rates for redesigned work necessitated by:

- i) SL directed changes.
 - ii) ADA compliance adjustments.
 - iii) Architectural errors or omissions.
 - iv) Value engineering to meet unexpected budget constraints.
- **F. Risk Management:** Detail your firm's process for managing, executing, or subcontracting a comprehensive Hazardous Materials Survey (specifically checking for lead-based paint and asbestos-containing glazing/caulking) before final construction submittals.

6. EVALUATION AND SELECTION

Seymour Library will select the proposal representing the "**Best Value**" based on the firm's demonstrated ability to modernize children's services while honoring the building's historical footprint.

Seymour Library Board of Trustees

Dated: August 24, 2026