



CITY OF
SUN PRAIRIE
Wisconsin

CITY OF SUN PRAIRIE
REQUEST FOR QUALIFICATIONS

RFQ# 23-LIB01

Owner's Representative (OR) Services for Sun Prairie Public Library Expansion &
Renovation Contract (Full Design)

Date Issued: Wednesday, November 2, 2022, 12:00 AM

SUBMIT RFQ TO

City of Sun Prairie

Finance Department

purchase@cityofsunprairie.com

SUBMISSION DEADLINE

Thursday, December 1, 2022, 12:00 AM

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I. INTRODUCTION

The purpose of this Request for Qualifications (RFQ) is to identify potential vendors that can serve as an Owner's Representative (OR) for the Sun Prairie Public Library (SPPL) Expansion & Renovation project during the full design phase. The "Owner" of this project is SPPL. The OR will assist SPPL in meeting its goals throughout the pre-design, design and pre-construction process. This includes ensuring the project stays on schedule, stays within budget, and includes the spaces and systems identified to meet the service and sustainability goals identified by SPPL's planning team. The OR will provide oversight and guidance throughout the full design process. The primary focus of this RFQ requests detailed responses regarding the qualifications to serve as an OR throughout the duration of the full design of SPPL's Expansion and Renovation project. The successful Owner's Representative (OR) will be required to provide a full range of services. Although the contract is during the full design phase only, the successful OR will also have the opportunity to demonstrate qualifications to serve as an OR during construction and post-construction phases of the expansion and renovation project. Anticipated services include team member selection, building design, budgeting, scheduling and managing all elements of the delivery process while protecting the best interests of the Owner. It is the expectation that the OR will assist SPPL with the design-bid process which will include contract negotiation for architectural services, assistance with the hard bid process, and document review throughout the design process.

A. PROJECT DESCRIPTION

The City of Sun Prairie is a vibrant and thriving community located in northeastern Dane County in Wisconsin, just east of the City of Madison. Since its incorporation from a village to a city in 1958, Sun Prairie has experienced a transformation from a relatively small community of less than 4,000 to an estimated 36,500. The City is expected to reach a population of 50,000 by 2040.

The expansion of the Sun Prairie Public Library (SPPL) will add 25,500 square feet to the existing facility, which was built in 1999. The facility expansion will allow SPPL to meet the goals identified as part of the 2018 architectural analysis and 2021 conceptual design. The library contracted with FEH Design of Oconomowoc, WI for both phases.

The results of the architectural analysis demonstrated that the Sun Prairie Public Library's mechanical systems were approaching end-of-life and in some cases failing. It was determined that the library was undersized and would need a significant expansion to meet the needs of the community for the next 20 years.

The goals from the 2018 architectural analysis were refined in 2021 during the conceptual design phase to include post-pandemic considerations. Below are some of the goals:

- Ensure that we serve the community needs for the next 20 years, and grow with socioeconomic needs in mind.
- Improve infrastructure for comfort, aesthetics, safety, and security.
- Provide adequate space to support a broad and diverse collection and programs, while considering flexible indoor and outdoor spaces.
- Include a collaborative makerspace with the Sun Prairie Media Center.
- Remove barriers to serve all members of our community; provide more flexible access for individuals with various needs and abilities.
- Create and maintain financially, environmentally, and culturally sustainable features and systems.

The current facility is 36,000 square feet, of which SPPL comprises 32,000 square feet. Approximately 3,600 square feet houses the Sun Prairie Media Center (SPMC) and 400 square feet houses the Read Before Book Store (RBBS). SPMC provides media coverage for the community and includes specialized equipment and studio space for radio and television programming. The conceptual design includes a makerspace, which will be a collaborative space used by the library and the SPMC. RBBS is run by the Friends of the Library and the conceptual design includes an expansion of RBBS with a café style atmosphere. The current facility was built to meet the needs of the community for 20 years, and the expansion is needed to meet the current and future needs of the community, for at least the next 20 years.

These spaces will enhance SPPL's ability to support the library's vision, mission, and core values to support lifelong learning for all ages, now and for the next generation of public library users. Documents related to the Sun Prairie Public Library expansion, including the full architectural analysis and conceptual plan can be found here: https://www.sunprairiepubliclibrary.org/library_expansion.

The Sun Prairie Public Library has presented the expansion and renovation project to the Sun Prairie City Council on several occasions throughout the process. The SPPL's expansion and renovation plan is included in the City's 10-year Capital Improvement Project plan, which includes \$1.2M for full design in 2023 and \$15.2 for construction in 2024. There is an additional fundraising component of \$3.5M. The fundraising component is led by the SPPL Foundation. The opinion of probable cost for the renovation of the existing library with a 25,500 SF addition is approximately \$20M, of which \$3.5M will be raised by the SPPL Foundation for the library's capital campaign.

Below is a timeline of key dates and decisions to date:

October 2018: Completion of Architectural Analysis by FEH Design

November-December 2018: SPPL Board asks FEH Design to further study and refine recommendation

February 2019: SPPL Board approves 74,000 square foot library

May 2019: Presented to Committee of the Whole (COW) meeting.

February 2020: SPPL Board reduces size of expansion to 55,000 square feet due to other city department needs

March 2020-March 2021: Pause due to Covid-19 pandemic

March 2021: Next Chapter Team established to work on Conceptual Design with FEH Design

November 2021: SPPL Board approves Conceptual Design: 61,500 square feet facility with a corresponding opinion of probable cost of \$19.9M, based on new data and considerations, including 2020 US Census data

January 2022: Conceptual Design presented to COW

January – May 2022: Fundraising Feasibility Study

May 2022: Capital Campaign, silent phase

August 2022: 10-year Capital Improvement Project (CIP) Plan approved

September 2022: Adoption of MOU between City of Sun Prairie, SPPL, and SPPL Foundation regarding Capital Campaign duties and responsibilities

November 2022: Adoption of 2023 budget, which includes the funds for the full design portion of SPPL's Expansion & Renovation project.

The OR will provide comprehensive management services throughout the project including the pre-design, full design, and pre-construction phases. The OR will maintain regular communication between the Library Director and other team members. This includes overall project management, inspections of design progress at critical milestones, and independent verified cost estimating and determination.

Anticipated Project Schedule and Milestones [Subject to change]:

Recommendation for Award for Owner's Representative (Design): December 15, 2022

Award of Owner's Representative Contract: January 19, 2023

Award of Architectural Contract of Full Design Services: Feb 21, 2023

Full design & Pre-Construction : February 22, 2023 - March 2024

Completion of Schematic Design: July 2023

Completion of Design Development Phase: November 2023

Completion of Construction Documents: March 2024

Issue Drawings for Bids: March 2024

Award for Owner's Representative (Construction): March 2024

Receive Bids: April 2024

Award Contracts: May 2024

Construction: June 2024-October 2025

Temporary Relocation: August – December 2025

Furniture, equipment, and technology installation: November 2025

Move-In Phase: December 2025

Project Close-Out Phase: 2026

B. SCOPE OF SERVICES

The respondent will be asked to provide Owner's Representative (OR) services to the SPPL in all phases of full design, which includes pre-design and pre-construction services for the library's expansion and renovation project in pursuit of the goals identified by the SPPL Planning Team. The services are listed below:

Description of the work to be performed by the Owner's Representative:

Pre-Design, Full Design & Pre-Construction

- Negotiate on the owner's behalf for architectural design contracts.
- Provide comprehensive project management services.
- Coordinate with SPPL to understand procurement requirements, processes and timelines.
- Meet with library director, planning team, architects, SPPL facilities committee, SPPL Board, SPPL Foundation, and City staff (Administration, Finance, Sustainability, Engineering, Public Works, Planning, Utilities, IT, Attorney, and Building Maintenance) to assess facility, zoning, permits, technology, utilities, financial considerations, sustainability goals, and other improvement opportunities that can be addressed by the project.
- Oversee site investigation – ensure feasibility of the property to serve the intended project use, including zoning, land review, and risk analysis.
- Oversee Design Development Process, provide document review in conjunction with owner and committee(s).
- Facilitate design progress meeting with the owner and planning team.
- Maintain project budget.
- Oversee, review, communicate, and submit necessary approvals and permits.
- Participate in project team meetings and committee meetings, as required.
- Provide project milestone scheduling.
- Assist in clarifying and resolving any document discrepancies.
- Perform constructability/technical review of design documents.
- Provide cost estimates during design – assume (3) estimates.
- Develop, and continuously update, overall project schedules for procurement and design.
- Oversee Construction Document Process, provide document review in conjunction with owner and committee(s).
- Development of solicitation bid documents for construction services.
- Assist during bidding process.
- Assist in clarifying and resolving any document discrepancies.
- Interview, analyze, and document team selection proceedings and results.
- Act as center point of communications between Owner and all other team members, including library director, planning team, architects, builders, and library facilities committee
- Presentation and submittal of regular reports to the Library Board and City Council

- Attendance at all required meetings with planning team, committees, Library Board, and City Council.
- Regular check-in meetings with Library Director, frequency to be determined by phase of project.

C. MINIMUM REQUIREMENTS

To be considered a Qualified Respondent, Respondents are required to include the following detail in their Response:

Minimum Qualifications:

1. Demonstrated past performance of providing quality services, including examples of relevant projects, project implementation and success, and project references.
2. Demonstrated past performance working with municipal government agencies.
3. Demonstrated performance in project management services.
4. Demonstrated expertise in determining cost savings.

II. REQUEST FOR QUALIFICATIONS DEFINITIONS

Throughout this Request for Qualifications, the following definitions will be used:

- “City” means City of Sun Prairie;
- “Owner” means Sun Prairie Public Library
- “Contract” means a written contract executed by the City and the Contractor as a result of an RFQ;
- “Vendor” means a Qualified Respondent who is the successful Proponent to an RFQ who enters into a Contract with the City;
- “Must” or “mandatory” means a requirement that must be met in order for a Response to receive consideration;
- “Qualified Respondent” means a Respondent possessing the qualifications described in this RFQ;
- “Respondent” means an individual or a company that submits, or intends to submit, a Response;
- “Response” means a statement of qualifications submitted in reply to this RFQ;
- “RFQ” means a Request for Qualifications for provision of the services described in Section 1 that may be used to score and select Qualified Respondents;

III. CONTACT INFORMATION

Svetha Hetzler

Library Director

Phone: 608-825-0900

Email: shetzler@cityofsunprairie.com

IV. RESPONDING TO THIS REQUEST FOR QUALIFICATIONS

1. Submittal shall be in electronic PDF format.
2. Delivery of electronic copy via email to purchase@cityofsunprairie.com

A. RESPONSE ITEMS

The qualifications submittal should contain the following items:

Cover: Include the project name Owner's Representative for Sun Prairie Public Library Expansion and Renovation Contract, identify that the submittal is a statement of qualifications, and identify the firm submitting the response (with contact information provided either on the cover, or letter of interest, or both).

Letter of Interest: Provide a concise, preferably one-page letter expressing the prospective interest in the project and appropriate qualifications. The letter of interest, cover, or both should provide contact information for the firm, including a contract email address for the principal of the firm.

Project Team

Identify the project principal, the project manager, and other key staff. Present a brief discussion regarding how the team's qualifications and experience relate to the specific project. Sub-contractors are not permitted without prior approval from the Library Director.

- Qualifications and relevant individual experience.
- Unique knowledge of key team members relating to the project.
- Experience on projects as a team.
- Key staff involved in project management and on-site presence.
- Time commitment of key staff.

Note: Organization charts and graphs depicting your capacity may be included.

Prior Experience

Use this portion of your submittal to describe relevant experiences with the project type described in this RFQ document and various services to be provided.

- Experience of the key staff and firm with projects of similar scope and complexity
- Demonstrated success on past projects of similar scope and complexity.
- References.

Note: Include the name, current telephone number, and email address of the project principal, project manager, and other key staff.

Project Approach

Describe your approach for this project.

All response costs are at the expense of the proposer. The City will not consider illegible responses. Elaborate responses beyond that sufficiency to present a complete and effective proposal, are not necessary or desired.

Cost Proposal

Cost proposal shall be a flat fee with a "not to exceed" price. Vendor may also include regular quarterly payment options for completed services rendered.

V. INTERPRETATIONS AND ADDENDA

Respondents are to raise any questions they have about the RFQ document without delay. Direct all questions, in writing, to the department contact listed above in section III. As a municipal department within the City of Sun Prairie, SPPL works with the City in posting the RFQ document.

Respondents finding any significant ambiguity, error, conflict, discrepancy, omission, or other deficiency in this RFQ document shall immediately notify SPPL and request clarification. In the event that it is necessary to provide additional clarification or revision to the RFQ, the City will post addenda – see Addenda below. Respondents are strongly encouraged to check for addenda regularly.

Proposals should be as responsive as possible to the provisions stated herein. A prospective vendor may take “exception” to bid terms, conditions, specifications and dates stated within the bid package. However, SPPL reserves the right to disqualify any and all bids submitted which include exceptions, if deemed not in SPPL’s best interests.

VI. SELECTION SCHEDULE

- **Wednesday, November 2, 2022** : The complete request for qualifications (RFQ) packet will be available at:
DemandStar: <https://network.demandstar.com/>
VendorNet: <https://vendornet.wi.gov/>
- **Friday, November 11, 2022** : Questions Due Date.
Send all questions to Svetha Hetzler at shetzler@cityofsunprairie.com
- **Friday, November 18, 2022** : Answers Post Date.
Answers will be posted on DemandStar and VendorNet.
- **Thursday, December 1, 2022** : RFQ submittals due at City of Sun Prairie Finance Office.

VII. REVIEW AND SELECTION

The qualifications review committee will check proposals against the Selection Criteria (Attachment A). Responses not meeting all mandatory criteria will not be considered for review.

VIII. INSURANCE AND INDEMNIFICATION REQUIREMENTS

Insurance coverage shall be in place prior to commencing work and shall remain in force until the entire project is completed or the length of time that is specified in the contract. See form E for requirements.

ATTACHMENT A: SELECTION CRITERIA

ATTACHMENT B: DRAFT CONTRACT

ATTACHMENT C: PROFESSIONAL SERVICES INSURANCE AND INDEMNIFICATION REQUIREMENTS