
Library Board

Monday, February 20, 2017

Regular Meeting

Item F3

Approval of Issuance of RFP for Architectural Services for Public Library Renovations

Board approval is recommended for the issuance of an RFP for Architectural Services for Public Library Renovations based on the Renovation Needs and Concepts Plan. The City Legal Department has approved the RFP documents, and so issuance will occur on February 21, 2017.

Staff Contact: Steve Fosselman



ADVERTISEMENT

REQUEST FOR PROPOSALS FOR Architectural Services – Design of Renovations FOR THE GRAND ISLAND PUBLIC LIBRARY EDITH ABBOTT MEMORIAL LIBRARY 211 NORTH WASHINGTON STREET GRAND ISLAND, NEBRASKA

Proposals will be received by the **City Clerk, 100 East First Street, Grand Island, NE 68801** or **PO Box 1968, Grand Island, NE 68802** until **4:00 P.M.** (local time) on **March 15, 2017**, for furnishing architectural services for design and construction of renovations to the Grand Island Public Library. Proposals received after the specified time will be returned unopened to sender. Proposals must be based on the City's Request for Proposals. Contact the Grand Island Public Library Director Steve Fosselman at 308-385-5333 x101 with any questions regarding this RFP. Submit an **original and eight (8) copies and one (1) PDF copy** if submitting by mail. Proposal package and any addenda are also available on-line at www.grand-island.com under Business-Bid Calendars and www.questcdn.com. Proposals received after the specified time will be returned unopened to sender.

The successful proposal will be required to comply with fair labor standards as required by Nebraska R.R.S. 73-102 and comply with Nebraska R.R.S 48-65y pertaining to contributions to the Unemployment Compensation Fund of the State of Nebraska. Successful proposers shall maintain a drug free workplace policy. Every public contractor and his, her or its subcontractors who are awarded a contract by the City for the physical performance of services within the State of Nebraska shall register with and use a federal immigration verification system to determine the work eligibility status of new employees physically performing services within the State of Nebraska.

Proposals will be evaluated based upon qualifications, previous experience of similar scope, and the agreement terms and conditions. Proposals shall remain firm for a period of sixty (60) days after proposal due date. The City Of Grand Island reserves the right to refuse any or all proposals, to waive technicalities, and to accept whichever proposal that may be in the best interest of the City, at its sole discretion.

RaNae Edwards
City Clerk



REQUEST FOR PROPOSALS

By the
City of Grand Island Public Library
For
Architectural Services for Public Library Renovations

Introduction:

The Grand Island Public Library requests proposals from qualified Architectural Firms for the design of renovations to the Edith Abbott Memorial Library, 211 North Washington Street, Grand Island, NE. Upon review of proposals received in response to this Request for Proposal (RFP), the Grand Island Public Library anticipates awarding a single contract for the services required.

Project Description:

The Edith Abbott Memorial Library was constructed in 1974 and expanded in 2007. A Renovation Needs and Concepts Plan has been approved by the Grand Island Public Library Board of Trustees, indicating necessary improvements in response to changing citizen needs and evolving library services.

The selected architect will be expected to perform full design services, using the Renovation Needs and Concepts Plan as a foundation including, but not limited to:

- Design Development
- Construction Documents
- Construction Bidding
- Construction Administration

The successful respondent will be required to comply with fair labor standards as required by Nebraska R.R.S. 73-102 and comply with Nebraska R.R.S 48-65y pertaining to contributions to the Unemployment Compensation Fund of the State of Nebraska. Successful proposers shall maintain a drug free workplace policy. Every public contractor and his, her or its subcontractors who are awarded a contract by the City for the physical performance of services within the State of Nebraska shall register with and use a federal immigration verification system to determine the work eligibility status of new employees physically performing services within the State of Nebraska.

Project Schedule:

The following is a preliminary milestone date list for this project:

Task

Date

Proposal Deadline
Interview Architecture Firms
Award Contract
Bid Project

March 15, 2017, 4:00 pm
March 22, 2017
April 11, 2017
July 2017

Proposal Format:

A written proposal must be submitted in the format outlined herein. Each proposal will be reviewed to determine if it is complete prior to actual evaluation. A total of **eight (8) hard copies and one (1) PDF copy** of the proposal shall be required if submitted by mail. Proposal package and any addenda are also available on-line at www.grand-island.com under Business-Bid Calendars and www.questcdn.com. Proposals received after the specified time will be returned unopened to sender.

Proposal Content:

The written proposal should provide background information about the company, its employees, and its experience with related projects and related clients. It should cover the experience of the firm, as well as any consultants on the proposed team. For the purposes of the RFP, the term "company" shall refer to the prime respondent of this RFP, or in other words, the company with whom the City of Grand Island will contract.

The term "consultant" shall refer to any and all consultants with whom the prime respondent will be including on the project team. The proposal shall clearly delineate any experience, background, etc. held by the prime "company" and "consultants".

Specifically, the proposal should address the following information in order:

- 1: Company profile listing: name, address, year established, type of ownership, and number of company staff. If company has multiple offices, please list where the work for this project will be performed.
- 2: Information about the overall makeup of the project team, including: the identity of all key personnel, a description of their respective responsibilities and duties, and each team members experience with library renovation design projects.
- 3: Information about any consultants to be included on the team. Identify consultant company name, address, telephone number, contact person, and names and job descriptions of key personnel. Identify consultants experience with library renovation design projects.
- 4: Summary of at least **ten (10) similar projects** for which the designer or consultant was responsible. Each of the project summaries should include the following:
 - a: Description of the facility, including: size, functions housed, base bid price and year completed.
 - b: Degree of involvement (principals or consultant).
 - c: Consulting firms involved and their assigned responsibilities.
 - d: Project references including names and telephone numbers.
- 5: Suggestions the company might have to accelerate the design schedule.

- 6: Current company workload, and ability to perform work for this project given the schedule listed above.
- 7: Proposed design approach by company for this project.
- 8: Company proximity to, and familiarity with the area where the project is located.
- 9: Listing of any pending or settled lawsuits or professional liability claims in which the company was involved during the past ten (10) years.
- 10: Please provide references of clients for whom company and consultants have provided **library renovation design services**. Include name, title, department or agency, and telephone number for each reference.
- 11: Additional information the respondent believes to be relevant to the selection efforts of the Grand Island Public Library.

Proposal Submission:

All proposal material must be submitted no later than **4:00 PM, March 15, 2017**. Submit **an original and eight (8) copies and one (1) PDF copy** if submitted by mail. Proposal package and any addenda are also available on-line at www.grand-island.com under Business-Bid Calendars and www.questcdn.com. Proposals received after the specified time will be returned unopened to sender. No proposal will be accepted after this time.

Submit proposals to: **RaNae Edwards, City Clerk
City Of Grand Island
100 East First
Grand Island, NE 68801**

All questions regarding this project should be directed in written form (preferably by email) to Library Director Steve Fosselman. In order that the selection process is as objective as possible, do not contact any Grand Island Public Library or City of Grand Island official other than Mr. Fosselman.

Submit questions to: **Steve Fosselman, Director
Grand Island Public Library
stevef@gilibrary.org
211 North Washington Street
Grand Island, NE 68801**

General Comments:

- 1: Any cost incurred by respondents in preparing or submitting a proposal for the project shall be the respondents' sole responsibility.
- 2: All responses, inquiries, or correspondence relating to this RFP will become the property of the Grand Island Public Library when received.
- 3: The Grand Island Public Library reserves the right to refuse any or all responses received.