

**The Grosse Pointe
Public Library**

**Capital Planning Assessment
REQUEST FOR PROPOSAL**

January 18, 2018

**Proposals Due:
March 16, 2018
5:00 P.M.**

The Grosse Pointe Public Library invites proposals for professional services from consultants with demonstrated experience, knowledge and expertise in Library planning, design and architecture to conduct a Library Capital Planning Service for the Grosse Pointe Public Library.

INTRODUCTION

The Grosse Pointe Public Library Board is seeking proposals from qualified consultants to conduct a Capital Planning Assessment at the three Library buildings. The Capital Planning Assessment shall translate the recommendations of the Grosse Pointe Public Library's Strategic Plan into flexible, efficient and functional arrangements for the Library's collections and services. While the Library Strategic Plan is based on a 5 year planning horizon, the Capital Planning Assessment shall include sufficient inherent flexibility to allow the Library to meet community needs 15-20 years in the future. The information from the Capital Planning Assessment will be used to determine the feasibility of remodeling/repurposing the current space and planning for building improvements.

The consultant will work with Library stakeholders to assess the Library and identify remodeled or repurposed square footage necessary to implement the Library Strategic Plan while providing flexibility to meet future Library needs. Work products will include conceptual floor plans, preliminary designs and cost estimates.

The Library desires to engage a consultant that will inspire trust, provide a strong sense of purpose and importance to the space planning process and involve the relevant stakeholders appropriately and effectively.

The Library will not reimburse any expenses incurred by the firm submitting a response including, but not limited to, expenses associated with the preparation and submission of the response and/or attendance at interviews. The Library reserves the right to reject all proposals, to request additional information concerning any proposal for purposes of clarification, to accept or negotiate any modification to any proposal following the deadline for receipt of all proposals and to waive any irregularities if such would serve the best interests of the Library.

LIBRARY BACKGROUND

The Grosse Pointe Public Library is a District Library and has three branches located in various communities in the Grosse Pointes. Central Library is located at 10 Kercheval, Grosse Pointe Farms Michigan. The Central library was built in 1953 and has a total of 18,500 square feet. The Woods Library is located at 20680 Mack Avenue in Grosse Pointe Woods and has 27,500 square feet. The Ewald Library located in Grosse Pointe Park has a square footage of 15,500 square feet. The Libraries serve all of the Grosse Pointes and a portion of Harper Woods.

The District Library has a seven member board appointed by the municipalities. The Library is managed by Jessica Keyser, Library Director. The Administrative team includes an Assistant Director and three Branch Managers.

SCOPE OF WORK

The following Scope of Work is considered to be the minimum level of effort required. The Consultant is encouraged to recommend changes to the Scope of Work that will lead to a more successful project.

Existing Facility

1. Review existing Library documentation including the Grosse Pointe Public Library Strategic Plan and available building plans.
2. Assess the existing Libraries in terms of size, ADA compliance, functional layout, flexibility and expansion capability.
3. Gain an understanding of any significant architectural and engineering obstacles, i.e. bearing walls that may impede the goal of providing a flexible space.
4. Gain an understanding of any limitations to the Library expansion by adjacent uses.
5. Create an existing floor plan in AutoCAD format based upon field investigations and the provided building plans. The floor plan shall serve as a base for the space planning effort.

Space Planning

1. Translate the recommendations of the Grosse Pointe Public Library Strategic Plan into flexible, efficient and functional arrangements for the Library's collections and services. The space plan shall include sufficient inherent flexibility to allow the Library to meet as yet unidentified service needs 15-20 years in the future.
2. The Space Needs Assessment shall be developed through meetings and coordination with Library Administration.
3. Taking into account the impact of technology and architectural, engineering and adjacency obstacles, identify new, remodeled or repurposed square footage necessary to implement the Library Strategic Plan and provide flexibility to meet future Library needs.
4. Develop preliminary conceptual designs for the renovated Library. Preliminary conceptual designs will show all interior rooms with shelving and furniture layout. Provide and evaluate alternative approaches.
5. Breakout square footage assignments by use or service.
6. Analyze whether the existing building and site can be remodeled or expanded to meet the goals of the Space Needs Study.

Capital Assessment Services

1. Meet with Library Administration to discuss facility and educational technology system improvement needs and generate and implementation strategy based on Library program goals and budget. The strategy will categorize the areas of needs/goals by: critical, deferred maintenance and enhancement.
2. Visit Library buildings as necessary to assist in evaluating building sites and facilities including parking lots, interior and exterior conditions, electrical and HVAC system conditions, etc. to recommend upgrades to support the desired education delivery systems.

3. Meet with Library Director of Technology and others as appropriate to assist in defining updated technology needs and provide input on best practices and technology trends seen in other Libraries. Visit representative buildings to review existing technology infrastructure.
4. Upon approval and acceptance of a revised Library facilities and technology needs assessment assist in developing capital referendum information materials which communicate the needs to voters.

Cost Estimates

1. Provide preliminary cost estimates for each proposed alternative.
2. If the existing Library is deemed inadequate to meet current and future service needs, provide a preliminary cost estimate for expansion.
3. Break out costs by use or service.
4. Cost estimates shall be based on recent project bid figures from similar projects and national estimating guides using local cost adjustment factors.
5. Provide a comprehensive bound Space Needs Study report that includes the findings from the above tasks. In addition to the hard copy report, provide the report in MS Word/MS Excel and PDF formats.

PROPOSAL FORMAT AND SELECTION CRITERIA

Proposals shall be submitted by no later than Friday March 16, 2018:

Jessica Keyser
Grosse Pointe Public Library
10 Kercheval Avenue
Grosse Pointe Farms MI 48236
313.343.2325
jkeyser@gp.lib.mi.us

Each proposal must be limited to a maximum of 30 pages for all materials and contain, in the following order:

1. Letter of transmittal, addressed to Jessica Keyser as above. The letter should identify the submitting firm or consultant as well as the name, title, telephone, fax number and email address of the person authorized to contractually obligate the firm or consultant. The letter should be signed by the named person.
2. Executive summary of proposal, not to exceed 2 pages in length.
3. A document outlining the qualifications of the firm or consultant's history, its capabilities and relevant experience. Included should be demonstrated experience with similar Library projects and any qualifications such as professional licenses or certifications.
4. A description of the project team or individual consultant, along with resumes for each person. Please describe in appropriate detail the role each person will perform on this project. Project team members should be available for the duration of the project or alternates should be named in the proposal along with their qualifications.

5. A list of three business/library references for which you have recently provided similar services. Include contact names, phone numbers and email addresses for each.
6. A Project Work Plan/Approach which describes your understanding of the project, methodology, tasks, an outline for meeting the timeline and an estimated amount of time for each task. Include your deliverables, project schedule and milestones, assumptions and any variables that could delay the project. List any resources you expect the Grosse Pointe Public Library to provide that have not been previously described.
7. Exclusions or exceptions-Note any part of the proposal that is beyond the expertise of the consultant.
8. A Cost Proposal including the total fee and cost by proposed task. These should include costs for providing planning services including supplies, an estimate of hours, rate schedule for project staff, estimated reimbursable expenses, number of onsite visits and cost per trip, and other costs associated with the planning process.
9. Any additional documentation or information that the firm or consultant deems necessary to assist Grosse Pointe Public Library in the selection process.

SELECTION CRITERIA

All proposals meeting the RFP requirements will be evaluated using the following criteria:

1. Relevant experience and success in space planning facilitation, including the level of satisfaction of current and past clients.
2. Experience of firm of consultant in understanding latest Library trends and issues.
3. Demonstrated understanding of project scope of work.
4. Cost and demonstrated ability to meet deadlines and operate within budget.
5. Three references by former clients on similar projects, preferably in communities similar to Grosse Pointe.

CRITERIA FOR AWARD

This RFP does not necessarily contemplate and award based solely on price. Rather, the Library reserves its rights to reject any and all proposals or any portion thereof that it may determine to be the best value and overall contract. The content of any proposal submitted is to remain valid and available to the Library for 90 days from the day proposals are due. The successful candidate agrees that he will not assign, transfer or subcontract any portion of the award unless indicated.

COMMUNICATION PROTOCOLS

Upon release of this RFP, any inquiries or requests regarding this project should be directed to:

Jessica Keyser
Grosse Pointe Public Library
10 Kercheval Avenue
Grosse Pointe Farms MI 48236

INSURANCE REQUIREMENTS

The selected Consultant must have \$1 million General Liability Insurance, \$1 million Auto Insurance and Worker's Compensation Insurance as required by Michigan Statutes, and \$1 million Errors and Omissions Insurance. The selected Consultant will be required to provide original Certificates of Insurance evidencing the insurance coverage and naming the Grosse Pointe Public Library as additional party insured.