



CAMPUS PLANNING SERVICES
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Request for Proposal (RFP)

To Provide

**A Feasibility Study and Master Plan
For
The University of Vermont Libraries**

Requested By:

**The University of Vermont
and
State Agricultural College**
Burlington, VT 05405

RFP Issued Friday, March 11, 2011

Submission Due: Wednesday, May 18, 2011 4:00 PM EST

Mandatory Pre-Proposal Conference: Tuesday, March 29, 2011 - 12:30PM EST

TABLE OF CONTENTS

1.	THE UNIVERSITY OF VERMONT	4
1.1	MISSION STATEMENTS	4
1.1.1	The University of Vermont	4
1.1.2	The University Libraries	4
1.2	PROJECT OBJECTIVE	4
1.3	HISTORY AND TRENDS	5
1.4	EXISTING FACILITIES	5
2.	PROJECT DESCRIPTION	7
2.1	PROJECT SCOPE OF SERVICES	7
2.1.1	Existing Library Facilities	7
2.1.2	New Learning Commons Addition	8
2.1.3	Billings Library	8
2.2	Detailed Specifications	8
2.2.1	Conceptual program development	9
2.2.2	Conceptual building diagrams	10
2.2.3	Conceptual site diagram	10
2.2.4	Estimated Costs	10
3.	OTHER RESOURCES	11
4.	GENERAL INFORMATION FOR RESPONDENTS	11
4.1	REVISIONS TO RFP	11
4.2	CANCELLATION OF RFP	11
4.3	ACCEPTANCE OF SUBMITTALS	11
4.4	INCURRED EXPENSES	12
4.5	DISCREPANCIES AND CLARIFICATIONS	12
4.6	RESPONDENT’S RESPONSIBILITIES	12
4.7	LICENSING REQUIREMENTS	12
4.8	CONFIDENTIALITY OF PROPOSALS	12
4.9	NON-DISCRIMINATION	12
4.10	PERIOD OF FIRM OFFER	12
4.11	WITHDRAWAL OF PROPOSAL	13
4.12	SUSPENSION & DEBARMENT	13
4.13	INSURANCE AND INDEMNIFICATION REQUIREMENTS	13
4.13.1	Proof of Insurance	13

REQUEST FOR PROPOSAL – UVM Libraries

THE UNIVERSITY OF VERMONT

5.	PROPOSAL SELECTION	14
5.1	PROCESS	14
5.1.1	Selection Committee	14
5.1.2	Schedule	15
5.1.3	Respondent Primary Contact/Communication	15
5.1.4	Mandatory Pre-Proposal Conference and RSVP Requirements	16
5.1.5	Deadline for Written Questions	16
5.1.6	Written Addenda	16
5.1.7	Proposal Format	17
5.1.8	Submission of Proposals	17
5.2	SUBMISSION REQUIREMENTS	18
5.2.1	Proposal Format	18
5.3	EVALUATION CRITERIA	19
5.3.1	Proposal Evaluation Criteria	19

ATTACHMENTS

Attachment 1	The University of Vermont Libraries Strategic Plan 2009 – 2013, Revision Dated: October 5, 2010
Attachment 2	Library Usage Data (2009 - 2010)
Attachment 3	Library User Surveys (2005 and 2009)
Attachment 4	University of Vermont Library Collection Growth Report – 2010
Attachment 5	Billings Center Feasibility Study for Reuse incorporating the Special Collections Library and Academic Center – February 2007 – by Schwartz/Silver Architects
Attachment 6	Billings Center Feasibility Study for Reuse incorporating the Special Collections Library, the Vermont Archaeology Heritage Center, Holocaust Studies and the Center for Research on Vermont – VAHC Addendum October 2007 – by Schwartz/Silver Architects
Attachment 7	Building Diagrams of the Library Facilities
Attachment 8	Space Data for the UVM Libraries (FY2010)
Attachment 9	University of Vermont Campus Map - Location of Library Facilities
Attachment 10	Learning Commons Project Description – 2010
Attachment 11	Draft UVM Space Management Policy, Procedures and Guidelines

1. THE UNIVERSITY OF VERMONT

The University of Vermont and State Agricultural College (UVM or the University) was established in 1791 and is a public, non-profit, non-sectarian institution of higher education located primarily in the City of Burlington with satellite instructional and research facilities throughout the State of Vermont. The Main Campus is located on a 961-acre site overlooking the City of Burlington to the west and the Green Mountains to the east. The campus is a unique and historic mix of styles and features spanning the last 200 years of architecture. Within the Main Campus, thirty-five buildings (of the 224± buildings) are listed on the National Register of Historic Places.

For the fall 2010 semester, the University enrolled 13,554 students, including 10,461 undergraduates, 1,504 students in graduate and post-baccalaureate certificate programs, 452 students at the College of Medicine, and 1,132 students in non-degree programs. Continued modest enrollment growth is expected over the next ten years.

1.1 MISSION STATEMENTS

All projects should be aligned with the University's vision and mission.

1.1.1 The University of Vermont

The University's vision is to be among the nation's premier small research universities, preeminent in our comprehensive commitment to liberal education, environment, health, and public service.

The University's mission is to create, evaluate, share, and apply knowledge and to prepare students to be effective leaders who will bring to their work dedication to the global community, a grasp of complexity, effective problem solving and communication skills, and an enduring commitment to learning and ethical conduct.

1.1.2 The University Libraries

The mission of the University of Vermont Libraries is to further the creation, application, and dissemination of knowledge by providing access to information resources and education in their use. We are a vital component of the University's commitment to excellence in instruction, innovation in research and scholarship, and dedication in public service. We are a unique resource for the State of Vermont and its people.

For additional detail refer to:

Attachment 1 - The University of Vermont Libraries Strategic Plan
2009 – 2013, Revision Dated: October 5, 2010.

1.2 PROJECT OBJECTIVE

The University of Vermont and State Agricultural College is soliciting proposals from qualified space/program-planning firms (Respondents) with expertise in contemporary academic teaching and research libraries to prepare a feasibility study and master plan. The overall objective of the project is to address the vital elements required to provide a high quality learning environment and experience. The feasibility study and master plan will include programming, conceptual site diagrams, conceptual design options for the renovation of the Bailey/Howe Library and potential future construction of a Learning Commons Addition.

The associated Library facilities, including the Dana Medical Library, the Library Research Annex and one off campus leased library storage facility, will be considered in terms of potential programming impacts to Bailey/Howe Library and the future Learning Commons. In addition, impacts to Bailey/Howe Library and the Library Research Annex will be considered in light of the eventual removal of Special Collections Department to Billings Library.

1.3 HISTORY AND TRENDS

Over the last thirty years (30) years the growth in the undergraduate student body has increased almost 32%, from 7,938 students in the fall of 1980 to 10,461 students in the fall of 2010. The graduate student population has increased 60 % from 943 in the fall of 1980 to 1,509 students in the fall of 2010. The medical student population has increased 26% from 358 in the fall of 1980 to 452 in the fall of 2010. There is no separate graduate student library or facility. Trends in the Bailey/Howe Library patron visits reflect a total of 906,578 total visits in FY2010. On any given day during the academic year 2009/2010 a daily average of 4,600 students, roughly half of the UVM total student population, utilized the Bailey/Howe Library. The peak usage during finals week identified 8,200 visits per day. There are 1,100 public seats in Bailey/Howe Library and patron seating occupancy peaks at 851 (77% of total seating). In the fall 2010 semester, for extended periods on the busiest days, 1,100 patrons occupied the four floors of Bailey/Howe. At peak usage there are 400 simultaneous users of wireless device connections. It is anticipated that there is currently three years estimated growth space for library collections.

For additional details refer to:

Attachment 2 - Library Usage Data (2009 - 2010)

Attachment 3 - Library User Surveys (2005 and 2009)

Attachment 4 - University of Vermont Library Collection Growth Report – 2010.

1.4 EXISTING FACILITIES

The University of Vermont's Libraries deliver distinctive and outstanding service to the UVM community and the State of Vermont through excellence in instruction, innovation in research and scholarship, and dedication in public service. The University of Vermont Libraries are leaders in anticipating and addressing the information, research and academic support needs of the University of Vermont community both in person and online. The Libraries are responding with increased emphasis on understanding client needs, while striving to create a working environment that fosters innovation and experimentation. University Libraries seek to foster the capacity to ask, discover and create in a comfortable, technology rich environment.

The University's Libraries' unique and important collections are distributed within five facilities including two main libraries identified as the Bailey/Howe Library and Dana Medical Library, the Library Research Annex and one leased off-site library storage facility. The library currently located in the Cook Physical Sciences building is being planned for transition to a virtual presence only and

REQUEST FOR PROPOSAL – UVM Libraries

THE UNIVERSITY OF VERMONT

the functions are going to be incorporated into the other library facilities in 2011. This facility will not be a part of this study.

The Bailey Library was constructed in 1960 and in 1978 the Howe Addition was added to create the 168,661 Gross Square Feet (GSF) Bailey/Howe Library facility that exists today providing four floors of library space. Bailey/Howe Library's current collections shelf capacity is 76%. The American Library Association defines "full capacity" as 75%-85% of total linear space. Bailey/Howe's Special Collections Department capacity ratio is 97%. In addition to the library functions the Bailey/Howe Library houses several non-traditional library functions including; Writing in the Disciplines, Center for Teaching and Learning, Center for Digital Initiatives and Statistical Software Support. In addition, the Bailey/Howe Library is the largest computer lab on campus providing approximately 250 computer stations in one facility.

The Dana Medical Library was constructed in 2005 to create a 32,068 GSF facility that provides one floor of library space. This relatively new facility replaces the original facility constructed in 1957 and deconstructed for the construction of the existing Dana Medical Library facility and adjoining Medical Education Pavilion that together connects the University of Vermont's College of Medicine to the Fletcher Allen Health Care facilities. The feasibility study and master planning work should consider the existing programming within the Dana Medical Library in terms of programming impacts to the proposed Bailey/Howe Library, the future Learning Commons Addition, and the existing Dana Medical Library.

The Library Research Annex contains 17,394 GSF and provides two floors of library space and is located on the periphery of campus and serves as collection storage and service center with limited hours of operation. The off-site leased library storage contains approximately 3,300 RSF (Rentable Square Feet) and is located approximately five miles from campus. Both the Library Research Annex and the off-site leased library storage location are currently at 99% capacity.

The Billings Library is currently not serving as a library facility though it is planned as a future Special Collections Library and Academic Center. For details related to the planning for the Billings Library refer to:

Attachment 5 - February 2007, Billings Center Feasibility Study for Reuse incorporating the Special Collections Library and Academic Center – by Schwartz/Silver Architects

Attachment 6 – October 2007, Billings Center Feasibility Study for Reuse incorporating the Special Collections Library, the Vermont Archaeology Heritage Center, Holocaust Studies and the Center for Research on Vermont – VAHC Addendum - by Schwartz/Silver Architects.

The Billings Library was built between 1883 and 1886 and served as the original University Library until 1960 when the Bailey Library opened. The Billings Library became the University Student Center between 1960 and 2005. In 2005 with the opening of the new Dudley H. Davis Center which now serves as the Campus Student Center the Billings Library became home to several administrative and academic departments that were in need of space. A dining facility that was part

REQUEST FOR PROPOSAL – UVM Libraries

THE UNIVERSITY OF VERMONT

of the Billings Student Center remains operational in Billings. The Billings Library is planned for a return to library use, at some point in the future, as a Special Collections Library and Academic Center facility. The scope of work outlined in this RFP will address space that would be vacated in both Bailey/Howe Library and the Library Research Annex when the Special Collections Department in those facilities are moved to the Billings Library.

For library facility building diagrams, room data describing the current size and general use of spaces and a library facility location map refer to:

Attachment 7 - Building Diagrams of the Library Facilities

Attachment 8 - Space data for the UVM Libraries (FY2010)

Attachment 9 - University of Vermont Campus Map – Location of Library Facilities.

2. PROJECT DESCRIPTION

2.1 PROJECT SCOPE OF SERVICES

The selected firm will work in close collaboration with the University throughout the research, analysis and report development to complete a feasibility study and master plan. The scope of the work will include review of existing program and development of a proposed program; conceptual building and site diagrams; strategies for phasing the renovation / relocation; identification of program adjacency opportunities; building systems review and recommendations for phasing infrastructure projects; and conceptual project cost estimate for renovation/relocation/addition to the infrastructure (for example, the library security system) and the UVM library facilities. The timing of the phasing that will need to occur for the renovations, additions and relocations has not been determined and will be a part of this scope of services.

The feasibility study and master plan should address two primary planning phases that include the existing library facilities and the new Learning Commons Addition. In addition the study will address the impact of the already completed Billings Library planning on the existing library facilities. The study will address the planning as follows:

2.1.1 Existing Library Facilities

This phase should address and define what can be accomplished within the existing Bailey/Howe Library facility. The other associated three (3) library facilities (i.e., Dana Medical Library, the Library Research Annex and one off-site leased library storage facility) should be considered in terms of any impacts to Bailey/Howe Library programming. This phase should also identify any programming or infrastructure needs that are not met by the existing facilities. As noted in the Learning Commons Addition planning phase, any infrastructure needs that impact the existing facilities in anticipation for the Learning Commons Addition phase should be identified in the planning for the existing library facilities.

2.1.2 New Learning Commons Addition

This phase will address the programming and planning for a new Learning Commons facility that will invite and support creative collaboration, interdisciplinary integration, and classroom innovation at a moment in time when the University of Vermont is poised to make significant advances in each of these areas. The UVM Libraries is interested in a future development of a Learning Commons as an addition to the north side adjacent to the Bailey/Howe Library. The University will consider alternatives for siting to optimize programming needs and strategic adjacencies. The Learning Commons Addition is expected to create a new, engaging, central space for teaching and learning not “owned” by any one school or college. It would be designed for instruction of students from every discipline.

The planning for the Learning Commons Addition should include any infrastructure needs that should be addressed in the Bailey/Howe Library planning phase as considerations to mitigate future infrastructure requirements and associated costs to construct a Learning Commons Addition.

For further description of the Learning Commons refer to:

Attachment 10 - Learning Commons Project Description – 2010

2.1.3 Billings Library

The planning for the future reuse of the original Billings Library as a Special Collections Library and Academic Center has been completed. As noted above, for specific details related to this planning refer to:

Attachment 5 – February 2007 - Billings Center Feasibility Study for Reuse as a Special Collections Library and Academic Center by Schwartz/Silver Architects

Attachment 6 - October 2007 - Billings Center feasibility Study for Reuse incorporating the Special Collections Library, The Vermont Archaeology Heritage Center, Holocaust Studies and the Center for Research on Vermont

The feasibility study and master plan should respond to the two above mentioned feasibility studies in terms of the impact to Bailey/Howe Library and the Library Research Annex when the Special Collections Department is relocated to the Billings Library. The University is looking for viable recommendations to optimize the programming opportunities in both the Bailey/Howe Library and the Library Research Annex.

2.2 Detailed Specifications

It is expected that several options will be developed and documented by the selected firm during the feasibility study and master planning efforts. The University will work with the selected firm to develop two selected options for the final report. The components and services that will be required for the two

primary planning phases that include the Bailey/Howe Library and the Learning Commons Addition are more specifically described below:

2.2.1 Conceptual program development

Conceptual program development for the Bailey/Howe Library and the Learning Commons Addition, indicating space needs, in tabular format, and identifying sizes of spaces. The Draft UVM Space Management Policy, Procedure and Guidelines (Attachment 11) will be provided to guide this effort. Included should be a comparison of the existing program and space assignments as compared to the proposed program and space. The impact of the potential move of Special Collections Department from Bailey/Howe Library and a portion of the Library Research Annex to the Billings Library should be incorporated into the planning.

The Learning Commons program development work should consider the following potential program elements and the need for flexibility within the spaces that will accommodate these elements that will be further defined through the feasibility study process:

Student and Faculty Academic Services

- *Center for Writing Excellence (incl. Writing in the Disciplines and Writing Center)
- *Center for Teaching and Learning
- Community-University Partnerships and Service Learning (CUPS)
- *Libraries Information and Instruction programs
- English Language Learner (ELL) instruction and support
- Academic Support Programs (select functions)
- Career Services

Classroom, Collaboration, and Study Spaces (quantity and capacity to be determined -some classrooms could serve multiple or shared functions, such as testing/proctoring)

- Large-sized general purpose classroom(s)
- Mid-sized general purpose classroom(s)
- Computer and distance learning/interactive classrooms
- Small seminar/conference rooms for group projects and collaborative work
- Smaller tutoring and consultation rooms
- Dedicated faculty and graduate student research carrels

Technology and Media Labs (quantity and capacity to be determined – some labs could be consolidated to serve multiple or shared functions)

- *Digital Media Development Lab
- *Geographic Information Systems Lab
- *ACCESS Technology Lab
- *Specialized Applications Center (statistical software, Mathematica, etc.)
- Language Lab
- *Media Resources Department
- Music Listening Rooms

Faculty Offices - 20

Reference and technology information/help desks

Cafe/Coffee Shop

* These elements are currently housed all or in part in Bailey/Howe Library.

As noted above the planning for the Billings Library for use as a Special Collections Library has been completed and is not part of this study and should be referenced only in terms of impacts to the programming and planning for Bailey/Howe Library and the Learning Commons Addition.

2.2.2 Conceptual building diagrams

Conceptual building diagrams indicating existing space assignments as compared to proposed program space assignments, within the Bailey/Howe Library and the Learning Commons Addition, including optimal program adjacencies and clear phasing opportunities that reflect Bailey/Howe Library, the Learning Commons Addition and the impact of the Library's use of the Billings Library.

2.2.3 Conceptual site diagram

Conceptual site diagram for the Bailey/Howe Library and the Learning Commons Addition indicating facility adjacency opportunities that enhance the connections between the existing library facilities, the potential new Learning Commons as well as the connections to the surrounding facilities near Bailey/Howe Library will be identified. The conceptual development of the Bailey/Howe Library site should comply with the 2006 Campus Master Plan's land use planning principles and premises. The 2006 Campus Master Plan is located at: <http://www.uvm.edu/~plan/>

2.2.4 Estimated Costs

Estimated costs for the phasing and sequencing of the identified renovations, construction and infrastructure projects will be developed by the selected firm for the Bailey/Howe Library and the Learning Commons Addition. Costs will be provided for each option presented as a solution to the library needs.

Below is a listing of sample infrastructure projects that have been identified by the University for the Bailey/Howe Library:

1. Install electrical outlets on floor 2 and 3 (associated with Senior class gift)
2. Widen concrete staircase on west side of building (due to crowding during class change times)
3. Replace front entry doors - install revolving doors for Bailey/Howe front entrance

REQUEST FOR PROPOSAL – UVM Libraries

THE UNIVERSITY OF VERMONT

4. Central switching – updating master light switches by floor to eliminate need to use breaker boxes to turn off lighting
5. Central intercom – installing by floor a communication system to allow for floor specific messaging
6. Stairwell flooring upgrade in Howe Addition

3. OTHER RESOURCES

Documents that are provided as Attachments to this RFP include:

Attachment 1	The University of Vermont Libraries Strategic Plan 2009 – 2013, Revision Dated: October 5, 2010
Attachment 2	Library Usage Data (2009 - 2010)
Attachment 3	Library User Surveys (2005 and 2009)
Attachment 4	University of Vermont Library Collection Growth Report – 2010
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4. GENERAL INFORMATION FOR RESPONDENTS

4.1 REVISIONS TO RFP

The University may modify this RFP, prior to the date fixed for submission of the Proposals, by issuance of an addendum or addenda. The University may extend the deadline for proposal submission at its sole discretion.

4.2 CANCELLATION OF RFP

The University may cancel this solicitation, in whole or in part, or reject all proposals submitted when this action is determined to be in the best interest of the University.

4.3 ACCEPTANCE OF SUBMITTALS

The University reserves the right to accept or reject any or all proposals, in whole or in part, received as a result of this RFP; to waive minor irregularities; or to negotiate with the designated Respondent representatives, in any manner necessary, to serve the best interest of the University. Further, the University

reserves the right to make a whole award, multiple awards, a partial award, or no award at all. All RFP responses will become the property of the University and the University will have the right to use the proposals in its sole and absolute discretion.

4.4 INCURRED EXPENSES

All costs incurred by the Respondents in preparing and submitting a proposal will be the sole responsibility of the Respondents and will not be reimbursed by the University under any circumstances whether or not any agreements are executed as a result of this RFP.

4.5 DISCREPANCIES AND CLARIFICATIONS

The University reserves the right to request clarification or to request additional information that might be required to evaluate the proposals. Proposals that are incomplete or conditioned or are not in conformity with this RFP may be rejected.

4.6 RESPONDENT'S RESPONSIBILITIES

The Respondent will be required to bring to the attention of the University expressly, in writing, any substitution or change proposed to this RFP. The University will not be bound to a substitution or change unless agreed to in writing.

4.7 LICENSING REQUIREMENTS

The University has registered the following trademarks: "The University of Vermont", "UVM", "Catamounts", the official University seal, the Tower logo, and the V-Cat logo. The University may also register additional trademarks. All uses of the University's marks require permission from the University Licensing Program.

4.8 CONFIDENTIALITY OF PROPOSALS

As an instrumentality of the State of Vermont, the University is subject to the Vermont Public Records Act. 1 VSA Section 315 et seq., and cannot guarantee that information submitted in response to this RFP will be exempt from disclosure under the Act. Documentation generally is held as confidential pending selection of a Respondent and execution of a contract. Afterward, records are subject to release unless they are otherwise exempt from disclosure under the Public Records Act.

4.9 NON-DISCRIMINATION

The Respondent will abide by all federal, state, and local laws and all University policies that prohibit discrimination, discriminatory harassment, sexual harassment, and retaliation.

4.10 PERIOD OF FIRM OFFER

The Respondent agrees that proposals submitted to UVM may not be modified for a period of one hundred twenty (120) days after the date and time scheduled for the receipt and opening of the proposals.

4.11 WITHDRAWAL OF PROPOSAL

Proposals may be withdrawn in writing or by telephone prior to the time fixed for opening. Withdrawals placed in the mail postmarked prior to the time set for the opening will be accepted. Telephone withdrawals must be confirmed in writing.

Negligence on the part of the Respondent in preparing the proposal confers no right of modification of the proposal after such proposal has been opened.

4.12 SUSPENSION & DEBARMENT

In accepting this Contract, the Respondent certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by any Federal department or agency. And change in the debarred or suspended status of the recipient during the life of this Contract must be reported immediately to UVM.

4.13 INSURANCE AND INDEMNIFICATION REQUIREMENTS

The Respondent shall, at its own expense, maintain during the entire performance period of the contract insurance in the minimum amounts specified below. The Respondent further agrees to indemnify, defend and hold harmless the University, its Trustees, officers, employees and/or agents from and against any and all loss and expense (including attorneys' fees) by reason of liability imposed by law or otherwise upon the University because of injuries, death or damages of any kind sustained by any person and/or property arising out of acts or omissions of Respondent or from the breach of any terms or conditions arising out of the contract between the Respondent and the University.

4.13.1 Proof of Insurance

Respondent shall have in place the following insurance with Companies authorized to do business in the State of Vermont and rated no less than "A" by the latest edition of Best's Insurance Guide, or equivalent, shall issue all insurance policies

Commercial General Liability Insurance covering third party liability arising out of Bodily Injury, Property Damage and Personal Injury in an amount not less than \$1,000,000 combined single limit, per occurrence, and \$1,000,000 annual aggregate.

Workers' Compensation and Employers Liability Insurance: For any Respondent with employees, standard workers' compensation as required by Vermont State statute and employer's liability insurance in an amount not less than \$100,000 per accident, \$500,000 annual aggregate.

Automobile Liability: For Respondents who will drive vehicles for purposes of carrying out their work, Automobile Liability in an amount not less than \$1,000,000 per occurrence for bodily injury and property damage liability, including owned, hired, and non-owned vehicle coverage.

REQUEST FOR PROPOSAL – UVM Libraries

THE UNIVERSITY OF VERMONT

Professional Liability: in an amount not less than \$1,000,000 each claim/\$2,000,000 aggregate.

Selected Respondent shall name the University of Vermont as additional insured on its liability policies. The University does not need to be named additional insured on the selected Respondent's workers' compensation policy. Should any of the above described policies be cancelled before the expiration date thereof, notice will be delivered to the University in accordance with the policy provisions.

A copy of the Certificate of Insurance verifying the above coverages shall be furnished prior to the award of the contract. Any liability coverages on a "claims made" basis should be designated as such on the certificate.

Failure of the selected Respondent to take out and/or maintain any required insurance shall not relieve the Respondent from any liability under the contract, nor shall the insurance requirements be construed to conflict with or otherwise limit the obligation of the Respondent concerning indemnification. The Respondent's policies shall be considered primary insurance and exclusive of any insurance carried by the University.

5. PROPOSAL SELECTION

This Section provides the basis of the proposal selection including the overall process, submission requirements, and the evaluation criteria.

5.1 PROCESS

5.1.1 Selection Committee

The Selection Committee will evaluate all proposals received by the closing deadline (**Wednesday, May 18, 2011 at 4:00 pm EST**). The Selection Committee is comprised of representatives from the following University departments:

- University Libraries (Dean, Business Operations Administrator, Library Assistant Professor, Administrative Support)
- Campus Planning Services (Director, Campus Space Manager and Associate Planner)
- Capital Planning and Management (Director)
- Facilities, Design, and Construction (Director, University Architect)
- Physical Plant (Director)

REQUEST FOR PROPOSAL – UVM Libraries

THE UNIVERSITY OF VERMONT

5.1.2 Schedule

RFP issued by UVM	Friday, March 11, 2011
Pre-Proposal Conference RSVP Deadline	Tuesday, March 22, 2011 4:00pm
Mandatory Pre-Proposal Conference at UVM	Tuesday, March 29, 2011 12:30pm
UVM to issue minutes of Mandatory Pre-Proposal Conference	Friday, April 1, 2011
Deadline for written questions to UVM	Wednesday, April 13, 2011 4:00pm
UVM Response to written questions	Wednesday, April 27, 2011
Request for Proposal Submittal to UVM Deadline	Wednesday, May 18, 2011 4:00pm
UVM notifies short-listed firms	Wednesday, June 15, 2011
Presentations by short-listed firms	Wednesday, June 29, 2011
Notification of selected firm	Wednesday, July 13, 2011
On-site meetings/analysis begins	Week of July 18, 2011
Draft final report submitted to UVM	Monday October 3, 2011 4:00pm
Final report submitted and presented to UVM	Monday, December 12, 2011

5.1.3 Respondent Primary Contact/Communication

To ensure that the RFP documentation and subsequent information (modifications, clarifications, addendum, written questions and answers, etc.) is directed to the appropriate person within the Respondent's firm, each Respondent who intends to participate in the RFP process shall provide the following primary contact information by email to UVM:

Primary Contact Name and Title
Company
Mailing Address
Email Address
Telephone Number
Fax Number

This information should be transmitted via email to:

Joanna Birbeck, Campus Space Manager
Campus Planning Services
109 South Prospect Street
Burlington, VT 05405
Email: Librarystudy@uvm.edu

All communication with the University regarding this RFP shall be in writing via email from the Primary Contact representative of the Respondent's team and shall only be directed to Campus Planning Services department listed above.

Complete responses are in the best interest of the Respondent. Failure to comply may result in incomplete or delayed communication of addenda or other vital information. Contact information is the responsibility of the Respondent.

5.1.4 Mandatory Pre-Proposal Conference and RSVP Requirements

The purpose of the Mandatory Pre-proposal Conference is to answer questions regarding the RFP and to provide a tour of the University Library facilities and the opportunity to observe the Bailey/Howe Library activity while the students are still on campus.

All interested firms must submit a Pre-Proposal Conference RSVP in writing via e-mail by **4:00pm EST, Tuesday, March 22, 2011**. Please include in your RSVP, the number of number of people who will attend the site visit and the number of vehicles. Please address your RSVP to the University Contact identified in Section 5.1.3.

The Mandatory Pre-Proposal Conference will be held **Tuesday, March 29, 2011 at 12:30pm EST** beginning at **Room 001B, Ground Floor, Bailey/Howe Library**. Refer to Attachment 9 – Campus Map, for the location of Pre-Proposal Conference.

5.1.5 Deadline for Written Questions

Questions pertaining to this RFP must be received in writing via e-mail only from the primary contact representative of the Respondent's Team, by **Wednesday, April 13, 2011, 4:00 PM EST**. Respondents are not permitted to communicate for any reason with any University representative or consultant regarding this Project except through e-mail as follows:

UVM Campus Planning Services
Joanna Birbeck, Campus Space Manager
(librarystudy@uvm.edu)

Any Respondent found to violate this provision is subject to elimination by the University.

The University's responses to inquiries will be made in writing (e-mail) and provided to all prospective Respondents (Respondent Team primary contact only).

5.1.6 Written Addenda

The Selection Committee may modify this RFP, prior to the date fixed for submission of Proposals, by issuance of an addendum or addenda.

5.1.7 Proposal Format

Proposals must be submitted in the format outlined in Section 5.2. Submission Requirements, with each of the sections completed in full. Each proposal will be reviewed to determine if it is complete prior to actual evaluation. The Selection Committee reserves the right to eliminate from further consideration any proposal deemed to be incomplete or substantially or materially non-responsive to the request for information contained herein.

5.1.8 Submission of Proposals

Full submission including fifteen (15) hard copies and one (1) CD or DVD of all proposals must be received no later than **Wednesday, May 18, 2011 by 4:00 pm EST.**

The University reserves the right to extend the deadline for submission.

NOTE: Proposals received after this date and time (or extension date if applicable) will not be accepted. The Respondent's "message-sent-time-stamping" by the University will not be used as a means of receipt.

Proposals shall be delivered to:

Attention: Joanna Birbeck, Campus Space Manager
UVM – Campus Planning Services
University of Vermont
109 South Prospect Street
Burlington, VT 05405
(802) 656-3208

Directions to UVM Campus Planning Services:

- From I89 head west on Route 2 (Exit 14W)
- Turn right at South Prospect Street
- Turn left on College Street
- Take the first left into UVM's Visitor Parking Lot.
- Campus Planning Services is located on the second floor of Peirce-Spaulding House (109 South Prospect Street).

The entire proposal shall be in a sealed package. The name and address of the Respondents shall appear on the outside of the package and the package shall refer to the UVM Feasibility Study and Master Plan for the University of Vermont Libraries and proposal due date.

5.2 SUBMISSION REQUIREMENTS

5.2.1 Proposal Format

The intent of this section is to describe a complete proposal. Your proposal may not be considered, and may be rejected as non-responsive, if the proposal does not include the items listed below. Please provide a signed and fully completed Proposal that includes the following:

Please provide fifteen (15) hard copies and one electronic copy (on a CD or DVD) of your proposal that include the following information, tabbed and labeled according to this list (by item number):

1. A transmittal letter prepared on the Respondent's business stationery should accompany each Proposal. The letter should indicate the Respondent Team's primary representative with all contact information for all future University correspondence related to the Proposal. An individual, who is authorized to negotiate with the University and bind the firm to all statements, including services and prices, contained in the Proposal must sign the letter.
2. Please include a table of contents.
3. Provide at the beginning of the submittal a concise executive summary of the information contained in the proposal.
4. Provide a brief overview and description of your firm, type of ownership, length of time the firm has been in business, number of personnel including key management personnel, and business approach.
5. Outline the process you intend to follow and the project deliverables.
6. Provide the resumes of all personnel to be assigned to the project including sub consultants. Provide the resumes of all personnel to be assigned to the project, including the relevant experience that each team member will bring to the project. Identify and define their individual roles, and describe how the team has worked together previously on completed projects of similar scope. Indicate the expected level of time commitment to the project. Include an hourly rate sheet with your proposal (including labor burdens).
7. Provide a list of at least three similar projects completed by the firm in the last five (5) years. Please include narrative, original cost estimate as compared to the original bid amount, final cost, size, and date of completion, architect, and owner. Please also provide current telephone numbers and email addresses with all references for each project.

REQUEST FOR PROPOSAL – UVM Libraries

THE UNIVERSITY OF VERMONT

8. Provide a schedule identifying all of the elements required to complete this project.
9. Consideration should be given to the fact that the University of Vermont requires major renovations and new construction secure LEED Silver certification.
10. Provide a fixed fee cost proposal including a breakdown of all fees and reimbursable expenses required to complete the Feasibility Study and Master Plan including:
 - Respondent's fixed fee, including contingencies;
 - Subcontractors fee should be included in the Respondent's fixed fee
 - Any other fees to the Respondent
 - Please provide a cost per additional meeting for any meetings that the University may request beyond the seven (7) anticipated meetings and two (2) presentations that are to be included in the fixed fee.
11. Provide a list of current and pending project commitments by your firm.
12. Has your firm, in the past ten (10) years, had claims made against it for claimed amounts in excess of \$25,000 per project or had any arbitration actions or lawsuits initiated against it – for any claimed damages or losses arising out of services your firm has supplied to owners or clients who have hired your firm?

If so, please describe the date(s) and parties involved in such claims and describe the nature of the dispute and if a lawsuit was filed, please identify the court where such suit was filed.

13. Provide proof of insurance coverage as required in Article 4.13.1.

5.3 EVALUATION CRITERIA

The University will conduct a comprehensive evaluation of each proposal. Selection of the successful Respondent will be based on the team exhibiting the strongest qualifications and capacity to complete the Project. The University may reject any or all Proposals as outlined in Section 5.2.

5.3.1 Proposal Evaluation Criteria

Proposals will be evaluated using the criteria listed below in no particular order. UVM reserves the right to make an award not based on cost alone, but on the criteria which best meets the needs of UVM. The decision of UVM will be final and binding. UVM, at its sole discretion, reserves the right to reject any or all proposals.

REQUEST FOR PROPOSAL – UVM Libraries

THE UNIVERSITY OF VERMONT

1. The proposal itself as an example of the Respondent's work. All forms should be completed as required.
2. The Respondent's company profile. This includes the experience and reputation of the company making the proposal and the names and experience of those individuals who will be assigned to the project
3. The Respondent's approach and ability to provide all items and services outlined in the "Project Description" above.
4. Positive responses from at least three (3) references verifying the qualifications and experience will be used in the selection process. Please include with each reference: the project that your firm completed within the last three years including description, size, original estimated cost as compared to original bid amount, final cost, date of completion and owner. Please include current telephone numbers for all references.
5. Cost of services proposal.
6. Number of existing projects currently scheduled.

Note: Incomplete responses will not be considered.

Evaluations of proposals from Respondents will be based primarily on Proposers' written responses to the information requested in this Request for Proposal. Any information a Respondent deems essential to the evaluation of the services offered, for which no provision is made in the Request for Proposal, should be clearly stated in the proposal. While the University of Vermont reserves the right to request additional information or clarification from Respondents at any time in the process, Respondents should not assume that they will be allowed to amplify or modify their initial written proposal. The initial response must be a clear and easy to understand explanation of the deliverables, services, and prices offered.

REQUEST FOR PROPOSAL – UVM Libraries

THE UNIVERSITY OF VERMONT

ATTACHMENTS

Attachment 1	The University of Vermont Libraries Strategic Plan 2009 – 2013, Revision Dated: October 5, 2010
Attachment 2	Library Usage Data (2009 - 2010)
Attachment 3	Library User Surveys (2005 and 2009)
Attachment 4	University of Vermont Library Collection Growth Report – 2010
Attachment 5	Billings Center Feasibility Study for Reuse incorporating the Special Collections Library and Academic Center – February 2007 – by Schwartz/Silver Architects
Attachment 6	Billings Center Feasibility Study for Reuse incorporating the Special Collections Library, the Vermont Archaeology Heritage Center, Holocaust Studies and the Center for Research on Vermont – VAHC Addendum October 2007 – by Schwartz/Silver Architects
Attachment 7	Building Diagrams of the Library Facilities
Attachment 8	Space Data for the UVM Libraries (FY2010)
Attachment 9	University of Vermont Campus Map - Location of Library Facilities
Attachment 10	Learning Commons Project Description – 2010
Attachment 11	Draft UVM Space Management Policy, Procedures and Guidelines

The University looks forward to your proposal. Thank you.

END OF REQUEST FOR PROPOSAL