

# REQUEST FOR PROPOSALS

Edgerton Public Library

Study Room Design and Construction Administration

February 1, 2023



Edgerton Public Library

101 Albion Street | 608-884-4511 | [www.als.lib.wi.us/epl](http://www.als.lib.wi.us/epl)

## **Request for Proposal: Design and construction administration of new study rooms**

The Edgerton Public Library (EPL) in Edgerton, Wisconsin is seeking bids from responsive and qualified library consultants to prepare bid documents for 2 study rooms within the existing space of the library. The successful firm must have demonstrated experience working with public libraries in performing such projects. To be considered for this work, submit your proposal with all referenced attachments electronically to Library Director Beth Krebs-Smith by **5 pm on Wednesday, March 1, 2023**.

### Background

The Edgerton Public Library serves the residents of the city of Edgerton as well as the surrounding townships. The library is a member of the Prairie Lakes Library System which serves patrons in Rock, Walworth, Kenosha, and Racine counties. In 2006, the original Carnegie library building had a large expansion and renovation project which more than doubled the size of the building. Due to changes in how library patrons are using services within the building, there is a growing need for private study rooms for patrons to make conference calls, work with a tutor, hold small meetings, or meet with a job coach. In 2019, the library board hired services to prepare a conceptual plan for 2 study rooms to hold 4 people in each room. EPL is now ready to begin the next phase of this project.

### Location Information

The study rooms will be constructed within the existing space of the current library. The area selected is on the second floor of the building in the “new” section of the library. Please see appendix A for a graphic showing the location.

### Scope of Services

The consultant will work with the Library Director, the Library Board, and the Director of Municipal Services to produce bid documents for the attached design concept labeled appendix A.

The Scope of Services should include but is not limited to:

- Evaluation of the existing facility relevant to the project.
- Attendance at two (2) in person design review meetings with the library director and other interested parties
- Creation of state approved plans, specifications, and bidding documents, including all mechanicals
- Responding to bidding questions, issue drawings, and issue addenda
- Write Owner-Contractor Agreement
- Provide Construction Administration services
- Specification of finishes and colors

### Selection Criteria

EPL is seeking a consultant experienced in providing the services outlined above. All proposals meeting the RFP requirements will be evaluated considering the following criteria among other factors:

- Relevant recent experience and success in library projects of similar size and scope.
- In-depth knowledge of existing library services and resources as well as trends for addressing future needs.
- A record of cost efficiency, meeting deadlines, staying within budget, and delivering a product that meets or exceeds library clients' expectations.
- A reputation for excellent communication skills with relevant stakeholders.
- Proposed price and terms and conditions of the offer.

Note: EPL will make its award based on a quality-based selection process with price being only one of the factors that will be considered.

### Proposal Format and Submission

The proposal shall include:

- Introduction: provide a cover letter noting name, address, email, phone number, key contact person and number of years in business.
- Overview: narrative of the consultant's understanding of the project.
- Plan of work and technical approach: include a description of the proposed course, sequence of tasks, assumptions, methodologies and project schedule.
- Disclosure: of any ongoing or potential litigation or administrative proceedings including arbitrations related to projects managed by the consultant or firm.
- Communication approach: describe how you will solicit and incorporate feedback from the Library Director, the Library Board, and the Director of Municipal Services.
- Costs - Lump sum not to exceed for all services in this process (design, bidding, and construction management).
- Submit the cost proposal in a separate labeled envelope labeled "Cost." See appendix B.

### Personnel

- List the principals in your organization, including an organizational chart.
- Identify the project manager and key personnel who would be assigned to this project, their project roles, estimated percentage of project time associated with each of the identified personnel and relevant qualifications and experience.
- List any additional consultants you propose to hire to supplement your firm's services, including names and relevant experience.

### Experience and References

Identify the last three (3) completed public library projects that the proposed team members have done individually or collectively including:

- Name and address of client.
- Name, telephone number, and email address of contact person.
- Summary of project or plan, including year completed and cost.

All questions regarding this RFP are to be directed in writing to the Library Director, Beth Krebs-Smith. [smith.beth@edgertonpubliclibrary.org]

Proposals are due no later than **5 pm on Wednesday, March 1, 2023**. Proposals must be submitted to the mailing address below OR electronically to:

Beth Krebs-Smith, Library Director  
Edgerton Public Library  
12 Albion Street  
Edgerton, WI 53534  
smith.beth@edgertonpubliclibrary.org

Fax proposals will not be accepted. It is the respondent's responsibility to ensure proposals are received by the deadline. Proposals received after the deadline will not be considered.

#### Selection Process

Respondents submitting proposals may be invited to participate in an interview with the Library Director. The Library Director will evaluate the proposals, consult with references, and make a recommendation to the Library Board and the Edgerton City Council. Following its deliberations and determination, a contract may be prepared and executed if acceptable to the Library Director, the Library Board, and the City Council.

EPL reserves the right to accept a proposal, reject any and all proposals in its sole discretion, and waive or modify any provisions of this RFP.