

MINUTES OF A SPECIAL MEETING OF THE RAPPAHANNOCK COUNTY
PUBLIC LIBRARY BOARD OF TRUSTEES
APRIL 3 , 2026

John called the meeting to order at 5:45pm.

Confirmation of Quorum:

In-person attendance were members of the Board of Trustees: John Beardsley, Patti Peterson, Maureen Harris, Kit Johnston, Liz Conley, Jen Cable & Library Director Amanda Weakley

The meeting agenda was approved as presented.

Discussion of the RFP submittals:

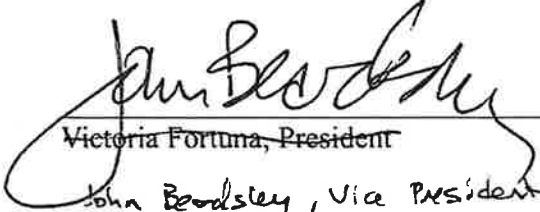
Gill Entminger of Enteros Design submitted a proposal to work in collaboration with the Rush River Development and the development architect Gensler to build a new Library. Their proposal stated their scope of services for this new project. (see attached proposal letter)

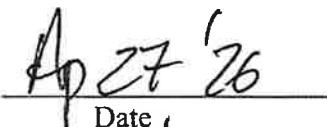
It was discussed that there is a good working relationship with Gil Entzminger and Enteros per their work with the expansion project plans. In addition, Enteros and Gensler do have a working relationship and have worked together in the past.

A motion was made, approved and the proposal from Enteros Design was accepted.

The meeting was adjourned at 6:30pm

Submitted by Jen Cable, Secretary


Victoria Fortuna, President
John Beardsley, Vice President


Date ,

**RAPPAHANNOCK COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES**

**4 LIBRARY ROAD
P.O. BOX 55
WASHINGTON, VA 22747-0172
PHONE: 540-675-3780 FAX: 540-675-1290**

www.rappahannocklibrary.org

Date Posted: 3 April, 2026

Date Proposals Due: 11 April, 2026

The Rappahannock County Public Library Board of Trustees seeks proposals for the following professional services:

Representation of the Board of Trustees in meetings with Black Kettle's architects and representatives in order to: (1) translate the Library's current Concept Design, prepared by Enteros PC for the Library into a new mutually agreeable Concept Design for the interior space and exterior and site views at the Rush River 2 development; (2) preparation of a new concept design for the interior of the library at the new location and architectural drawings therefor; (3) consultative and other ancillary services to develop exterior views and site views for a new library at Rush River 2; and (4) consultation with the Board of Trustees on mechanical, electrical, plumbing and other architectural drawings necessary for a new library as requested by the Board of Trustees.

The work to be performed will be, but is not limited by the following list of tasks:

(a) verify and update the program space requirements for a new library to be constructed in a new mixed used development in Washington, Virginia; (b) collaborate and coordinate with the library, development team, and the mixed-use development architect, Gensler, who will prepare the site plan and exterior design for the library; (c) prepare three preliminary floor plan diagrams of the library layout for review with the library staff and development team; (d) develop a floor plan with furniture layout for the library based on the preferred diagram; (e) prepare a 3D computer model in Revit of the proposed interior design; (f) develop 3D renderings of the library interior; (g) review the designs with the library staff and development team and make revisions based on comments provided in the review meeting; (h) provide a design narrative summarizing the design and materials to be used on the interior of the library; (i) attend on-site meetings, public presentations, and virtual meetings as needed to complete the design; and (j) collaborate on the design with the library staff and development team to create a cohesive design and strategy to move the project forward.

OFFEROR RESPONSE

COMPANY

NAME/PERSON: Enteros Design, PC

ADDRESS: 7 N. 25th Street, Suite 100, Richmond, Virginia 23223

PROPOSAL DESCRIPTION - INCLUDE DETAILED PROPOSAL, please provide as an attached signed file. Please see attachment

SIGNATURE OF AUTHORIZED REPRESENTATIVE:



PRINTED NAME OF AUTHORIZED REPRESENTATIVE:

_____ Gil Entzminger, President

Contact info:

Phone: 804-861-1200, Ext. 101 **Email:** gil@enterosdesign.com

Proposal Date: 4-6-26 **Proposal valid until(date):** 60 days

Bid must be received by the due date at the Library mailing address shown in the header or by e-mail to: rapplibrary@gmail.com.

7 N 25th Street
Suite 100
Richmond, Virginia 23223

804.861.1200 P
804.861.1253 F
www.enterosdesign.com



April 6, 2026

Ms. Victoria Fortuna
4 Library Road
Washington, Virginia 22747

Ms. Fortuna:

Enteros Design is pleased to hear that the Rappahannock Public Library is considering partnering with Rush River Development to build a new library. We are providing this proposal for conceptual design services in collaboration with the Library, the developer, and Gensler the development architect.

We understand that the developer will build a 9,000 SF library as part of its new mixed-use development. Gensler will design the site layout and building exterior, and Enteros Design will design the interior. We will collaborate with Gensler and the team on the exterior design. The space needs list and square footages will be updated based on the proposed total square footage and library needs. The scope of this effort is limited to concept design including the floor plan, conceptual furniture layout, and interior 3D renderings. We will not provide civil, structural, or mechanical, electrical, or plumbing drawings or design consultation during this phase of the project. The following Scope of Services is anticipated.

SCOPE OF SERVICES

Concept Design

- Attend up to two on-site meetings to review project requirements and designs.
- Additional meetings will occur virtually (a separate fee is provided for additional on-site meetings)
- Receive a base plan and site plan from Gensler showing the approximate building footprint
- Gensler will provide a 3D Revit model of the building exterior and shell
- Coordinate with Gensler to finalize the footprint and exterior design to work with the interior
- Prepare up to three conceptual diagrams showing the potential arrangement of the library spaces
- Review with library staff in a virtual meeting
- Refine the selected concept to produce a building floor plan showing furniture layout
- Develop a 3D computer model of the library interior using the Revit model provided by Gensler
- Prepare 3D computer renderings of the interior
- Review with the library and the development team
- Revise the floor plan and interior design based on comments received during the review meeting
- Prepare a final concept design floor plan, interior renderings, and design narrative indicated
 - anticipated interior building materials
- Work with the group to develop strategies to move the project forward

Excluded Services

Services not listed above
Design or drawings beyond the initial concept design for the library interior
Hazardous materials identification or abatement documents
Design development or construction documents
Engineering services
Site design and exterior design
Cost estimating

PROPOSED FEES

We propose a fixed fee for the scope of work listed above.

Concept Design	\$29,150
Additional on-site meetings if needed (per meeting)	\$1,800

Reimbursable Expenses

Reimbursable expenses incurred in the process of executing the scope of services such as printing, postage, mileage, lodging, or additional consulting services will be charged at the cost incurred times 1.15.

I hope that you find this proposal meets expectations, but please let me know if you have any questions. Please return a signed copy of the agreement to authorize us to begin work. We look forward to moving ahead and working with you on the renovation and expansion of the Rappahannock County Library.

Sincerely,

Enteros Design, PC



Gil Entzminger, AIA

Accepted By

VICTORIA FORTUNA

Print Name



Signature

Date

13 Apr 2026