

Request for Proposal for

Pre-design Services for Two Proposed Branch Libraries

Issued: February 27, 2018

Proposal Due: March 26, 2018

Issued by:
Anythink Libraries
5877 East 120th Avenue
Thornton, Colorado 80602

PART 1:

Introduction

Anythink (the Library) is the public library system for Adams County, Colo., serving its 491,337 residents with seven branches and a bookmobile. Established in 1953 as Adams County Public Library, the Library separated from the county in 2005, becoming a special taxing district governed by a five-member board of trustees appointed by the Adams County Board of County Commissioners. In 2009, the library system rebranded as Anythink. All of its facilities were constructed or renovated between 2008 and 2013, and serve the communities of Bennett, Strasburg, Brighton, Commerce City, Federal Heights, Northglenn, Thornton and areas of north Denver.

The Library is recognized locally, nationally and internationally for its innovative approach to library service. Anythink's "experience model" eliminates traditional barriers to discovery and informal learning through the creative designs of the Library's beautiful new and renovated buildings, interactive programs and friendly and helpful staff. Anythink libraries are well-loved and heavily used community learning and gathering places in each of the communities they serve; branch visitation, materials circulation, and online research system-wide have significantly increased over the past 10 years, due to this new service philosophy.

Adams County is one of the fastest-growing communities in the U.S. The county is uniquely situated as a convenient suburb between Denver and Boulder, its direct proximity to Denver International Airport, vast spaces poised for development, transportation options and recreational opportunities. State of Colorado planners project the county's population to top 600,000 residents by 2023. Because of the Library's popularity, and as a result of steady growth in area new home construction over the past few years, some Library branches are already operating at or near capacity.

As such, the Library is anticipating the need for two new branch library buildings in areas of the county where new communities are being developed and is seeking an architectural firm or team ("Consultant") that has experience planning modern urban public libraries to perform pre-design services for the two proposed library buildings (the "Project"). This work needs to be completed by July 15, 2018. The Consultant will provide professional services including, but not limited to, those outlined below:

The Consultant shall perform the general and specific tasks as described in the Scope of Work section of this Request for Proposal ("RFP"). The Library intends to select the most qualified Consultant for the Project.

Submittal Date

Proposals for this Project are due at this office no later than 5 p.m., Monday, March 26, 2018. This time and date is fixed and extensions will not be granted. The Library does not recognize

the U. S. Postal Service, its postmarks or any other organization as its agent for purposes of receiving proposals. All proposals received after the deadline shown will be rejected and returned unopened.

Mailing Instructions

Mail, email or hand deliver one proposal copy to:

Nan Fisher
Finance Manager
Anythink Libraries
5877 East 120th Avenue
Thornton, Colorado 80602

Inquiries

Questions pertaining to this RFP should be directed to Nan Fisher, Finance Manager, 303-405-3283 or nfisher@anythinklibraries.org.

Addenda

In the event it becomes necessary to revise, change, modify or cancel this RFP or to provide additional information, addenda will be issued to all recipients of this RFP.

Proposal Evaluation

In order to be considered, one copy of the proposal must be submitted.

Proposals should provide a straightforward and concise presentation adequate to satisfy the requirements of this RFP. The Consultant's proposal should emphasize a clear understanding of the Project and the necessary resources to perform the intended services. Responsiveness to the RFP will be the principal basis for evaluation.

Proposal Selection

The Library reserves the right, without qualification, to:

- a. Reject all proposals; and

- b. Exercise discretion and apply its judgment with respect to any proposals submitted.

All proposals become the property of the Library. Final disposition will be made according to the policies thereof, including the right to reject all proposals.

Selection Procedure

The following is an outline of the procedures the Library will use in the proposal selection process for its new graphic design and development services:

- a. A Library Building Committee (“Committee”) will be assembled to evaluate the proposals submitted by the prospective Consultants.
- b. The Committee will select proposals that qualify based on the following factors:
 - 1. Experience of the Consultant, staff and/or,
 - 2. Record of the Consultant in accomplishing its work within the required time, and
 - 3. Record of the Consultant in being responsive to its client’s requests.
- c. The Committee will select a reasonable number of Consultants to be invited to appear before it to discuss their proposals. Said interviews will take place on a date and times to be determined.
- d. The Committee will rank the Consultants and recommend the Consultant to be used for the Project. Fee negotiations will only take place with the most qualified Consultant based on the proposed Scope of Work. Anythink will finalize the contract with selected Consultant.
- e. If a contract for services cannot be negotiated within the budgeted amount for the Project, negotiations with the designated Consultant shall be terminated in writing and negotiations shall be started with the next most qualified Consultant.

Proposal Evaluation Criteria

The Library intends to engage the most qualified Consultant available for this Project. It is imperative that the Consultant’s proposal fully address all aspects of this RFP. It must clearly express the Consultant’s understanding of the Library’s specific requirements and indicate the Consultant’s qualifications to conduct this Project in a thorough and efficient manner.

The following criteria shall be used in evaluation of the Consultant's offer of services:

- a. Experience in public library planning and design.
- b. Consultant's team experience in conducting assignments of similar scope,
- c. Experience, techniques, and methodologies used in previous projects to reach consensus with clients' review staff, committees, and other interested parties,
- d. Methodology to be employed in conducting the Project,
- e. Consultant's support organization, accessibility and quality assurance methods for optimizing staff utilization,
- f. Proposal conciseness and clarity in understanding the Library's needs and defining a work plan, procedures, training, education, initiative, and responsiveness for satisfying those needs,
- g. Schedule compatibility with Library's needs, and
- h. Demonstrated cost value.

Contract Terms

a. Contractual terms applicable to Consultant and all subcontractor(s) will include but are not limited to the following:

- Not-to-exceed price for design services
- Business tax registration and library district business license requirements
- Liability insurance requirements
- Errors and omissions liability insurance requirements
- Workers compensation insurance requirements
- Scope of work
- Completion schedule
- Schedule of fees
- Identification of personnel, contractors and subcontractors
- No substitution of key personnel without prior written approval by the Library

b. Method of Compensation

Method of Compensation will be in accordance with terms and conditions of a successfully negotiated Agreement for Professional Services (Exhibit "A").

c. Contract Award

The contract, if awarded, will include the Scope of Work and a not-to-exceed contract price, as negotiated with the selected Consultant.

d. Contract Agreement

A sample Agreement for Professional Consultant Services is included within this RFP for review. Consultant(s) having any objections to the terms and conditions of the sample Agreement are required to set forth clearly within their proposals each provision objected to, the nature of each objection, the reasons therefore and specific language proposed to be placed in the final agreement in lieu thereof. Failure to take exception to the terms and conditions in this manner and at this time shall constitute acceptance of the language of the sample contract by the selected Consultant when the sample contract is converted to a contract for execution. In all circumstances, the language and the terms in the contract shall govern.

PART 2:
Scope of Work

The successful Consultant will lead the Library through pre-design services for two proposed new library buildings as described below. Under this agreement, the selected Consultant will provide, but not be limited to, the following scope of services for each building in the Project:

Building I: Proposed New Regional Branch

Description

Area:

Site to be determined based upon demographic projections, access to public transportation, adjacencies to residential, commercial and preferred open space, trails, etc.

Property Size:

Minimum of 10 acres

Proposed Building:

Regional destination library, approximately 100,000 sq. ft., with classrooms, learning labs, exhibition and performance spaces, cultural programming spaces, collocated shared work spaces, landscaped outdoor learning space and surface parking for 150 cars.

Planned Development Size:

This would be a regional destination serving all of Adams County, but would also function as a neighborhood branch library.

Building II: Proposed New Branch for Reunion/Northeast Commerce City, Colorado

Description

Area:

Development location near 104th Avenue and Tower Road in the central portion of zip code 80022 in Commerce City, Colorado.

Property Size:

Approximately 10 acres, centrally located within the Reunion Towne Square planned development.

Proposed Building:

Neighborhood branch library, approximately 40,000 sq. ft., with landscaped outdoor learning space and surface parking for 50 cars.

Planned Development Size:

Community currently comprises approximately 1,600 households; 10,000 households when Reunion development is complete.

Deliverables

a. Site reviews and surveys: assess the feasibility of new library branch construction opportunities for both of locations and provide a report of the findings.

b. Community and staff meetings: conduct community stakeholder and staff charrettes/town hall meetings about these two proposed new library branches and provide community feedback with an analysis for each.

c. Design approaches: develop preliminary design options that fit each proposed branch building's projected location and service concept.

d. Graphic concepts: develop initial concept plan sketches and design drawings for each proposed new branch building.

e. Cost estimates: develop cost estimates and budgets for each new proposed branch, and the Project as a whole, suitable for fundraising and project development needs.

PART 3:

Proposal Content

The Library requires each Consultant to submit a proposal clearly addressing all of the requirements outlined in this RFP. The proposal shall be limited to 10 pages and must include a minimum of three (3) recent or current client references, which include the name, address, telephone number, and email address of each reference contact. Resumes and company qualification brochure data may be added to the 10-page proposal, provided they are located in an Appendix at the back of the proposal.

Should the Consultant have concerns about meeting any requirements of this RFP, the Consultant shall include a clearly labeled subsection with individual statements specifically identifying the concerns and exceptions.

Though the Consultant may submit a proposal organization of his preference, it must be clear and concise. The Proposal must contain information covering the following topics:

Scope of Work

Outline expressing the Consultant's understanding of the Project and summarizing the basic design approach that will be taken, and performance schedules for Building I and Building II of the Project.

Methodology

Descriptions that enable the Library to assess the Consultant's capability to conduct this Project in a structured and efficient fashion.

Personnel

Resumes of key individual(s) that would be assigned to the Project and other staff personnel available to support the Project. The contract will provide that any substitution of these key personnel is subject to written approval of the Library; and if not approved, the contract may be terminated.

Estimate of Consultant Fee

The proposal shall include a full description of all fees, on a phased basis, proposed by the Consultant for performing all the services to be provided as outlined in the Scope of Work. The estimated consultant fee may not be a leading factor in the Library's process of evaluating proposals and ranking the consulting firms. Selection of a Consultant, if one is selected, shall be primarily on the basis of demonstrated competence and innovative approaches to render the services at the fairest prices.

PART 4:
Attachments

Exhibit A: Agreement for Professional Services