



Request for Proposals: Architectural Services

I. NOTICE TO PROPOSERS

a. Summary

The Whitehall Public Library is soliciting proposals from qualified firms for architectural programming and conceptual design services for a 9,000 square foot facility that will house a public library and a community room. Firms submitting proposals are required to read this Request for Proposal (RFP) in its entirety and follow the instructions contained herein.

b. IMPORTANT DATES

Deliver proposals no later than **November 1st, 2019**. Late proposals will not be considered. ‘

Site Visit Date and Time: **October 4th, 2019 at 2:00 p.m.**

Future library location: Lot at Ellis and Scranton Street, Whitehall, WI 54773

c. How to Submit a Proposal

Submit all required documentation in a sealed envelope.

Provide one electronic copy via flash drive and twelve (12) hardcopy proposals and securely bound on 8.5 by 11-inch paper, otherwise identical to the electronic version. The use of 11x17 paper shall be limited to drawings and graphic images.

Complete and return proposals to: Whitehall Public Library

Attn: Library Director

P.O. Box 36

Whitehall, WI 54773

All proposal costs are at the expense of the proposer. Proposals which are illegible will not be considered.

All proposals must be clearly labeled:

Proposer's Name and Address

RFP #: 2019-Library1

Title: Architectural Services—Whitehall Public Library

All email correspondence must include “RFP#: 2019-Library1” in the subject line.

Proposals must be delivered as instructed. Deliveries to other City departments and/or locations may result in disqualification.

d. Contact Information

The City of Whitehall is the procuring agency. The contact is the Library Director:

Whitehall Public Library
Attn: Amanda Hegge
36351 Main Street
P.O. Box 36
Whitehall, WI 54773
Phone: 715-538-4107
whtlpldirector@wrlsweb.org

e. Inquiries, Clarifications, & Expectations

Proposers are to direct all questions regarding this RFP via email in Word format to the Library Director, Amanda Hegge at whtlpldirector@wrlsweb.org by October 25th, 2019.

Proposers finding any significant ambiguity, error, conflict, discrepancy, omission, or other deficiency in this RFP document shall immediately notify the Library and request clarification. In the event that it is necessary to provide additional clarification or revision to the RFP, the Library will post addenda --- see F below. Proposers 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, the Library reserves the right to disqualify any and all bids submitted which include exceptions, if deemed not in the Library’s best interests.

f. Proposal Distribution & Addenda

The request for proposal, addenda, and any related documents will be posted on the library’s website at: <https://whtlpl.org/rfp2019>. It is the proposer’s responsibility to regularly monitor this website for any additional documents and postings. Addenda may be used in the event that additional clarification or revision to the RFP is

needed. Proposers must acknowledge the receipt of any addenda on the Bid Form. Proposer's failure to retrieve such addenda and incorporate their appropriate provisions in their response may result in disqualification.

g. Site Visits

As part of this RFP, proposers are encouraged to visit the proposed site for the new library (1400 Ellis Street, Whitehall, WI 54773) and/or the current library (36351 Main Street, Whitehall, WI 54773). An optional site visit of the future library will be held on **October 4th, 2019 at 2:00 p.m.** Any site visit will be at the proposer's expense.

h. Acceptance/Rejection/Withdrawal of Proposals

The Library reserves the right to accept or reject any or all proposals submitted, in whole or in part, and waive any informalities or technicalities, which at the Library's discretion is determined in the best interests of the Library. Further, the Library makes no representation that a contract will be awarded to any proposer responding to this request. The Library expressly reserves the right to reject any and all proposals responding to this invitation without indicating any reasons for such rejection(s).

i. Public Records Notice

Proposers are hereby notified that all information submitted in response to this RFP may be made available for public inspection according to Public Records Law of the State of Wisconsin or other applicable public records laws. Information qualifying as "trade secret" -defined in State of Wisconsin Statutes – may be held confidential.

Proposers shall separately and clearly identify all information they deem to be "trade secrets", as defined in State of Wisconsin Statutes. Do not duplicate or co-mingle information deemed confidential and sealed, elsewhere in your response.

S. 19.36(5) (5) TRADE SECRETS. An authority may withhold access to any record or portion of a record containing information qualifying as a trade secret as defined in s. 134.90(1)(c).

S. 134.90(1)(c) (c) "Trade secret" means information, including a formula, pattern, compilation, program, device, method, technique or process to which all of the following apply: 1. The information derives independent economic value, actual or potential, from not being generally known to, and

not being readily ascertainable by proper means by, other persons who can obtain economic value from its disclosure or use. 2. The information is the subject of efforts to maintain its secrecy that are reasonable under the circumstances.

The Library cannot ensure that information will not be subject to release if a request is made under applicable public records laws. The Library cannot consider the following confidential: a bid in its entirety, price bid information, or the entire contents of any resulting contract. The Library will not provide advanced notice to proposers prior to release of any requested record.

To the extent permitted by such laws, it is the intention of the Library to withhold the contents of proposals from public view – until such times as competitive or bargaining reasons no longer require non-disclosure, in the Library’s opinion. At that time, all proposals will be available for review in the accordance with such laws.

j. Tax Exempt

The City of Whitehall as a municipality is exempt from the payment of federal excise taxes and State of Wisconsin taxes per Wisconsin statute 77.54(9a.) Federal Tax ID # 39-6005657.

k. Terms of Contract

1. This is a firm-fixed price contract. Firms required to submit a firm-fixed price for the professional services requested herein.
2. Approval – The contract must be approved by both the Library Board and the City Council.
3. Term of Contract – The contract shall be executed within **90 days** of receiving a signed standard AIA contract from the Library.
4. Any and all changes to the contract terms and conditions shall be evidenced in writing by amending the contract.
5. Subcontracting Regulations – Successful firm(s) will not be permitted to sublet, sell, transfer, assign or otherwise dispose of the contract or any portion therein, or its right, title or interest in, to any person, vendor or corporation without prior approval by the Library.

1. Cancellation/Termination of Contract

The Library may terminate the contract at any time at its sole discretion by delivering 30 days written notice to the consultant. Upon termination, the agency’s liability will be limited to the cost of the services performed as of the date of termination plus

expenses incurred with the prior written approval of the agency. In the event that the consultant terminates the contract, for any reason whatsoever, it will refund to the agency within 30 days of said termination, all payments made hereunder by the agency to the consultant for the work not completed or not accepted by the agency. Such termination will require written notice to the effect to be delivered by the consultant to the agency not less than 30 days prior to said termination.

m. Insurance and Indemnification

Insurance coverage shall be in place prior to commencing work and shall remain in force until the entire project is completed or for the duration of time that is specified in the contract. A certificate of insurance listing the City of Whitehall and the Whitehall Public Library as additional insureds will be required prior to the commencement of the contract.

n. Evaluation Process and Scoring

Each proposal will be evaluated as described below and assigned an overall score ranking.

Major Criteria Categories	Point Weight
Written Proposal	30
Functional Requirements	30
Cost	30
Reference Check	10
TOTAL	100

Evaluation Committee: The proposals will be evaluated by the Library Board. Proposers shall not contact members of the evaluation committee. Violation of the “no contact” rule could result in the disqualification from further consideration for award.

Preliminary Evaluation: Proposals will be initially reviewed to determine if minimum and mandatory requirements have been met. Failure to meet these requirements shall result in the proposal being rejected. If all Proposers do not meet one or more of the minimum or mandatory requirements, the evaluation committee reserves the right to continue the evaluation of the proposals, which most closely meet the minimum and mandatory requirements of this RFP.

Right to Reject Proposals: The evaluation committee reserves the right to reject any and all proposals. Additional Factors for Proposal Consideration: Failure by the Proposer to provide information clearly and accurately within the submitted documents may be reflected in the evaluators' scoring results. If it is deemed necessary on behalf of the evaluation committee, the evaluation committee Chair or Library Director may initiate inquiries for the purposes of confirming or verifying proposal information already provided and disseminated for evaluators' consideration. The evaluation committee may not contact Vendors directly.

Interviews An interview will be arranged with the three to five vendors whose proposals received the highest average total score. The evaluation committee will make every reasonable attempt for scheduling at a time and location that is agreeable to the Proposer. A Proposer's failure to fulfill or accommodate interview requests from the evaluation committee may result in rejection of that proposal.

If no further criteria was or is to be considered, the evaluation committee will tabulate the final scores.

II. SCOPE OF WORK

The Whitehall Public Library is requesting proposals for architectural services for the development and conceptual design of a new library facility. The Library is operated by the Whitehall Public Library Board of Trustees.

The new location of the Whitehall Public Library will be at 1400 Ellis Street, Whitehall, WI 54773. The Library has purchased the lot with the intention that the new library be built on that site. The new facility should include 6,500 square feet for a library and 2,500 square feet for a community room. The property is 18,720 square feet. The property is in the central business district and is located one block off Main street.

The Whitehall Public Library has \$947,000 in hand for the construction of a new library. The remaining funding for the project will need to be raised. Our hope is to have a conceptual drawing that will facilitate donations to the project. The Library will engage a fundraising consultant to assist the library in raising the additional funds to meet the campaign goal. The Library is also engaging a consultant to apply for the 2020 cycle of the Community Development Block Grant. The project needs to be shovel ready prior to May 1st, 2020.

It is important that the design of our library take into consideration the following criteria:

Accessibility: It is important that the Whitehall Public Library is and is perceived to be accessible, welcoming, and comfortable to all our patrons.

Sustainability: Because the Library can only be a resource when it is open for our community, it is a goal of the Whitehall Public Library to incorporate as many sustainable features as we can afford. Our hope is to both lessen our environmental impact AND economic impact on our community.

Differentiated spaces: We are lucky to have a library that is used by people of all ages for many purposes. We would like to make spaces available to our public that are age appropriate, comfortable, and flexible. It is also important that the library be designed so that some spaces are quieter than others and that the spaces be flexible so that they may adapt to changes over time.

Safety: Our library is staffed by one to two people at a time. Hiring more staff to supervise the library is unlikely, so staff on duty must be able to supervise all parts of the library.

III. SCOPE OF SERVICES

A. Services Included

The following services are to be included as part of this project proposal:

1. Building Program Review: The consultant will work with the designated representatives to create a preliminary building program and develop a design with a goal of maximizing benefits to the community while providing the most cost effective and efficient program.

2. Conceptual Design: The consultant will develop a minimum of three (3) conceptual design options with enough detail to evaluate the building and site relationships, program functional relationships, floor plans, elevations and cross sections, as well as three-dimensional project massing. Preliminary site investigation to verify zoning, parking, Stormwater retention and other site requirements and impact on Library design and layout.

3. Community Engagement: Community engagement in the design process is important and should include a minimum of two (2) public meetings to allow community members to provide feedback.

4. Cost Estimates and Schedule: The consultant will prepare a detailed building construction cost estimate and a total project cost estimate for each of the conceptual designs developed. The total project cost estimate will be developed in conjunction with the client and will include all appropriate fees, furnishings fixtures & equipment, and contingencies, as well as a direct project cost. The consultant will prepare a design schedule.

5. Develop Renderings: The consultant will develop a minimum of three (3) sets of renderings based on the selected conceptual design to be used for fundraising and marketing purposes. Interior and Exterior renderings shall be included to best showcase proposed Library features and overall design.

6. Schedule of Payment: The consultant will provide a schedule of expected payments for the design and construction process.

7. Schematic Design Drawings: The consultant will prepare a set of schematic design drawings to facilitate meetings with the public and Village. Drawings shall include: site layout, floor plan, exterior elevations, preliminary building / wall sections and renderings.

B. Services Not Included

The following services are not included as part of this request for proposals. Site Survey / Geotechnical Engineering / Phase 1 site report

1. Construction Documents: Detailed design drawings will be part of a future phase of work after final funding is determined and schematic design is approved.

2. Construction Administration: This will be delivered as part of the Construction Document work.

3. Interior Design: This will be delivered as part of the Construction Document work. Basic color selections or suggestions as part of schematic design would be included.

4. Furniture, Fixtures, & Equipment Design: This will be delivered as part of the Construction Document work.

IV. REQUIRED INFORMATION

The following information is required to be included the proposal. Special consideration will be

given to proposers that demonstrate public library architectural design and public library building experience. The firm must:

1. Demonstrate and describe experience with public building architecture and design, specifically, library design within the last 5 years. This should include project completion date, location, total square footage, and budget.
2. Include any experience in “green building practices.”
3. Describe experience working with library staff and a broad range of residents, including preparing, conducting, and analyzing surveys and facilitating focus groups.
4. Describe the timeline of the project.
5. Describe how the firm had determined potential growth and how it is designed into the space.
6. Describe how the new library would be integrated into the neighborhood as well as the downtown aesthetic.
7. Provide a list of team members that would actively participate in the design process and their experience in library design. This should include all necessary personnel and consultants needed to complete the work as listed in the Scope of Services.
8. Provide three (3) to five (5) references which may be contacted by the Library.
9. Proposed fee for this project shall be a Time and Materials not to exceed amount. Please include a rate sheet with hourly billing rates.
10. Provide a description and rates for reimbursable expenses.

IV. APPENDICES

Appendix A: Library Space Needs Assessment

Appendix: A

SPACE NEEDS WORKSHEET

INSTRUCTIONS: Fill in or check off all shaded worksheet cells.

DESIGN POPULATION

Projected resident population	1,546
Nonresident service population	4,296
Design population	5,842

COLLECTION SPACE

Books: The space needed for the library's book collection is determined by the size of the collection and the parameters of the shelving environment. Depending on factors such as the width of the aisles and the height of the shelving, book collections can be housed at 10, 13 or 15 volumes per square foot. As the volumes housed per square foot increases, the average aisle width will decrease, the height of the shelving will grow, and there will be fewer opportunities for marketing display.

* How many volumes will be in the library's print collection? 17,801

* What is the library's preferred collection density? (choose one) 10 volumes per sq. ft.
 13 volumes per sq. ft.
 15 volumes per sq. ft.

Magazine / newspapers: The Americans with Disabilities Act specifies that current issue display shelving for magazines is subject to height limitations, which conditions how much space magazines will need.

* How many titles will the library receive? 36

Magazine backfile: Shelving for any back issues retained by the library is NOT subject to reach limitations but many libraries choose to treat these holdings in the same manner.

* How many of those titles will the library retain in backfiles? 36

* What will be the average backrun for a typical title (in years)? 1

Nonprint: This collection will often be housed on lower shelving with more marketing display, but because these items are typically smaller than books, the collection density corresponds to that for books. The space need varies depending on aisle widths, marketing display, and so on.

* How many nonprint items will the library house? 4,850

* What is the library's preferred collection density? (choose one) 10 items per sq. ft.
 13 items per sq. ft.
 15 items per sq. ft.

Public access computers: Many libraries today experience increasing demands for access to digital information resources, which affects the number of stations needed for the public. Wireless access can also affect the inventory needed. The space need per station will be affected by the number of stations provided: a small inventory will usually require more space per station while a larger inventory will benefit from economies of scale and less space per station.

- * How many public access computers to provide?
- * What is the preferred space allocation for each? (choose one) 35 sq.ft. per stat:
 45 sq.ft. per stat:
 50 sq.ft. per stat:

READER SEATING SPACE

The number of reader seats a library needs is determined in large measure by the number of people the library serves, although other factors may also affect this inventory. Typically allow 30 square feet per seat.

- * How many reader seats should the library provide?

STAFF WORK SPACE

The inventory of staff work stations is based on the specific operations and work routines of the library, the number of public service desks, and so on. The space needed for each station, on average, will be affected by the number of work stations a library needs: a small inventory will require more space per station while a larger inventory will need less space per station.

- * How many staff work stations are needed?
- * What is the preferred space allocation for each? (choose one) 125 sq.ft. per sta
 140 sq.ft. per sta
 150 sq.ft. per sta

MEETING ROOM SPACE

- Multi-purpose:** How many seats to accommodate in a multi-purpose room?
- Conference:** How many seats to accommodate at a conference table?
How many seats in a gallery?
- Storytime:** What is the maximum audience for a typical storytime?
Do your storytimes include a craft or activity? (choose one) Yes No
- Computer training lab:** How many trainees should be accommodated?

SPECIAL USE SPACE

Special use space reserves space for features such as small group study rooms, a copy center, a public café or refreshment area, a used book sale area, a staff break room, and so on. A larger proportionate allocation here reserves the option to incorporate a wider array of special use functions as a specific architectural plan is developed.

- * Choose the library's preferred allocation for special use space 12% of gross area
 15% of gross area
 17% of gross area

NONASSIGNABLE SPACE

Nonassignable space reserves space for such necessary features as mechanical rooms, restrooms, stairwells and elevators. Typically a smaller building will need to reserve a larger share of its gross area

for nonassignable purposes, while a larger building will require a smaller proportion for nonassignable. New construction will likely need a smaller proportion than an addition or renovation.

- * Choose the library's preferred allocation for nonassignable 25% of gross area
 27% of gross area
 30% of gross area

ADDITIONAL ALLOWANCES

As an option, this worksheet can accommodate additional special allowances for features that may or may now be adequately accommodated in the preceding calculations. These may include space for an automated materials handling system, or a garage (if the library owns and operates vehicles). List any such special features here, along with a suitable square foot allowance

	Allowance
Community room with kitchen	1,600 sq.f
..... sq.f
..... sq.f
..... sq.f

SPACE NEEDS SUMMARY

COLLECTION SPACE

<u>17,801</u> volumes to house at	<u>13</u> vol/sq.ft.	<u>1,369</u> sq.f
<u>36</u> magazine display at	<u>1</u> sq.ft./title	<u>36</u> sq.f
<u>36</u> magazine backfile at	<u>0.5</u> sq.ft./title/yr held	<u>18</u> sq.f
<u>4,850</u> nonprint items to house at	<u>10</u> items/sq.ft.	<u>485</u> sq.f
<u>15</u> public access computers at	<u>45</u> sq.ft. per station	<u>675</u> sq.f

READER SEATING SPACE

<u>25</u> reader seats at	<u>30</u> sq.ft. per seat	<u>750</u> sq.f
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STAFF WORK SPACE

<u>4</u> staff work stations at	<u>140</u> sq.ft. per station	<u>560</u> sq.f
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MEETING ROOM SPACE (See notes 1 through 4)

<u>0</u> multi-purpose seats	<u>10</u> sq.ft. per seat	<u>0</u> sq.f
<u>0</u> conference room seats	<u>30</u> sq.ft. per seat	<u>0</u> sq.f
<u>0</u> storytime seats	<u>0</u> sq.ft. per seat	<u>0</u> sq.f
<u>0</u> computer training lab seats	<u>50</u> sq.ft. per seat	<u>0</u> sq.f

SPECIAL USE SPACE

calculated at <u>15%</u> of gross building area	<u>1,007</u> sq.f
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NONASSIGNABLE SPACE

calculated at 27% of gross building area 1,812 sq.f

SPECIAL ALLOWANCES

Community room with kitchen	1,600	sq.f
_____	_____	sq.f
_____	_____	sq.f
_____	_____	sq.f

GROSS AREA NEEDED **8,313** sq.f

- NOTES
1. Multi-purpose room area includes a modest allocation for a speaker's podium.
 2. Conference room area includes allocation for gallery / audience seating, if so designated.
 3. Storytime area includes a modest allocation for storytime presenter.
 4. Computer training lab area includes a modest allocation for trainer's station.





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