

# Student Competition: Redesign the First Floor of Kelvin Smith Library

*Request for Proposals (RFP) – Issue Date: 16 November 2010*

## OVERVIEW

---

Kelvin Smith Library (KSL) is sponsoring a competition for student teams to redesign the entire first floor in an effort to transform the KSL into a vibrant intellectual community center for campus learning and research. Students are invited to create teams that will: (1) study the needs of undergraduate and graduate students and faculty, (2) develop a basis of design and program plan, and (3) present the proposed plan to an expert panel for review. Proposals will be evaluated by the Evaluation Panel based upon the creativity, cost-effectiveness, practicality, and sustainability of the proposals. The number of prizes awarded may vary depending upon the total number of submissions. First prize will be \$2,500 to the team.

Teams should consider which services, functions, or features should be added, redesigned, moved to other floors, or eliminated entirely. Proposed designs should complement and enhance the aesthetics of the building, and ensure that KSL is a warm and inviting environment that has a logical layout of services and features. Particular attention should be paid to the following:

- **Functions.** Within the limitations outlined below, the entire floor is eligible for redesign. Teams should consider which services, functions, or features should be added to the floor, which current service points should be redesigned, and which functions or services should be eliminated entirely or shifted or moved to other floors.
- **Aesthetics.** The design should complement and enhance the aesthetics of the building, while also enhancing the environment to ensure that KSL is a warm and inviting place to be with a logical arrangement of functions. To accomplish this, the teams may choose to recommend changes to the current color palette, add artwork, create new community spaces (such as artwork), add visual signage or display panels, change or improve signage, etc.
- **Furnishings.** The team should recommend appropriate furniture to accomplish the functions that will be housed on the first floor. For any new furnishings, design ideas using commercially-available furniture should be included in the proposal as examples. [See Appendix for examples of some potential providers of furnishings.]
- **Parameters.**
  - Over the next few months KSL will be undertaking some pilot projects that will result in temporary changes to the first floor and that will open up the space. Teams may choose to incorporate or ignore these changes.
  - Space is reserved for a new library café that will open soon. While adequate space to accommodate this café must be included in the design plan, the team is invited to recommend design changes that would complement or enhance the community area created by the café.
  - It is desirable, but not required, that the compact shelving currently on the first floor should remain in position. Proposals to reduce or eliminate this shelving must identify a suitable alternative to provide onsite access to an equivalent number of volumes.
  - The team cannot recommend relocation of load bearing walls, elevators or restrooms.

## CONTENTS OF PROPOSALS

---

- **Research.** The team should conduct and report upon its research findings concerning library-related the learning and research needs of undergraduate and graduate students and of faculty. To identify critical, highly desirable, and desirable space needs, this research may include the following.
  1. Ascertaining current best practices as reported by CWRU’s peer and aspirational institutions on the web, in the literature, or through direct contact.
  2. Gathering primary research results from information gathered directly by the team about the activities, schedules, and needs of the CWRU community (e.g., through surveys, focus groups and interviews). Teams may contact faculty, students, university administrators, or other staff for interviews<sup>1</sup>, but teams may interview library staff only in group sessions that the library will hold on dates shown in “Timeframes and Deadlines” section below. Formal or informal interviews of library staff outside of these meetings may result in a team being disqualified.
- **Strategic program outline.** Based upon its research, the proposal should outline the major organizational, functional, economic, and aesthetic goals for the redesign. Specific issues the proposal should address include: (1) environmental sustainability issues and opportunities, (2) issues of accessibility by persons with disabilities, (3) services functions that should be centralized or decentralized, (3) the flexibility of the design for future modification (especially to accommodate new technologies), (5) expected building capacity and flow of traffic, and (6) the potential for implementing the design in phases. Although estimates of specific construction costs are not required, the proposal should provide sufficient information to demonstrate that the design can be achieved at a reasonable cost.
- **Detailed Program Plan and Design.** Although technical architectural drawings are not required, the final proposal must provide floorplans in sufficient detail to illustrate the preferred footprint for each of the major functions, the adjacencies of the various functions, major site requirements, and known constraints or obstacles. The proposal must include scale drawings of the first floor space, but architectural renderings (views, 3-D models, electrical or other wiring schematics) welcome but not required.

## PROCESS

---

- **Academic Credit.** It is permissible for teams or individual team members to earn academic credit for participation in this project, but students who wish to do are entirely responsible for identifying faculty, and those faculty are governed solely by that faculty member. Such faculty may establish requirements for earning academic credit that are in addition to those outlined in this RFP.

---

<sup>1</sup> Any such primary research must comply with CWRU regulations concerning research with human subjects.

- **Timeframe and Deadlines. [Note: the following dates are tentative and subject to change]**
  - Pre-proposal meetings: December 2, 2010 at 10:00 am; January 12, 2011 at 10:00; January 20, 2011 at 2:00 pm. These sessions are to answer questions student teams may have. All questions and answers will be summarized and made available to all teams that submit a “Statement of Intent” [see below].
  - Statement of Intent to Submit a Proposal: January 21, 2011 (due no later than noon). It is a requirement that any team that plans to submit a proposal must submit this Statement of Intent by the deadline. Failure to do so will lead to disqualification. The statement is simply to indicate that the team plans to submit a proposal, and should include the names, college affiliation and email addresses of each the expected team members. No pre-proposal information is expected from teams at this time, and the team is free to withdraw its proposal or change the names of team members at a later date.
  - Library staff group interview sessions. Note: the staff who attend each session may vary.
    - January 24 at 2:00 pm
    - February 8 at 10:30 am
    - February 14 at 2:00 pm
    - March 3 at 11:00 am
  - Final written submission: March 14, 2011 at 5:00 pm. All proposal must be submitted electronically to the Associate Provost and University Librarian ([Arnold.hirshon@case.edu](mailto:Arnold.hirshon@case.edu))
  - Team Presentations to Evaluation Panel. Presentations will be open (as space permits) to all members of the university community. The actual date of the presentations is to be determined, but will likely occur between March 21 and March 31, 2011
  - Awards announced: April 11, 2011

## REQUIREMENTS

---

- **Team Composition.** All final submissions must be the result of the work of a team collaborative that includes two or more team members. Diversity among team members is desirable but not required, e.g., representation with a team by different disciplines or colleges, inclusion of graduate and undergraduate students, multiple generations, different cultural backgrounds, etc. Team members must be currently enrolled students at CWRU<sup>2</sup>.
- **Health and Safety.** Designs should comply with general university health and safety requirements, as well as university rules and regulations for conducting social science research with human subjects.

---

<sup>2</sup> Students of other University Circle higher education institutions (e.g., Cleveland Institute of Art, Cleveland Institute of Music) may participate as team members providing the predominant number of members of that team are students currently enrolled at CWRU.

## EVALUATION

---

- **Criteria.** Proposals will be evaluated by the Evaluation Panel based upon the creativity, cost-effectiveness, practicality, and sustainability of the proposals.
- **Evaluation Panel.** The composition of the evaluation panel will be announced at a later time. The panel will include a broad representation of expertise and perspectives from both within and outside of the university community. Once announced, team members are prohibited from contacting panel members (informally or formally) for purposes of gathering information directly related to this RFP.

## AWARD

---

There must be at least two (2) teams that submit proposals for any prizes to be awarded. The total number of prizes awarded will not exceed N+1 of the number of submissions, e.g., there must be at least three (3) qualifying teams for the granting of a second prize, etc. No more than three (3) prizes will be awarded.

- First Prize                 \$ 2,500 to the team
- Second Prize                \$1,500 to the team
- Third Prize                 \$ 750 to the team

## CAVEATS

---

By submitting a proposal, all team members must agree to the following:

- KSL reserves the right to suspend the competition if there are not at least two qualifying teams, and to notify any teams that may have submitted or intended to submit a proposal.
- The Evaluation Panel may disqualify any proposals that do not comply with the specifications of this RFP
- Teams must agree that the intellectual property of all submissions becomes a property of Case Western Reserve University, and that the submissions, in whole or in part, may be made available through a Creative Commons license.
- Teams must agree that KSL may use any ideas from any teams (regardless of whether the team received an award) without providing any remuneration other than that specified under the Award section of this RFP.
- No guarantee is implied that program plans will be used in their entirety or in part by KSL.

## QUESTIONS

---

Any questions about this competition or the contents of this RFP that are not asked during one of the pre-proposal informational meetings must be directed in writing to Arnold Hirshon, Associate Provost and University Librarian ([arnold.hirshon@case.edu](mailto:arnold.hirshon@case.edu)). Answers will be shared with all teams that have filed a Statement of Intent.

## Appendix

---

### 1. Examples of Suppliers of Library Furnishings

<http://www.brodartfurniture.com/>

<http://www.highsmith.com/?CID=HG1000LIBRARYSUPPLIESHP&gclid=CMCpkPWT86QCFWQz5wod3hL8jg>

<http://www.gaylord.com/listing.asp?H=23>

---

### 2. Sample Statement of Intent

Send this statement of intent to: [Arnold.hirshon@case.edu](mailto:Arnold.hirshon@case.edu) by no later than noon on January 21, 2011.

The individuals listed below plan to submit as a team a proposal for the Student Competition to Redesign the First Floor of Kelvin Smith Library. We understand that:

- It is a requirement that any team that plans to submit a proposal must submit this Statement of Intent by the deadline, and that failure to do so will lead to disqualification.
- The statement is simply to indicate that our team plans to submit a proposal.
- Our team is free to withdraw its proposal or change the names of team members at a later date.

Team Member	College or School	Email