

REQUEST FOR PROPOSAL AND QUALIFICATIONS FOR LIBRARY DESIGN SERVICES; LIBRARY DESIGN-BUILD SERVICES

GENERAL INFORMATION

The La Porte County Public Library is requesting proposals and statements of qualifications from design firms and from design-build firms relative to its unimproved properties located at the 904 Indiana Avenue location and the north side of the 1000 block of Maple Avenue.

LPCPL is seeking to engage a professionally qualified design firm or design-build firm to provide design planning, and if the successful respondent is also a design-build firm to provide the necessary architectural, engineering, construction, and project management to complete the project.

The initial concepts for the development of the properties include improved and expanded parking, a maintenance building/garage and an outdoor educational area/wi-fi garden that includes seating.

Firms seeking to provide only design services are encouraged to respond. Design-build firms capable of providing all of the requested services are also encouraged to respond.

The expectation is for the design firm to work closely with the designated representatives of LPCPL in the execution of the project. Proposals that specifically address the services required (which are described below) and provide LPCPL with a well-considered description and cost for those services will be seriously considered. A contract will be negotiated with the firm chosen by LPCPL. All design-build firms are expected to abide by the LPCPL's Responsible Bidder Resolution as it applies to its public works projects. All design only firms submitting proposals must understand the Responsible Bidder Resolution of LPCPL and communicate to any contractors the expectation that they must comply in order to be considered for the project.

Those firms responding to "design only" will provide the following services:

1. Fine-tuning program and space planning;
2. A conceptual plan for the building and land improvements;
3. Schematic Design Documents;
4. Design Development Documents;
5. Construction Documents;
6. Interior Design of Structures
7. Bidding phase assistance, attending both pre-bid conference and bid opening;
8. Construction administration, management and periodic inspection;
9. Project close-out assistance and punch list; and
10. Other services customarily furnished by an Architect and its consultants on similar projects.

Those firms responding to "design and build" will provide the following services:

1. Fine-tuning program and space planning;

2. A conceptual plan for the building and land improvements;
3. Schematic Design Documents;
4. Design Development Documents;
5. Construction Documents;
6. Interior Design of Structures
7. Obtaining approvals of government agencies having jurisdiction over the project;
8. Bidding phase assistance, attending both pre-bid conference and bid opening;
9. Construction administration and periodic inspection;
10. Project close-out assistance and punch list;
11. Construction, buildout, mechanical and construction services
12. Other services customarily furnished by an Architect/Contractor and its consultants on similar projects.

QUALIFICATIONS

The assigned Project staff for the selected firms must be experienced in public space designs (applies to both design and design-build firms) and all phases of the planning, design and construction of public spaces (design-build firms). The Library is specifically interested in firms with previous experience and those who are able to provide local knowledge and accessibility to the needs of the project.

Proposal Submission Requirements:

Submittals shall be made on 8 1/2" x 11" sheets, with Table of Contents, and submitted, according to information below. Submission of Qualifications Packages are to be included in this document. Complete response to each of the following categories is required. The La Porte County Public Library is not requesting that any proposed designs be submitted in their proposal response.

Letter of Interest

Provide a summary letter of the information contained in the RFQ/RFP, including, but not limited to:

1. All firms proposed for the design team;
2. Personnel and their roles to be assigned to the Project with highlights of their experience on projects similar to this one;
3. Description of the percentage workload commitment of assigned staff that the Library can expect on these projects;
4. Explanation why your team is the most qualified firm to provide the requested services for this Project; and

5. Summary of proposed and tentative Project Schedule including Design Deliverable Dates for Schematic, Design Development, and, if applicable to your firm, Construction Documents including duration of Construction Administration/Construction.

Relevant Experience

Provide the following information about the proposed team's relevant experience :

1. Provide examples of past work and other public buildings, as well as any other projects that demonstrate your team's experience;
2. List professional consultants/contractors outside your firm you propose as part of your team that will provide services not available in your firm;
3. Provide description of other relevant information which demonstrates the team's qualifications for the project;
4. Provide projects your firm currently has in progress and the status of each.

DESIGN APPROACH

Provide brief written and/or illustrative response to the following requests for details about your firm's design approach:

1. Describe your general approach to project design that will assure the functional, aesthetic, and quality requirements will be satisfactorily addressed for new construction;
2. Explain the management tools, techniques and procedures your team uses to maintain the programming, planning and design phase schedule; and
3. **Design and Build firm** - Describe how scheduling is going to be handled and how will the project be supervised.

SELECTION PROCESS

La Porte County Public Library has a process to be followed in selecting design consultants. This process is for the purpose of insuring that the design consultant is selected in a fair and uniform manner and has appropriate qualifications and experience for this project.

The La Porte County Public Library and Library Legal Counsel shall, upon receipt of submissions from respondents, review the documents in detail and identify (short list) those firms that appear to be most qualified to provide services for the project. Firms that make the short list may be expected to make a presentation to the LPCPL Board of Trustees. Based on this process a recommendation will be made and submitted to the LPCPL Board for final approval;

The Library Director and Library Legal Counsel will work with the selected Architect on contract terms, conditions and fees. The contract will then be submitted to the Library Board of Trustees for approval. In the event contract negotiations prove unsuccessful with the selected firm, the Library will select another firm with which to begin contract negotiations.

Any questions regarding the RFP should be submitted by email to business@laportelibrary.org no later than 3/10/2021 at 5pm. If a question of general concern is asked by any firm with regards to this RFQ, a copy of the written response will be posted on our website on 3/12/2021.

A pre-bid meeting will be held at 1pm on 3/05/2021 at 904 Indiana Ave, La Porte Indiana

SUBMISSION OF RFP

Each respondent shall:

Deliver/mail 3 paper copies of the complete submission package and include an electronic copy by 5PM on 3/15/2021 (E-Mail copy is acceptable for submission deadline) addressed to:

Fonda Owens
La Porte County Public Library
904 Indiana Ave
La Porte, IN 46350

Email submission should be addressed to:

business@laportelibrary.org

The timeline for the selection process is as follows:

RFP Published & Distributed 02/22/2021

Pre-bid Meeting 03/05/2021

Deadline for Respondent Questions 03/10/2021

Responses to Questions Submitted 03/12/2021

RFP Submission Deadline 03/15/2021

Anticipated Interview Date for short listed firms 03/18/2021

Architect/Design Build Firm Selection TBA

Contract TBA

GENERAL COMMENTS

- 1) All responses, inquiries or correspondence relating to this RFP will become the property of La Porte County Public Library when received.
- 2) The La Porte County Public Library has sole discretion and reserves the right to reject any and all responses received with respect to this Request for Proposal/Qualifications and to cancel the process at any time prior to entering into a formal agreement. The Library reserves the right to request additional information or clarification of information provided in the response without changing the terms of the RFP.

3) Any cost incurred by respondents in preparing or submitting a proposal for the Project shall be the respondents' sole responsibility.

4) Each vendor must provide a list of exceptions taken to this bid. Any exceptions taken must be identified and explained in writing. An exception is defined as the vendor's inability to meet a mandatory requirement or exceed a requirement in the manner specified in the bid solicitation. If the vendor provides an alternative solution when taking an exception to a requirement, the benefits of this alternative solution must be explained. LPCPL reserves the right to accept or reject any exceptions; whichever is in the best interest of LPCPL.

QUOTE REQUIREMENTS

Please complete the following cost matrix based on the project components:

Architectural/Design Services

Construction/build

Total Bid