

**A
REQUEST FOR PROPOSAL (RFP)
FOR
PROFESSIONAL SERVICES
FOR
CITY OF FITCHBURG LIBRARY**



**Issued By
City of Fitchburg Public Works Department**

April 14, 2009

For further information regarding this RFP,
contact Paul Q. Woodard, P.E.
Director of Public Works/City Engineer
at paul.woodard@city.fitchburg.wi.us

Proposals must be submitted
by
11:00 a.m.
May 7, 2009

LATE PROPOSALS WILL NOT BE ACCEPTED

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APPENDIX A: City of Fitchburg Agreement for Professional Services

REQUEST FOR PROPOSALS FOR PROFESSIONAL SERVICES FOR A LIBRARY FOR THE CITY OF FITCHBURG, WISCONSIN

1.0 General Information

1.1 Summary

The City of Fitchburg (2008 population: 23,480) is proposing to build its first library, with community meeting rooms, at the Northeast corner of Lacy Road and Research Park Drive. The City is requesting proposals, regarding this unique opportunity, from qualified consultants to be part of a team to perform professional services for the design of the library. Design services shall include exterior site work, building design, and interior design including selection of furniture. Hammel, Green & Abrahamson, Inc. (HGA) has worked with the City over the past few years in the development of a space needs assessment and a library building program. The City's interim Library Director has updated the space needs assessment program. The library will need to be constructed to allow for future library expansion or for other municipal uses. Consideration shall be given to the future connection of the building to the existing City Hall. The building will need to be sited to allow for a potential roundabout at the intersection of Lacy Road and Research Park Drive. The proposed angled parking for the library along Research Park Drive will be designed by a separate consultant. The architect will need to coordinate that work with the proposed building.

1.2 Background

Fitchburg, Wisconsin, is currently developing a new public library. This new city service will serve an estimated 30,000 residents by 2020 and will be available to all Dane County residents. Currently, Fitchburg is served by a county bookmobile and residents use other Dane County public libraries.

A referendum for public financing of up to 10 million dollars for the library building associated underground parking and site improvements was approved in November 2008. An additional four million dollars is being raised through a Capital Campaign. The four million will be used for technology, furniture, equipment, and an opening-day collection.

The site for the new library is part of the City Hall campus. A space needs assessment completed in 2004 estimates that the new library will need to be approximately 37,000 square feet. The new library will offer a full range of services for all ages, an opening day collection of nearly 100,000 items, extensive technology, and meeting rooms for library and community

events. A long-range planning process focused on services and collections will be conducted June – December 2009. When fully operational, the Fitchburg Public Library will be open 65 hours per week, seven days a week.

Since this is a new library, use statistics and patterns are not available. Fitchburg residents, however, checked out nearly 350,000 items from the bookmobile and neighboring libraries in 2008. Over 11,000 Fitchburg residents have library cards from area libraries.

During June and July 2008, the library board developed and distributed a community survey on the library. When asked about important features of a library facility, safe and secure access and an energy efficient building were clearly the most important. Four out of five respondents indicated that these two factors were absolutely critical or important. Technology center/public use computers, drive-up DVD and book drop, children's room, and meeting rooms for community use also were ranked highly.

The questionnaire also asked about green building design and energy efficiency. Three out of five respondents indicated that the library should add green design aspects if they will save money over time even if they cost more up front. A similar pattern emerged regarding use of energy efficient technology. Over half of the respondents had a preference for installing equipment that costs more initially but will use less energy and pay for itself in 8 years.

1.3 Project Director

Paul Q. Woodard, City of Fitchburg Director of Public Works, will be responsible for providing overall direction for this project.

Paul Q. Woodard, P.E.
Director of Public Works/City Engineer
Fitchburg City Hall
5520 Lacy Road
Fitchburg, WI 53711
Tele: (608)270-4261
Fax: (608)270-4275
Email: paul.woodard@city.fitchburg.wi.us

1.4 Scope of Project

The architectural firm will be responsible for but not be limited to, the following:

- a. Review material from Section 1.5 with Library Board to determine possible revisions to the existing plan;

- b. Update the space needs assessment and library building program in consultation with the Library Board and other stakeholders;
- c. Prepare preliminary design report and drawings to identify design elements and associated cost;
- d. Present preliminary design including exterior design concepts for review;
- e. Perform operational efficiency analysis;
- f. Identify potential grant funding sources for different elements of the project;
- g. Work with a Construction Management firm to be retained by the City to provide input on design, construction management, and cost containment;
- h. Obtain public input on design;
- i. Obtain Architectural Review approval from Fitchburg Research Park Associates and City Plan Commission;
- j. Build consensus among Library Board, Plan Commission and City Council on the final design;
- k. After approval by City Council, prepare final plans and specifications using Revit Architectural Building design software to the level necessary to allow the Construction Management firm to competitively bid the project;
- l. Prepare design and bid documents for interior and furnishings, and data/telecommunication; and
- m. Other elements necessary as identified by the architect for a successful, functional and operational library.

1.5 Information Provided by City

The City will make available at www.city.fitchburg.wi.us/library the following documents:

- Space Needs Assessment (2004, updated 2009)
- Library Building Program (2004)
- Results from community meetings held during the design concept phase (2004)
- Results from the community survey (2008)
- Capital Campaign brochure (2008)

1.6 Proposal Schedule

April 14, 2009 RFP document made available.

April 29, 2009 Presubmittal conference for all potential vendors. Conference will be at 10:00 AM in the Council Chambers of City Hall, 5520 Lacy Road, Fitchburg, WI. City staff and Library Director will be present to answer questions from potential vendors.

May 7, 2009	To be considered for this work, please submit a written response to this proposal to the Project Director noted in section 1.3 by 11:00 am on May 7, 2009. Proposals received before the submittal date will be securely kept, unopened. Proposals must be sent to the Project Director.
June 1, 2009	Week of possible interview date.
June 8, 2009	Proceed with negotiating scope of work with selected firm.

1.7 Clarification & Revisions

Any questions concerning the RFP should be directed to Paul Q. Woodard, P.E., Project Director, in written form via e-mail at paul.woodard@city.fitchburg.wi.us. All questions should be submitted by May 1, 2009. Responses to all questions and any revisions/amendments and/or supplements to the RFP will be provided to all recipients of this RFP by e-mail and placed on the City web site by May 5, 2009.

1.8 Lobbying

Vendor's are requested not to contact the Library Board, City Alderpersons, Mayor, other elected officials and the review committee during the RFP process. Any lobbying by vendors during the RFP process will result in disqualification from the project.

2.0 Preparing and Submitting a Proposal

2.1 General Information

The evaluation and selection of a consultant and the contract will be based on the information submitted in the vendor's proposal plus references and any required oral presentations. A response may be rejected if it fails to meet each of the requirements of the RFP.

Elaborate proposals (e.g. expensive artwork) beyond that sufficient to present a complete and effective proposal, are not necessary or desired.

2.2 Costs to Prepare RFP

The City of Fitchburg is not liable for any cost incurred by proposers in replying to this RFP or in the proposer attending an interview session.

2.3 Submitting the Proposal

The proposal shall be divided into separate volumes and provided in the number of copies specified below. Vendors are hereby notified that the

content of electronic copies of the proposal must be identical to the hard copy proposal submitted in response to this RFP. The City of Fitchburg is not responsible for identifying inconsistencies between the two and may rely on either version at its discretion. Each hard-copy volume must be submitted in a separate three ring binder with the identification of the Offeror and Volume number on the spine of the binder. Hard-copy of each volume may also be submitted unbound - rubber-band or binder clip separation acceptable; no spiral binding.

<u>Volume</u>	<u>Title</u>	<u>Hard Copies</u>	<u>Electronic</u>
I	Technical Original	+10 copies	1
II	Cost Original	+ 4 copies	1

2.3.1 Proposal Formatting and Layout, including Page Limitation –

The Offeror’s technical proposal is limited to 25 to 30 pages. Exceptions to the Page Limit: proposal cover-page, table of contents, and any section title page which does not include any other proposal information. Any pages in excess of the limit, and not included within the exceptions as noted, will be expunged from the end of the proposal and will not be considered in the technical review. Font size for the main text of the proposal shall be no smaller than 10 point (smaller fonts are acceptable for graphics, figures, tables, footnotes and legends). The technical proposal should be printed double-sided with each side counting individually towards the limit specified. Type spacing should be no more than 15 characters per inch. Within a vertical inch, there must be no more than six lines of text. Print margins must be at least one inch on each edge of the paper. Print setup should be single-sided on standard letter size paper (8.5” x 11”) in the U.S.

2.3.2 Mailing Address for Proposals:

Mail hardcopies to:
 Paul Q. Woodard, P.E.
 Director of Public Works/City Engineer
 Fitchburg City Hall
 5520 Lacy Road
 Fitchburg, WI 53711

Email electronic copies to: paul.woodard@city.fitchburg.wi.us

2.4 Required Elements in Response

Vendors responding to this request shall provide the following information in their RFP response in the order listed herein.

2.4.1 Cover letter - The letter should be addressed to the Project Director at the address noted in Section 1.3 and must contain, at a minimum, the following information limited to one page:

- Statement of interest
- Certification that the information and data submitted is true and complete to the best knowledge of the individual signing the letter.
- The name, address, telephone number, fax number, and e-mail of the individual to contact regarding the submittal.
- The letter shall be signed by an authorized principal or partner of the firm.
- If you propose a team of two or more firms explain on an additional page the proposed work of each firm.

2.4.2 List all pending on past legal actions (lawsuits, claims or liens) or arbitration proceedings your firm has been involved in during the past five (5) years involving an Owner or Contractor. Include plaintiff, defendant and status of suit.

2.4.3 A description of the qualifications, experience, organizations and resources of the firm limited to two pages. If you are proposing a team of two or more architects, on an additional page list the proposed work efforts of each.

2.4.4 Experience with library or similar projects including LEEDS, 100 year life or other sustainable design features. Include any cost savings, measures implemented, understanding of changing trends in public library use and impact on building design. Please submit a detailed description (including photographs if possible) of the three most recently completed, library or similar projects, including the following information:

- The actual design and construction costs of the project bid(s) compared to the architect estimate.
- The date the project was designed and constructed.
- Contact information for the client (name, address, telephone number).
- If the project was completed on schedule. If not explain why as well as how much over schedule.

2.4.5 Personnel to be assigned to work on the project, their qualifications, and their hourly billing rate (hourly rates to be submitted with cost proposal--do not submit within the technical proposal). The respondent shall identify the function/responsibility of each individual assigned to work on this project (e.g. project manager, technician, etc.) along with their role/responsibilities on this project. Experience summaries of these key individuals shall be provided,

with emphasis on previous experience in similar roles on similar projects and the amount of time to be allocated to this project. If applicable, include a description of sub-consultants, indicating what portion of the work is to be done by them. Identify those staff who are not licensed to practice in Wisconsin. Include in your technical proposal a chart of personnel similar to the following:

Personnel	Project Function	% of Involvement	Experience Related to this Project
Sub-consultant			

2.4.6 Description of your approach. Provide an overall project timeline and estimated duration of tasks, including milestones.

2.4.7 Description of Public Input process.

2.4.8 Experience with Operation Efficiency Analysis.

2.4.9 Describe the 2-3 most recent experiences in working with a Construction Management Firm. Provide information on the project, who the construction manager was and contact information for the construction manager and owner. Describe the architect interface with the Construction Manager and how your firm envisions it for this project.

2.4.10 Estimated cost for the design of the project, include estimate/fee to provide full architectural/ engineering services excluding construction management services. Personnel costs should be shown in a table similar to the following.

Personnel	Hourly Rate	Estimated Hours for this Project	Project Function	Experience Related to this Project

2.5 Oral Presentations

Selected vendors may be required to make oral presentations to supplement their proposals, if requested by the City of Fitchburg. According to the Calendar of Events for the RFP, if needed, oral presentations are tentatively scheduled for the week of June 1, 2009, through June 5, 2009. The City will make every reasonable attempt to schedule each presentation at a time that is agreeable to the proposer. Failure of a proposer to conduct a presentation to the City on the date scheduled may result in rejection of the vendor's proposal. The firm will be limited to three (3) presenters: the proposed project architect, proposed lead engineering representative, and a firm principle. If the project

architect is the firm principle, another staff architect may be substituted. If an architect team approach (more than one architectural firm) is being used, a 4th member may be allowed at the discretion of the Project Director.

3.0 Proposal Selection and Award Process

3.1 Selection Criteria

The City will select the firm through a qualification-based selection process. Requests for Proposals will be evaluated based on the following factors:

- a. Direct experience with library or similar projects in the 35,000 plus square foot range of new building experience. (20 points)
- b. Capability of personnel including any sub-consultants to conduct this project and to carry out a building project. (10 points)
- c. Success in completing comparable conceptual design phases and library building design projects on schedule. (5 points)
- d. Demonstrated ability to communicate effectively with Library Board, City Council, and other key stake holder groups formed around the library project. (10 points)
- e. Completeness of project approach. (10 points)
- f. Experience with “green” building design and LEED certified staff. (10 points)
- g. Experience with teaming with Construction Management firms. (10 points)
- h. Proposed project timeline. (5 points)
- i. Fees. (20 points)

3.2 Right to Reject Proposals and Negotiate Contract Terms

The contract may be awarded to the most responsible firm whose proposal will be, on an overall basis, the most advantageous to the City of Fitchburg. Qualifications, experience, performance, and cost factors will be considered as elements of a responsible proposal at the sole discretion of the City of Fitchburg. Cost alone shall not be the determining factor. The City’s decision shall be final and not subject to recourse by any firm, person, or corporation. The City of Fitchburg reserves the right to reject any and all proposals and/or waive non-substantive deficiencies.

4.0 Contract Terms and Conditions

4.1 Insurance Requirements

The successful consultant must meet the City of Fitchburg Insurance Requirements specified in the Standard Agreement in Appendix A.

4.2 Compensation for Services

The Director of Public Works in conjunction with a review committee shall select the proposal deemed most suitable to the City's needs and enter into an Agreement for Professional Services for the work, subject to approval by the Library Board, Board of Public Works, Finance and the Common Council. The Agreement with the successful consultant will be based on the City of Fitchburg Standard Agreement for Professional Services (Appendix A). Project fee shall be negotiated and shall include an upset figure ("not to exceed") for total contract cost. The City does not pay for incidental costs.

Attachments: Appendix A. Standard Agreement and Insurance Requirements