

**RESOLUTION 25-103**

**A RESOLUTION TO AUTHORIZE A REQUEST FOR QUALIFICATIONS ISSUANCE FOR CONSULTING AND DESIGN SERVICES FOR A NEW LIBRARY CONCEPT DESIGN**

**WHEREAS**, the City of Spring Hill is committed to providing adequate services and adaptable spaces to support library services for the benefit and betterment of its patrons; and

**WHEREAS**, the existing library building does meet the current state standard for the size of the official service area based on the City's current population; and

**WHEREAS**, staff requests authorization from the Board of Mayor and Aldermen to prepare and issue a Request for Qualifications ("RFQ") for external consulting and design services to develop a concept design for a new library, services which the City cannot provide itself; and

**WHEREAS**, the consultant would be required to perform a geotechnical assessment of the identified site-City-owned property located south of City Hall on Town Center Parkway-to evaluate subsurface conditions; and

**WHEREAS**, the consultant will incorporate staff-identified needs, as outlined in the RFQ, into the concept design and provide an estimated Opinion of Probable Cost; and

**WHEREAS**, funding for the consultant services will be expended from the 18-75 fund, utilizing FY25 budgeted funds.

**NOW THEREFORE BE IT RESOLVED**, the City of Spring Hill Board of Mayor and Aldermen authorizes city staff to prepare and issue a Request for Qualifications for consulting and design services related to the development of a new library concept design.

**Passed and adopted by the Spring Hill Board of Mayor and Aldermen this 21<sup>st</sup> day of April, 2025.**

  
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Matt Fitterer, Mayor

ATTEST:

  
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April Goad, City Recorder

LEGAL FORM APPROVED:

  
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Patrick Carter, City Attorney



**REQUEST:** *Approval to issue a RFQ for new library*  
**SUBMITTED TO:** Board of Mayor and Aldermen  
**SUBMITTED BY:** Missy Stahl, CIP Director  
Dana Juriew, Library Director  
**DATE:** April 21, 2025

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**BACKGROUND:**

The existing library lacks sufficient space to serve the current population. With 17,000 sf, over 70,000 patrons visits each year. The state standard is 0.5 sf per capita and the official service area, determined by the state, is 80,148 sf. If the City's population continues its growth trajectory, a 50,000 sf building is needed to provide adequate services for many years to come. Adaptable community meeting space will also be included.

Discussions with BOMA about constructing a new library have taken place in the past, and funding for design services is included in the FY 25 budget under the 18-75 fund. The project will require both a concept design and a Geotech survey to assess underground conditions at the proposed site. The selected consultant will also be asked to provide an estimated Opinion of Probable Cost for budgeting purposes.

A Request for Qualifications will be issued to invite consultants to submit their Statements of Qualifications. An internal selection team will review submissions and conduct interviews to determine the most suitable consultant. Once selected, City staff will work with the consultant to develop a fair and accurate cost proposal for BOMA approval, covering both the concept design and Geotech services.

**FINANCIAL IMPACT:**

Funding for the concept design will be paid from the 18-75 fund (311-48015-59123) using existing budgeted funds.

**STAFF RECOMMENDATION:**

Staff recommends approval of Resolution 25-103 to approve for a RFQ be issued for consulting services for the concept design of a new library.