

**REQUEST FOR PROPOSAL
(RFP)
PROFESSIONAL DESIGN SERVICES**

Project:

Greeley Downtown Public Library

February 11, 2020

Owner/Contracting Authority:

Contact: Marjorie Elwood

High Plains Library District

2650 W. 29th Street

Greeley, CO 80631

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GENERAL INFORMATION

1.1. INTRODUCTION AND PROJECT DESCRIPTION

This Request for Proposal (“RFP”) is issued to provide the selection process for Architectural and Engineering Professional Services for the building renovation and possible expansion of the Greeley Downtown Public Library. Firms submitting a response to the RFP will be asked, at a minimum, to state their understanding of and experience applicable to the project and offer their methodology for meeting the design criteria. Shortlisted finalists will also be requested to participate in an interview. At that stage of the selection process, respondents will be asked to include a fee proposal for the work as outlined in this RFP.

Greeley Downtown Public Library Mission and Services

Greeley Downtown Public Library is a full-service public library located in downtown Greeley, serving the nearby neighborhoods and the downtown business district. The library is currently located at 1012 11th Street and will be moving to the new location at 501 8th Ave, Greeley, CO. The Library is supported by property tax levied on the service area by Weld County for High Plains Library District.

Services

- Friendly, professional staff to help you with your information needs.
- Access to materials from other libraries.
- Computers for all ages.
- Meeting space, with capacity to hold 40 people.
- Library tours.
- Library instruction.
- Internet access.
- Special events and programs.
- Book Clubs.
- Story Times.
- Reading Groups.

The continuing and fundamental purpose of the Greeley Downtown Public Library is to provide all people with access to information for education, enlightenment, and entertainment.

1.2 LOCATION

501 8th Avenue, Greeley, CO.

1.3 SCOPE OF SERVICES

This is an approximately 40,000sf renovation and possibly up to a 40,000sf addition with associated sitework to the existing Tribune building located at 501 8th Avenue, Greeley, CO. The current construction budget is \$19,250,000 not including design, permitting, inspections and FF+E soft costs.

The Design Consultant selected will provide project programming, prepare design and preliminary construction schedules, assist in (2) public meetings, prepare design and construction documents, assess the availability of local construction materials, and assist in administering construction, based on the following outline of services, as required.

This following outline is provided to assist proposers with submissions and presentations during the selection process and will constitute a part of the design services contract as an attachment, as well as the proposer’s response to this RFP. The Library reserves the rights to, at any time during this process, add, delete, or otherwise modify this outline scope as its best interests may appear.

The Library envisions retaining a General Contractor under a Construction Manager at Risk (CM@R) arrangement, with procurement occurring during the design phase, and will look to the Design Team for

assistance with the selection of the CM@R firm and collaboration and cooperation through the design phase.

A. Services:

Full professional design services are required with all related engineering disciplines, including but not limited to the following:

1. Programming for an approximate 40,000sf Library and 40,000sf Innovation Center.
2. Architectural Design
3. Interior Design
4. Review of Geotechnical Investigations & Reports
5. Civil Engineering, including storm water management
6. Utility Design and Coordination
7. Landscape Design
8. Structural Engineering
9. Mechanical and Plumbing Engineering
10. Electrical Engineering/Lighting Design
11. Fire Alarm Design
12. Traffic Engineering/Studies (if required)
13. Acoustical Engineering
14. FF&E (including specifications, bidding, installation, and punch lists)
15. Signage/Way-finding
16. Tele/Data, Security, and Audio/Visual Systems
17. Cost Estimate Validation
18. Scheduling, design meeting minutes
19. Public Outreach and Meetings (as required)

B. Coordination:

Coordination meetings with the State, municipalities, Town agencies, utility companies, other Library consultants (including technology consultant) and user groups shall be a continuing work item for the selected Design Consultant from the 'Notice to Proceed' through program review, schematic design, design development, construction documents and through the construction and warranty phase. In particular, the Design Consultant shall comply with all provisions of the Local Building Code and all other related codes, State requirements, Library standards, Town Ordinances and regulations, as well as any covenants applicable to the property. Also, to note is the project will be managed collaboratively through the Owner's Representative's online project management system, including but not limited to, Issues, RFI's, ASI's, Shop Drawings, Site Photos, Field Reports, Meetings, etc.

C. Project Programming:

Upon Library acceptance of the Design & Approval Schedule, the Design Consultant shall proceed with the Project Programming phase. The Design Consultant shall work closely with the Library staff, and others as required by the Library, to define the scope based on the funded project construction budget.

D. Schematic Design:

Upon Library acceptance and approval of the Program, the Design Consultant shall proceed with the Schematic Design phase. The Schematic Design shall be in the form of drawings and ancillary documents and shall provide sufficient detail to show base building design, site design and modifications, division of spaces and preliminary estimates of construction costs.

Specifically, the Schematic Design will address:

- Interior design features, materials
- Base building design, entries, exterior modification detailing
- Site design and modifications
- Location and character of public open space, including rights of way
- Public pedestrian and vehicular circulation
- Identification and resolution of signage and lighting needs and issues

- Compliance with applicable property covenants
- Schematic construction cost estimate (CM@R assumed to not yet be a part of the project team at this stage of design)
- Graphic documentation as required by Library for fundraising and community relations
- 3D walkthroughs of the proposed space to clearly show the design intent

E. Design Development:

The Design Consultant, upon Library approval of the Schematic Design, shall prepare Design Development drawings and ancillary documents as required by Library, based on the approved Schematic Design. Drawings and documents shall outline structural, acoustical, interior design, mechanical and electrical systems; shall outline all required building systems, building plans and elevations. Additionally, outline specifications, finish schedules, and construction cost estimate validation shall be provided. Drawings and documents shall be presented by the Design Consultant to governing jurisdictions for approval. At the 90% completion point of the Design Development phase, the Design Consultant in conjunction with the Library shall provide the design documents to the CM@R firm for their detailed review and cost estimate, and shall confirm that the CM@R's cost estimate does not exceed the project budget, including adequate contingency.

F. Construction Documents:

The Design Consultant shall, upon Library approval of the Design Development Documents, shall prepare final construction drawings, specifications, and other documents, including Library furnished documents, required to bid and construct the project in its entirety. At the 90-100% point in developing the bid package, the Design Team shall furnish construction cost estimate validation of the CM@R's detailed cost estimates (including possible alternates). Architect shall include in specifications a log of items required to be submitted as part of the specifications.

G. Bidding:

The Design Consultant shall work with the Library, the Owner Representative and the CM@R to issue construction bid documents and addendums as required, respond to contractor bid questions, and review contractor submittals in conjunction with the Library.

H. Plan Review and Permits:

At various review and approval stages or phases of the design effort, the Design Consultant shall deliver copies of all documentation needed to complete the plan review and/or approval, as applicable. Following written approval of the construction documents by the Library, the Design Consultant shall submit stamped plans for permit and other governing approvals. Following the plan review process, the Design Consultant shall incorporate any required changes/comments into the Construction Documents and shall issue such updated documents to the CM@R and the entire project team.

I. Construction Administration:

The Design Consultant shall provide weekly construction observation reports during the course of the Construction Phase, shall review and comment on all submittals, assist/respond to contractor request for information (RFI's), review change order requests for accuracy and pricing (in conjunction with their consultants), attend weekly construction meetings, and perform other services as required by the Library to complete the Project. Design Consultant shall prepare, monitor, and follow through on completion of outstanding items (punch list), and shall utilize software which allows for organized documentation, sharing and verification of these items (Bluebeam, for example). Architect to be present at a 11-month warranty walk through, and Design Team to also include updating as-built drawings (in digital format) as a part of their required scope of work.

J. Review and Coordination Meetings:

Sub-consultants shall be represented at all review meetings, meetings with the Building Inspection Division, the Fire Department and other municipal agencies, as required or as applicable. Coordination meetings will be led by the design team, including working with utility companies, City agencies, and user groups. Internal teams include, but shall not limited to, working with vendors related to coordinating IT requirements, mechanical systems and FF&E.

K. Building Commissioning:

The Library may retain the services of a Building Commissioning Agent during the design and construction phase. If the Library elects to execute such an option, the Design Consultant shall cooperate with the Commissioning Agent in all matters relating to the design including a peer review of all items related to building commissioning. The Library does not intend that the new library facility be LEED certified, however they do desire that it be designed and built in a manner that follows best practices regarding sustainability and operational efficiency.

- L. Please refer to Exhibit: “Master Scope of Services Matrix” for more information and detail related to scope of services items. This matrix is an outline of the project scope as defined by the Owner’s Representative and is provided for reference and scope clarification only (fees are not due with this submission, but will be required during the interviews, if your team reaches that stage of the selection process).

1.4 CONTACTS

Copies of this RFP are available from the Library’s Owner Representative.

Owner’s Representative - WEMBER

Mr. Dan Spykstra
7525 South Jasmine Court
Centennial, Colorado 80112
Phone: (720) 382-3795
Email: dspykstra@wemberinc.com

(Owner) High Plains Library District

Attn: Marjorie Elwood
Greeley Downtown Public Library
2650 W 29th St.
Greeley, Colorado 80631
Phone: 888-861-7323
Email: MEIwood@highplains.us

Notice: Direct contact with the Library, the Board Members or other related parties, may cause this candidate’s removal from the RFP process. Please direct all correspondence to the Owner’s Representative – WEMBER.

1.5 SCHEDULE OF EVENTS

The anticipated schedule below outlines milestones for the project:

DATE	TIME	EVENT
February 10, 2020		Advertise and Issue RFP
February 19, 2020	10:00 AM	Pre-Proposal Site Walk (non-mandatory)
February 21, 2020	2:00 PM	Proposers Notification of Interest (non-mandatory)
February 21, 2020	2:00 PM	Deadline for receipt of questions and inquiries
February 25, 2020		Responses to questions, inquiries and RFP amendments
March 2, 2020	2:00 PM	Deadline for submission of proposals
March 3, 2020		Notification of short-listed candidates (Anticipated)
March 11, 2020	TBD	Interviews of short-listed firms (Anticipated)
March 12, 2020		Preferred Design Team announced (Anticipated)
April 2020	TBD	Participate in CM@R Interview
March 20, 2020		Finalize contract negotiations (Anticipated)
April 1, 2020		Commence project (Anticipated)
Phase 1 – July 2020 Phase 2 – March 2021		Construction begins (Anticipated)
Phase 1 – December 2020 Phase 2 - October 2022		Construction complete (Anticipated)

1.6 PROPOSAL INSTRUCTIONS

- A. Pages in the proposal shall be typed with the maximum number of pages of proposal information to be limited to 30 sheets, front and back (including proposal form) numbered in sequential order. Tabs or cover pages not included in count.
- B. Submit proposal by the date and time aforementioned to the Owner's Representative. It is the Proposing Firms responsibility to confirm receipt by the deadline established.
- C. **Submit a single electronic PDF (no larger than 8MB) file including all Proposing response documents;** email to Marjorie Elwood listed in Section 1.4 above, with a copy (cc:) to Dan Spykstra. If email is not possible, submit one compact disc or jump drive or FTP access provided by the Proposing Firm containing the completed RFP response to the Owner's Representative by

the date noted in Section 1.5. Oral, telephonic, or faxed proposals are invalid and will be considered as non-responsive as outlined.

- D. **Submit four (4) hard copies of all Proposal response documents in a sealed package clearly identifying that this is a response to this RFP, addressed to the Library.** Deliver to the Owner/Library address noted in Section 1.4 above.
- E. No Proposing Firm may submit more than one submission. Multiple submissions under different names will not be accepted from one firm, Joint Venture, or association.
- F. Each respondent must comply with the submission requirements as outlined. Submittals that fail to comply with the requirements as specified may be deemed non-responsive and such determination will result in no further consideration of that respondent or the respondent's submittals by the Library. At any stage, the Library reserves the right to terminate, suspend or modify this selection process; reject any or all submittals at any time; and waive any informalities, irregularities or omissions in submittals, as the best interests of the Library may require.

1.7 PROPOSAL REQUIREMENTS

Proposals must include, but are not limited to, the following items.

Part 1 Primary Contact Information

- a. Clearly indicate the single contact (principal-in-charge), mailing address, telephone and email address.
- b. Indicate features of the organization and the project team that makes the team uniquely suited to undertake this specific project.

Part 2 Project Team and Staff

- a. List the names, titles, and relevant experience of key professional staff that will work on the Project if awarded the contract for professional services (key team members proposed should remain a part of the team assigned unless written approval from the Library is given to allow a change).
- b. Indicate the expected contribution of each of these individuals as a percentage of the total effort and their experience on any of the specific projects listed in Part 4 of the Proposal Response.
- c. List the proposed sub-consultants that will be part of the team, including names, titles, relevant experience, and services to be provided.

Part 3 Organization and Management of the Project

- a. Describe how the project will be organized, both internal to the design team and how coordination with the construction contractor, Library, Owner's Consultants and governing authorities, will be undertaken.
- b. Indicate what work the Design Consultant will self-perform and what work will be performed by sub-consultants.
- c. Submit one page with 12 images that depict your firm's and project architect's/lead designer's capabilities.
- d. Submit one page with 6 images with caption of local or applicable architecture that provides inspiration to your team for the design of the new library.
- e. Describe your firm's experience with Lean Construction Practices including Pull Planning utilizing the Last Planner System and designing to a budget.
- f. CM@R is the preferred construction delivery method. Describe your approach to cost management and estimate validation in working with the CM@R.
- g. Describe your approach to construction administration and coordination with an Owner's Rep.
- h. Describe a solution to a complicated, unexpected situation on a recent project, and how it was resolved by your team.
- i. Describe your definition of high performance, sustainable design. In particular, how do you propose to integrate operations and maintenance considerations and stakeholder input into the design process.

- j. Describe how your design team recently worked together on a similar project and what value you provided your customer.
- k. List the top three things you hope library patrons would say and not say after spending time in the new library.

Part 4 Project Experience

- a. Provide no more than five (5) specific projects demonstrating relevant experience on projects similar in scope (Design and Construction Administration), the total construction value, project images, the name of the construction contractor, the project completion date, the construction value, the construction duration, the project owner’s point of contact (include name, title, telephone numbers and e-mail addresses), and contact information for other project team members (such as the contractor). Highlight your proposed team’s experience on these projects. Align your proposed team’s experience with firm’s most relevant projects being presented. Identify if you teamed with another firm and clearly define what the roles and responsibilities were.

Part 5 Fee Proposal

- a. Please refer to Exhibit: “Master Scope of Services Matrix” for more information and detail related to scope of services items. This matrix is an outline of the project scope and is provided for reference and scope clarification only (**fees are not due with this current qualification submission**, but will be required to be submitted at the time of the interviews, if your team reaches that stage of the selection process).

Part 6 RFP Response Conditions

- a. Any conditions, clarifications, or exclusions concerning Scope of Services as set forth in this RFP are to be identified and addressed within RFP Response.

1.8 QUESTIONS, INQUIRIES, AND AMENDMENTS REGARDING THIS RFP

Questions and inquiries regarding the RFP should be directed to Laura McFarland and Dan Spykstra by the date aforementioned. The Library will issue a response to all questions by email. Questions should not be submitted to the Board or other parties, doing so will cause this candidate’s removal from the RFP process.

1.9 PROPOSING FIRMS TO FULLY INFORM THEMSELVES

Proposers are required to fully inform themselves of all project conditions which may impact their proposal and the Library’s requirements prior to submitting a proposal. Proposers should become acquainted with the nature and extent of the services to be undertaken and make all necessary examinations, investigations and inspections prior to submitting a proposal. Firms proposing are responsible for examining and determining for themselves the location and nature of the proposed work, the amount and character of the labor and materials required, and the difficulties which may be encountered. If requested in advance the Library will provide the Firm proposing access to the site to conduct such examinations as each Proposing Firm deems necessary for submission of a bid. The Proposing Firm is to consider federal, state and local Laws and Regulations that may affect cost, progress, performance or furnishing of the Work.

The Library will not consider any claims arising from failure to take such actions.

1.10 EVALUATION CRITERIA

The Library Selection Committee will review all proposals and select a Proposing Firm whose proposal is deemed most suitable for the Library. Criteria used to evaluate proposals are listed below:

- A. Qualifications Proposal Phase of Selection (total points available = 100):
 - 1. Qualifications and experience of the teams, as indicated by prior successful completion of similar projects. 25 points
 - 2. Qualifications and experience of the key individuals, (including sub-consultants) who will be assigned to this project, as indicated by prior involvement in similar projects. 35 points
 - 3. Proposed approach to completion of the scope of work and understanding of the project and project issues. 25 points
 - 4. References 15 points

B. Interview & Fee Proposal Phase of Selection:

1. Those respondents deemed best qualified will be invited to participate in an interview with the Selection Committee. An interview invitation will be sent out to the Candidates with the highest RFP submittal scores (from the above Qualifications Proposal Phase) on the date noted in the schedule of events. The invitation will explain the interview requirements and provide the time and location. The purpose of the interview is to ensure a full understanding of the RFP responses, and to introduce key members of the Design Team.
2. A completed Master Scope of Services Matrix (including fees) shall be due at the time of each shortlisted firm's interview and shall be evaluated and rated in terms of responsiveness and value.

1.11 RIGHT OF REJECTION

The Library reserves the right to accept or reject any or all responses to this RFP and to enter into discussions and/or negotiations with one or more qualified Proposing Firm, if such action is in the best interest of the Library. The Library has the right, in its sole and absolute discretion, to select the proposal or proposals that the Library determines best meets its needs.

1.12 ACCEPTANCE OF PROPOSAL

The successful Proposing Firm(s) will be notified in writing of the acceptance of its proposal. Upon receipt of this written notification, the successful Proposing Firm shall, within ten (10) calendar days, or such other time agreed between the parties, execute a *Professional Services Agreement* in a form approved by the Library. If the Agreement is not executed and returned to the Library within ten (10) calendar days or such other time agreed between the parties, the Library may, at its sole discretion:

- A. Treat that failure as a breach constituting a rescission of the Library's written acceptance of Proposing Firm's proposal; and
- B. Accept any other proposal; or
- C. Again call for Requests for Proposals

1.13 MODIFICATION AND WITHDRAWAL OF PROPOSALS

- A. Proposals may be modified or withdrawn by an appropriate document duly executed (in a manner that a proposal must be executed) and delivered to the place where proposals are to be submitted at any time prior to the opening of proposals.
- B. Proposals may also be modified or withdrawn in person by the Proposing Firm or an authorized representative provided he can prove his identity and authority.
- C. Withdrawn Proposals may be resubmitted up to the time designated for the receipt of Proposals provided that they are then fully in conformance with these Instructions to Proposing Firm's.
- D. If, within twenty-four hours after Proposals are opened, any Proposing Firm files a duly signed, written notice with Library and promptly thereafter demonstrates to the reasonable satisfaction of Library that there was a material and substantial mistake in the preparation of its Proposal, that Proposing Firm may withdraw its proposal. Thereafter, that Proposing Firm will be disqualified.

1.14 PROPOSALS TO REMAIN OPEN SUBJECT TO ACCEPTANCE

All Proposals shall remain open for forty five (45) days after the day of the Proposal opening, but Library may, in its sole discretion, release any Proposal prior to that date.

1.15 INSURANCE

Design Consultant shall carry insurance of the type and in the amounts as described. Proof of such insurance coverage shall be presented to the Library prior to Notice to Proceed. Nothing herein shall be deemed a waiver of immunity under §24-10-101 et seq., C.R.S.

- A. Workers' compensation insurance in accordance with applicable law.

- B. Comprehensive commercial general liability insurance in the amount of \$2,000,000.00 combined single limit bodily injury and property damage, each occurrence; \$2,000,000.00 general aggregate.
- C. Automobile liability insurance in the amount of \$1,000,000.00 combined single limit bodily injury and property damage, each accident.
- D. Errors and Omissions (E&O) Insurance - Design Consultants shall maintain limits of \$2,000,000 for each claim, and \$2,000,000 aggregate limit for all claims.

1.16 COST OF PROPOSALS

Expenses incurred in the preparation of proposals in response to this RFP are the Proposing Firms sole responsibility. The Library assumes no responsibility for payment of any expenses incurred by any Proposing Firm as part of the RFP process.

1.17 SIGNING OF AGREEMENT

When Library gives a Notice of Award to the Successful Proposing Firm, it will be accompanied by the required number of unsigned counterparts of the Agreement with all other written Contract Documents attached. Within ten (10) days after Proposing Firm's receipt of the Notice of Award, Proposing Firm shall sign and have notarized the required number of counterparts of the Agreement and attached documents and return them to the Library along with the required Bonds, insurance certificates and power of attorney authorizations. PLEASE NOTE: a sample agreement has been included identifying terms and conditions of the project. The Library reserves the right to refine the detail shown in the agreement.

1.18 INDEMNIFICATION

The Design Consultant shall indemnify, defend and hold harmless the Library, its members, directors, officials and employees from and against any and all claims, demands, suits, actions judgments, losses, damages, injuries, penalties, costs, expenses (including attorney's fees) and liabilities to the extent they are alleged to arise from the intentional misconduct or negligent acts or omissions of the Design Consultant or Design Consultant's sub-contractors and/or employees. The obligations of this indemnification shall survive termination of the Agreement.

2.0 PROPOSAL FORM PROFESSIONAL SERVICES

(Please include this form in proposal package)

COMPANY NAME: _____

COMPANY ADDRESS: _____

PHONE: _____ **FAX:** _____

CONTACT PERSON NAME: _____

CONTACT PERSON PHONE: _____

CONTACT PERSON EMAIL: _____

1. I Acknowledge that the "Sample Architect Agreement" attached to this RFP (Exhibit 4.2) has been reviewed and is agreed to as shown. _____(YES/NO). Do you request amendments to the "Agreement" _____(YES/NO) Please list them if yes.

2. Acknowledgment that the submitting agent meets or exceeds insurance requirements as outlined in the RFP. _____(YES/NO)

3. The undersigned Proposing Firm declares and stipulates that this Proposal is made in good faith, without collusion or connection with any other person or persons bidding for the same Work, and that it is made subject to all the terms and conditions of the RFP. _____(YES/NO)

4. The submission of a Proposal constitutes an agreement and shall not be withdrawn for a period of forty-five days.

5. Acknowledgment that the submitting agent carries (or will carry) a license in the State of Colorado _____(YES/NO)

6. The Proposing Firm hereby acknowledges receipt of addenda numbers _____ through _____

Signature: _____ Date: _____

*** End of Proposal Form ***

3.0 SCHEDULE OF PERSONNEL BILLING RATES

(Proposing Firm may copy this page or modify it to conform to the services being offered)

RESPONDENT: _____

PERSONNEL CLASSIFICATION	BILLING RATE PER HOUR
Principal	\$ _____
Associate Principal	\$ _____
Owner	\$ _____
Project Architect	\$ _____
Architect	\$ _____
Intern Architect	\$ _____
Senior Engineer	\$ _____
Engineer	\$ _____
Engineer In Training	\$ _____
Urban Designer	\$ _____
Senior CAD Operator	\$ _____
CAD Operator	\$ _____
Licensed Surveyor	\$ _____
Other:	\$ _____
