



City of Grand Island

Tuesday, March 08, 2005

Council Session

Item G14

#2005-69 - Approving the Request for Proposal Submitted by the Library Facility Committee and the Grand Island Facilities Corporation for the Library Expansion

Staff Contact: Doug Walker

Council Agenda Memo

From: Douglas R. Walker, City Attorney
Meeting: March 8, 2005
Subject: RFP from Grand Island Facilities Corporation
Item #'s: G-14
Presenter(s): Douglas R. Walker, City Attorney

Background

On November 23, 2004, the City Council approved the establishment of a non-profit corporation for the purpose of assisting and promoting the development of public facilities to be used by the City of Grand Island and to further its governmental functions. The Library Facilities Committee has been working with the Grand Island Facilities Corporation to develop a Request for Proposals for design/build services for an addition to the Edith Abbott Memorial Library. The Request for Proposals for design/build services is before the council for review and approval.

Discussion

When the Grand Island Facilities Corporation was established, the Council was given assurance that it would be involved in the decision making process as the Facilities Corporation moved forward with facilitating municipal projects. The Request for Proposals which is before you for consideration at this meeting was developed by the Grand Island Facilities Corporation and the Library Facilities Committee. The Facilities Corporation and Library Facilities Committee have both given input into the document and approved the Request for Proposal.

This Request for Proposal was developed for using the design/build method for construction which will hopefully promote efficiency in the construction process and also enable the city to have better cost control over the project. The RFP calls for a proposal that would include adding approximately 25,000 square feet to the current Edith Abbott Memorial Library in addition to developing a parking lot with 167 parking spaces to accommodate the needs of the expanded facility. The RFP also sets forth a time schedule for the selection process of a design/build team for the facility, which is included in Section 11 of the document. The total project budget is also established by Section 2-4 of the document as being from \$4,000,000 to \$7,000,000.

Alternatives

It appears that the Council has the following alternatives concerning the issue at hand. The Council may:

1. Move to approve the resolution which gives City Council approval for the RFP which will then be used by the Grand Island Facilities Corporation to seek Requests for Proposals.
2. The Council may reject the RFP.
3. Postpone the issue to a future date.
4. Take no action on the issue.

Recommendation

City Administration recommends that the Council approve the resolution which indicates Council approval for the RFP that has been developed by the Grand Island Facilities Corporation.

Sample Motion

Motion to approve the resolution giving City Council approval to the Request for Proposal developed by the Grand Island Facilities Corporation.

**GRAND ISLAND FACILITIES CORPORATION
REQUEST FOR PROPOSAL FOR DESIGN/BUILD SERVICES FOR AN ADDITION TO THE
EDITH ABBOTT MEMORIAL LIBRARY**

1 INTRODUCTION

- 1.1. On behalf of the Grand Island Facilities Corporation and the Edith Abbott Memorial Library, the Library Facility Committee is seeking responses from qualified design/build ("D/B") teams to provide the design and construction of the renovation/expansion of the Edith Abbott Memorial Library.
- 1.2. In this endeavor, the Grand Island Facilities Corporation will be acting as the contracting party.
- 1.3. The Library Facility Committee will be managing the solicitation of this Request for Proposals ("RFP") for the corporation.
- 1.4. This RFP describes the project in general, the required scope of services, the D/B selection process, and the minimum information that must be included with the submittal. Failure to submit information in accordance with the requirements and procedures listed herein may be cause for disqualification.
- 1.5. In support of the commitment to equal opportunity, the Grand Island Facilities Corporation will not do business with any firm that discriminates on the basis of race, religion, color, ancestry, age, gender, sexual orientation, disability, medical condition or place of birth.

2 PROJECT DESCRIPTION

- 2.1. The project involves the design and construction of a renovation/expansion to the existing library facility. The current facility covers one city block in central Grand Island and contains over 25,000 square feet (SF) of space and has hard surface parking for 58 cars. The expansion is expected to take place to the west of the existing facility along with a new parking area. Two Space Needs and Alternatives studies and a Phase I architectural feasibility study regarding the project are available at the Library.
- 2.2. The renovation/expansion is expected to add approximately 25,000 SF of building area and construct a new parking lot with 167 parking spaces; and will include all major library functions including entry/exterior lobby, interior lobby/display/refreshment area, Friends Sales area, circulation desk (including staff work area), public access catalog area, computer lab, children's area including interactive Family Place/discovery center, reference area (including staff work area), genealogy/local history/Abbott Sisters Research Center area, new and popular materials/browsing, young adult area, general adult collection shelving area, general adult seating area, group study/tutoring rooms/quiet study rooms, magazine/newspaper shelving/seating, non-print collections and listening/viewing stations, multicultural resource center, art exhibit area, meeting/conference rooms, workroom(s) for all staff/volunteers/friends/foundation general and technical support functions, administrative office(s), bookmobile/outreach garage and work area, storage areas, staff break room, custodial work/storage/garage area, public and staff restrooms, and appropriate mechanical/support areas.
- 2.3. The renovation/expansion must be designed and constructed so as to allow for future expansion of at least 10,000 SF including the capability for a second level.
- 2.4. A tentative project budget of \$4,000,000 to \$7,000,000 has been established for all project costs including programming, permits, design fees, consultant services, and construction, as well as equipment, fixtures, shelving and other furnishings (with partial reuse of existing inventories).

3 D/B SCOPE OF SERVICES

- 3.1. Work with Library Facility Committee and Grand Island Facilities Corporation representatives in the design, preparation of plans, specifications, and construction of the facility. The architect shall take into consideration all previous information developed on the project.
- 3.2. As the Library Facility Committee and Grand Island Facilities Corporation are pursuing a modified process, the terms and conditions of the scope of services is presently under development and will be made available at some point later in the process.

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4 SPECIAL CONSIDERATIONS

- 4.1. Time is of the essence. Early bid and construction packages will need to be developed including site preparation, selective demolition (no demolition will be required in the block west of the Library, however), foundations and structural steel.
- 4.2. The existing Library facility must remain fully operational throughout the new construction/expansion process. Construction activities which impact the operation of the Library facility will have to be coordinated with the events and activities scheduled or on-going at the Library.
- 4.3. Construction activities which disrupt events in progress at the Library will be halted and rescheduled, unless otherwise remedied.

5 MINIMUM QUALIFICATIONS FOR D/B TEAMS

- 5.1. D/B teams are to be composed of a Constructor (Contractor or Construction Manager) and an Architect.
- 5.2. The constructor must have had primary responsibility for the actual construction of at least two design/build projects undertaken during the past five years.
- 5.3. These projects must have included design, permitting, approval construction and delivery of the project for a guaranteed maximum price ("GMP") or a fixed price.
- 5.4. If the constructor has construction experience with this building type that does not satisfy the requirements of 5.2 above, the constructor may submit information for a third project to demonstrate its public assembly experience.
- 5.5. The architect must have had principal design responsibility for one or more library facilities undertaken in the past five years. Such projects need not have been carried out on a design/build basis.

6 INFORMATION REQUIRED FROM D/B TEAMS

- 6.1. COVER LETTER. Identify the construction and design entities within the D/B Team and provide the name, title, address and telephone number of the contact person for the D/B team.
- 6.2. EXECUTIVE SUMMARY. Provide highlights of the submittal materials.
- 6.3. CONSTRUCTOR and ARCHITECT INFORMATION.
 1. Provide information about the composition, legal form and organizational structure of the D/B team. Joint ventures should provide all requested information for each member.
 2. Describe the role of each firm including but not limited to the Constructor and Architect on the D/B team.
 3. Provide a description of your approach to completing the project to satisfy the owner's goals for quality, size, schedule and budget.
 4. Provide identification, role and experience of key personnel proposed for the Project, including specialized in-house or consultant personnel for interior design, technology, etc.
 5. Provide a listing of design/build experience for the firms comprising the D/B team.
 6. Provide a listing of the present workload and capacity of each firm on the D/B team.
- 6.4. PROJECT EXPERIENCE AND REFERENCES.

Provide complete project history for a maximum of two (2) projects from the constructor that meet the minimum qualifications requirements of Section 5.2, and two (2) projects from the architect that meet the minimum qualifications requirements of Section 5.5. The constructor and the architect may both use the same project(s), if applicable.

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Only these projects will be considered in evaluating the qualifications of the D/B teams. The information must include:

1. Project name and location.
2. Name, address and telephone number for project owner, owner's project manager and/or owner's contact person on the project.
3. Description of the project including: type of facility, new facility or expansion, initial project budget, and gross square feet.
4. Role and listing of services provided by team member.
5. Names, titles and roles of personnel used to perform services.
6. Project design and delivery method used.
7. Project start and completion dates.
8. Project cost to complete versus preliminary budget.
9. Project performance history including: adherence to project schedules, change order history, listing of claims which impacted owner and resolution of claims.

6.5. LICENSES AND CERTIFICATIONS.

1. Certified copies of the project architect's and engineers' national and other applicable educational and organizational certifications. This project will require compliance with the current edition of the Nebraska Engineers and Architects Act, the International Building Code, the Uniform Plumbing Code, and the National Electrical Code, as overseen by the City of Grand Island Building Inspector's Office.
2. Constructor Certification for Drug Free Workplace. Although this certificate is not required in this RFP, the selected D/B team will be required to submit this certification during the contract negotiation process and prior to the award of the contract.

6.6. FINANCIAL CAPABILITY. Demonstrate through letter of credit, certificate or similar instrument from a surety, a bonding capacity (AM Best -A to A+ rating) or at least the amount of the construction budget listed in item 2.4

6.7. CLAIMS AND SUITS HISTORY.

1. Identify all projects which team members were awarded and failed to complete, excluding cancelled and suspended projects.
2. List all judgment, claims, disciplinary actions, arbitration proceedings or suits pending or outstanding against the team members or its officers related to professional liability or performance within the past ten (10) years.
3. Provide details of any lawsuits or requested arbitration which team members filed with regard to design, construction or design/build contracts within the past ten (10) years.
4. Furnish detailed information with respect to any officers or principal of team members which, within the past ten (10) years, has ever been an officer or principal of another organization which failed to complete a design, construction or design/build contract.
5. In a sealed envelope marked "To Grand Island Facilities Corporation Attorney – Privileged Information", provide a description of any outstanding judgments, liens or actions by the Internal Revenue Service against any member of the D/B team over the past ten (10) years.

6.8. CONFLICT OF INTEREST STATEMENT. Disclose any potential conflict of Interest team members may have with the Library Facility Committee and/or the Grand Island Facilities Corporation.

6.9. EQUAL OPPORTUNITY (EO) STATEMENT. Provide acknowledgement of and commitment to the premise of Equal Opportunity for this project.

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6.10. SIZE LIMITATION, Responses to this RFP shall be limited in size to the cover letter plus twenty five (25) pages in a single bound manuscript, exclusive of corporate brochures, reports or other project information that the D/B team desires to submit for consideration, which may be bound separately or submitted loose.

7 RFP SUBMITTAL REQUIREMENTS

7.1. Twelve (12) copies of the above materials must be delivered by 2:00 p.m., April 11, 2005 to:

Library Facility Committee
Attn: Steve Fosselman
211 North Washington Street
Grand Island, NE 68801
FAX: 308-385-5339

7.2. Materials received after the above deadline will not be considered.

7.3. Submitted materials are to be soft cover bound and no larger than 9" x 12". Please do not submit materials in three-ring binders.

8 PRE-SUBMITTAL ACTIVITIES

8.1. Written questions concerning this selection process can be submitted in advance of the mandatory pre-submittal conference to:

Library Facility Committee
Attn: Steve Fosselman
211 North Washington Street
Grand Island, NE 68801
FAX: 308-385-5339

8.2. Register for Addenda at the address in Section 8.1.

8.3. No telephone inquiries will be accepted.

8.4. A mandatory pre-submittal conference will be held with interested D/B team members on March 25, 2005, at 10:00 a.m. in Meeting Room A/B of the Edith Abbott Memorial Library, 211 North Washington Street, Grand Island, Grand Island, NE 68801.

8.5. During this conference, the Library Facility Committee will:

1. introduce members of the project team
2. review the selection process activities and timetable.
3. review RFP elements.
4. review the project schedule and budget considerations.
5. answer questions concerning the above items.
6. provide a registration form to obtain the name, firm, address and telephone number of those in attendance.

9 SELECTION PROCESS

9.1. Selection of D/B teams will be based upon qualifications only.

9.2. The selection process will not include a design competition.

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- 9.3. After the receipt of the RFP responses, a short-list of up to three finalist D/B teams will be determined from a review and rating of the responses.
- 9.4. These finalists will be provided with copies of the Edith Abbott Memorial Library Building Program document, preliminary budget and schedule and a draft copy of the design/build contractual services agreement.
- 9.5. The finalists will use the additional information provided to complete their team composition of consultants and specialty subcontractors and prepare for the interview.
- 9.6. Interviews are planned with each of the finalists to examine each firm's composition, project understanding, methodology, personnel and qualifications. Additional information will be made available to the finalists regarding the interview format. A formal presentation followed by a question and answer period is currently anticipated.
- 9.7. Following the interviews, a ranked list will be developed by the Library Facility Committee.
- 9.8. Once the ranking is determined by the Library Facility Committee, contract negotiations will begin immediately with the top-ranked D/B team.
- 9.9. Negotiation of the terms, conditions and fees related to the design/build contractual services agreement shall be limited to thirty (30) days following the commencement of negotiations. If agreement cannot be reached within that time, the Library Facility Committee will cease negotiations with the top-ranked team and immediately begin negotiations with the second-ranked team.

10 EVALUATION CRITERIA

Evaluation criteria for the responses to this RFP include but are not limited to the following:

- 10.1. Qualifications and experience of key personnel
- 10.2. Project approach
- 10.3. Evaluation of similar project experience and client references
- 10.4. Extent of local participation
- 10.5. Overall quality and thoroughness of the submission

11 SELECTION PROCESS SCHEDULE

- 11.1. RFP advertisement – March 9, 2005
- 11.2. RFP pre-submittal conference – March 25, 2005
- 11.3. RFP submittals due – April 11, 2005
- 11.4. Short-list notification – April 18, 2005
- 11.5. D/B team interviews – May 2, 2005
- 11.6. Ranking determined by Library Facility Committee – May 5, 2005
- 11.7. Begin contract negotiations – May 6, 2005
- 11.8. Conclude contract negotiations – June 6, 2005
- 11.9. Grand Island Facilities Corporation approval & notice to proceed – June 20, 2005

12 SPECIAL CONDITIONS

- 12.1. This RFP does not commit the Library Facility Committee or the Grand Island Facilities Corporation to procure or award a contract for work.

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- 12.2. This RFP does not commit the Library Facility Committee or the Grand Island Facilities Corporation to defray any costs incurred in responding to the RFP.
- 12.3. The Library Facility Committee reserves the right to cancel, alter or amend this RFP. In such an event, the Library Facility Committee will notify in writing all persons who registered at the mandatory pre-submittal conference.
- 12.4. The Library Facility Committee and the Grand Island Facilities Corporation reserves the right to request clarifications from any or all members of submitting D/B teams, however, the Library Facility Committee is not required to request information missing from the submittals which may cause them to be considered non-responsive.
- 12.5. Members of D/B teams, their agents, lobbyists, attorneys and others shall not contact members of the Edith Abbott Memorial Library Board of Trustees, Library employees, any member of the Library Facility Committee, or Directors of the Grand Island Facilities Corporation with regard to this project or process. Any such contact shall be grounds for automatic disqualification of the D/B team submittal.
- 12.6. Information regarding the names of those individuals and companies' that submit proposals will be made available to the public. The contents of the proposals will be available for the public inspection after the design/build contract has been executed by all of the parties thereto.

RESOLUTION 2005-69

WHEREAS, on November 23, 2004, by Resolution 2004-294, the City Council of the City of Grand Island approved the establishment of a non-profit corporation for the purpose of assisting and promoting the development of public facilities to be used by the City of Grand Island, Nebraska, in furtherance of its governmental functions; and

WHEREAS, the non-profit corporation established by the above referenced Resolution has been established as the Grand Island Facilities Corporation, which was filed with the Nebraska Secretary of State's Office on December 28, 2004; and

WHEREAS, the Facilities Corporation had meetings to review the development of a Request for Proposals to be used to seek proposals for design/build services for the construction of an addition to the Edith Abbott Memorial Library; and

WHEREAS, the Library Facilities Committee has proposed an RFP, which has now been reviewed and approved by the Grand Island Facilities Corporation; and

WHEREAS, in order to promote the maximum amount of public exposure to the process of seeking proposals for the construction of the addition to the Edith Abbott Memorial Library, this matter is being brought before the Grand Island City Council for its further approval of the Request for Proposals.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND COUNCIL OF THE CITY OF GRAND ISLAND, NEBRASKA, that the Request for Proposals, which has been approved by the Library Facilities Committee and the Grand Island Facilities Corporation be approved and used for seeking proposals for design and construction of the addition to the Edith Abbott Memorial Library.

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Adopted by the City Council of the City of Grand Island, Nebraska, March 8, 2005.

RaNae Edwards, City Clerk

Approved as to Form	☐ _____
March 3, 2005	☐ City Attorney