Request for Proposals:
Feasibility Study for Harrison Public Library Facilities (Halperin Building and West Harrison Branch)

Town/Village of Harrison, Westchester County, New York

Introduction
The Town/Village of Harrison, by and through the Harrison Public Library Board of Trustees, seeks proposals from qualified architectural and library planning firms to conduct a comprehensive feasibility study of the Harrison Public Library facilities—the Halperin Building (2 Bruce Avenue, Harrison, NY) and the West Harrison Branch (2 Madison Street, West Harrison, NY).

This feasibility study will evaluate current and projected community needs in the context of:

1) Local development, including significant apartment construction and extensive new housing developments along Westchester Avenue.
2) Growing local school enrollment,
3) Overall population growth
4) Newly approved 5-year Strategic Plan
5) General Public Library trends and needs (space, circulation, technology, etc..)

Background
Harrison Public Library consists of two primary facilities:

1. **Halperin Building**: Centrally located, the main branch has recently undergone interior renovations but faces spatial and service challenges due to increased usage and evolving patron needs.
2. **West Harrison Branch**: Currently undergoing construction, including extensive landscaping and interior improvements. The branch serves a growing and diverse community facing increased demand from nearby residential developments.

Recent trends include substantial population growth, a significant increase in multi-unit developments, increased participation in local schools, and the development of the Westchester Avenue corridor, where many of these multi-family and large apartment units have been built and continue to be developed. This population growth has and is expected to impact library services significantly.

Scope of Services

The selected firm shall provide detailed analyses and recommendations in four phases:

Phase 1: Community Needs and Requirements Assessment

- Conduct community and stakeholder meetings, interviews, and surveys.

- Evaluate current satisfaction levels regarding facilities, resources, and programs.
- In coordination with the Harrison Town Planner, review demographic projections related to population growth, residential developments, school participation, and community needs over the next 20 years.
- Assess interest in and support for possible future expansions or enhancements.

Deliverable: Comprehensive report on community needs, trends, and user preferences.

Phase 2: Existing Facility Assessment

- Evaluate structural conditions, space allocations, utility efficiency, ADA compliance, energy conservation, acoustics, technology, safety/security, and other relevant aspects of both library facilities.
- Assess each facility's limitations in meeting current and projected service demands.
- Identify potential improvements to maximize usage, functionality, and community value.

Deliverable: Detailed facility assessment report including opportunities for improvements, renovation needs, and possible expansions.

Phase 3: Space Needs Analysis and Conceptual Designs

- Develop detailed analysis of space needs for collections, public seating, staff offices, meeting rooms, teen and children's spaces, community programs, including movie/ theater/concert and other performance spaces, and digital media spaces.
- Provide schematic design concepts with at least two layout options per building to meet projected space and service demands.
- Conduct design charrettes to gather stakeholder feedback and refine concepts.
- If appropriate, explore alternate spaces in the Town and the Westchester Avenue corridor.

Deliverable: Finalized schematic design drawings, site analyses, and renderings to scale suitable for stakeholder presentations and budgeting.

Phase 4: Statement of Probable Cost and Recommendations

- Provide detailed cost estimates for recommended facility enhancements, renovations, expansions, or potential new constructions.
- Costs should be categorized clearly by facility, service area, and specific proposed improvements.

Deliverable: Professional Opinion of Probable Costs and a prioritized set of actionable recommendations.

Project Timeline

- RFP Issued: July 16
- Pre-Proposal Conference & Site Tour: August 5 & 6

- Proposals Due: September 15
- Consultant Interviews (if needed): Sept 30 – Oct 2
- Consultant Selection Announced: October 13
- Project Start Date: November 3
- Final Deliverables: May 18, 2026

Proposal Submission Requirements
Submit one electronic copy and five (5) printed copies of proposals clearly marked "Harrison Public Library Feasibility Study Proposal" to:

Galina Chernykh, Library Director
2 Bruce Avenue
Harrison, NY 10528
Phone: 914-670-3153
gchernykh@harrisonpl.org

cc to harrisonpubliclibrarytrustees@gmail.com

Each proposal must include:

1. Cover letter and contact information for the lead firm and principal contact.
2. Firm qualifications and relevant experience with similar library projects.
3. Project team composition and resumes of key personnel.
4. Proposed methodology, detailed timeline, and understanding of scope.
5. Examples of similar projects completed within the past five years with references.
6. Cost proposal with clearly identified fees for each phase of work.

Selection Criteria
Proposals will be evaluated based on:

- Relevant project experience and references.
- Qualifications and expertise of the project team.
- Comprehensive understanding of the project's objectives and scope.
- Quality and clarity of proposed methodology and deliverables.
- Cost-effectiveness and clarity of fee structure.

The Harrison Public Library Board of Trustees reserves the right to reject any or all proposals and award a contract based on what is determined to be in the best interests of the library and community.

Contact Information
For additional information or clarification regarding this RFP, please contact:
Galina Chernykh, Library Director
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Harrison, NY 10528Phone: 914-670-3153
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