REQUEST FOR PROPOSAL AND QUALIFICATIONS

January 27, 2020

FOR

LIBRARY DESIGN SERVICES; LIBRARY DESIGN-BUILD SERVICES

GENERAL INFORMATION

The Muskegon Area District Library is requesting proposals and statements of qualifications from library design firms and from library design-build firms relative to its unimproved space in Muskegon Township, Michigan. MADL is seeking to engage a professionally qualified library 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.

I. DESCRIPTION OF THE MUSKEGON AREA DISTRICT LIBRARY

Founded in 1938, the Muskegon County Library became the Muskegon Area District Library in 2006, as a result of a successful millage campaign. MADL serves 21 local governmental units throughout Muskegon County; the residents of which are taxed 1.24 mills. Although everyone in Muskegon County is welcome to use all of the MADL branches, the millage does not include residents of the City of Muskegon and Muskegon Public School District, which are served by Hackley Public Library; and the City of Whitehall and the Whitehall Public School District, which are served by White Lake Community Library and the Village and Township of Fruitport. The Muskegon Area District Library’s Library for the Visually and Physically Disabled provides talking books and talking book playback equipment in digital format.

II. GOAL

Muskegon Area District Library seeks: (1) innovative design team to design a 21st-century branch library facility, and (2) architectural, engineering, and construction services for the new branch facility. The design team will be expected to challenge current concepts in service delivery, assist in finalizing existing programming of the facility with reliance on state-of-the-art technology, and design a new facility that inspires lifelong learning for our citizens. An understanding of both the history of library services and the unique ability to visualize what technological changes might hold for the future of libraries is a benefit. Funds in the amount of $350,000 have been designated for design, build out and furnishing the existing site.

III. PROJECT SUMMARY

Muskegon Area District Library, (“the Owner”) is the tenant of 2,204 square feet of undeveloped space located within a strip mall, specifically, Suite D, 1910 E. Apple Avenue, Township of Muskegon, State of Michigan. Owner is seeking Statements of Qualifications and proposals from professional firms to provide the following services: (1) design, and (2) architectural, engineering, and construction services for the new branch library facility. 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. Attachments A – Muskegon Township Plan of Service; and B – Layout of Space are provided for added familiarity.

The expectation is for the design firm to work closely with the Library Director, Library Board of Trustees and building committee in coordination and execution of the project. Proposals that specifically address the services required and provide the Owner with a well-considered proposal for those services will be seriously
considered. It is anticipated that an initial contract will be negotiated with the successful firm giving
corporation to its most qualified staff and the best overall fit for the library. The contract will be awarded to
the lead design firm or design build firm. Responding firms, to the extent they are able, should list those
subcontractors or other third parties they seek to utilize for the project noting that retaining Muskegon area
companies is encouraged.

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, incorporating the latest thinking concerning library services;
3. Schematic Design Documents;
4. Design Development Documents;
5. Construction Documents;
6. Interior Design (furniture layout, signage, etc.);
7. Bidding phase assistance, attending both pre-bid conference and bid opening;
8. Construction administration 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, incorporating the latest thinking concerning library services;
3. Schematic Design Documents;
4. Design Development Documents;
5. Construction Documents;
6. Interior Design (furniture layout, signage, etc.);
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.

IV. CONSULTANT QUALIFICATIONS

The assigned Project staff for the selected firms must be experienced in public library designs (applies to both
design and design-build firms) and all phases of the planning, design and construction of public libraries
/design-build firms). The Library is specifically interested in firms with previous library experience but also
those who are able to provide local knowledge and accessibility to the daily 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 Muskegon Area District Library is not requesting
that any proposed designs be submitted in their proposal response.
A. 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.

B. Relevant Experience

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

1. Provide examples of past library 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, such as exceptional library design features designed by your firm; and
4. Explain your team’s library expertise

C. Current Project List

Provide projects your firm currently has in progress and the status of each.

V. 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.

VI. SELECTION PROCESS

A. Process

Muskegon Area District 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 Muskegon Area District Library Selection Committee shall, upon receipt of submissions from respondents, will review the documents in detail and identify (short list) those firms that appear to be most qualified to provide services for the project. Separate presentations and interview sessions may be scheduled with the selected firms to permit the Selection Committee to further evaluate each firm’s qualifications, if needed.

Firms that make the short list may be expected to make a presentation to the panel that conveys their ability to innovate and guide our community in delivering innovative library services to the community. After interviews, the Selection Committee will make their selection and submit to the MADL Board for final approval; Library Staff will work with the selected Architect on contract terms, conditions and fees. The contract will then be submitted to the Muskegon County Library Board of Trustees for approval. In the event contract negotiations prove unsuccessful with the selected firm, the Selection Committee will select another firm with which to begin contract negotiations.

Any questions regarding the RFP/SOQ should be submitted by email no later than 2/19/2020 at 5pm to 4845 Airline Rd #5, Muskegon, MI 49444 and directed to: Mary Johnson. 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 2/21/2020.

Site visits can be scheduled on 02/11/20 through 02/18/20 from 11-4pm.

A pre-bid meeting will be held at 3pm on 2/14/2020 at 4845 Airline Rd #5, Muskegon, MI 49444

VII. SUBMISSION OF RFP/SOQ PACKAGES

A. Each respondent team shall:

Deliver/mail 5 paper copies of the complete submission package and include an electronic copy by 5PM on 2/28/2020 (E-Mail copy is acceptable for submission deadline) addressed to:

Mary Johnson
Muskegon Area District Library
4845 Airline Rd #5
Muskegon, MI 49444

Email: Mjohnson@madl.org
B. Timeline

The timeline for the selection process is as follows:

<table>
<thead>
<tr>
<th>Activity</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>RFP/SOQ Published &amp; Distributed</td>
<td>01/27/2020</td>
</tr>
<tr>
<td>Pre-bid Meeting</td>
<td>02/14/2020 at 3pm</td>
</tr>
<tr>
<td>Site visit scheduled</td>
<td>2/11/20 through 02/18/20 from 11-4pm</td>
</tr>
<tr>
<td>Deadline for Respondent Questions</td>
<td>02/19/2020 at 5pm</td>
</tr>
<tr>
<td>Responses to Questions Submitted</td>
<td>02/21/2020</td>
</tr>
<tr>
<td>RFP/SOQ Submission Deadline</td>
<td>02/28/2020 at 5pm</td>
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<tr>
<td>Anticipated Interview Date for short listed firms</td>
<td>03/06/2020</td>
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<tr>
<td>Architect/Design Build Firm Selection TBA</td>
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<tr>
<td>Contract TBA</td>
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VII. GENERAL COMMENTS

1) All responses, inquiries or correspondence relating to this RFP/SOQ will become the property of Muskegon Area District Library when received.
2) The Muskegon Area District 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/SOQ.
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. MADL reserves the right to accept or reject any exceptions; whichever is in the best interest of MADL.
VIII. QUOTE REQUIREMENTS

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

<table>
<thead>
<tr>
<th>Architectural Services</th>
<th>Construction/buildout</th>
<th>Total Bid</th>
</tr>
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<tbody>
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</table>
Muskegon Township Plan of Service

The library is moving to a new site in a highly visible, heavily trafficked storefront to reach the underserved population of the Twp. The intent is to provide high-demand library services in order to serve a community that has been underserved for decades.

Demographics:
For a 2-mile-radius circle around the new location:

- Total population: 23,284 (13.4% of Muskegon County as a whole)
- Age brackets:
  - Under 20: 6,735 (28.9%)
  - 20-40: 6,604 (28.4%)
  - 40-64: 6,439 (27.7%)
  - 65+: 3,506 (15.1%)
- Ethnicity
  - White: 14,328 (61.5%)
  - African-American: 6,487 (27.9%)
  - Other single race: 1,161 (5.0%)
  - Multiracial: 1,308 (5.6%)
  - Hispanic or Latino: 2,186 (9.4%)

Recommended Services:
- Customers will be provided holds pick-up, materials checkout, and drop-off services.
- Customers will have access to at least 10 public computers with printing, 2-4 AWE Stations or tablets, WiFi, and STEAM and Makerspace equipment.
- Focus is on programming.
- Collection is limited.
- Program offerings and collections are prioritized based on the demographics of the community.
- Hours of operation based on mall traffic.

Programming:
- Children’s programs
- Senior programs
- Future assessment for working with restaurants on coffee bar in library
Collections:

- 6,500 books, including both adult and juvenile titles
- 1,500 DVD’s
- 250 CD’s
- 200 audiobooks
- High circulating items such as Best Sellers, and DVDs/Blu-Ray discs
- A selection of board, picture and juvenile books
- Video games
- Large print materials because of the senior development
- Limited selection of magazines
- Based on circulation will include the following
  - Music CDs
  - Comics
  - Adult/teen paperbacks

Furnishing and Equipment:

Furnishings: Majority of furniture will designed to move easily
- Some freestanding and perimeter shelving for holds
- Wheeled shelving for collections
- High-back privacy Lounge chairs
- 1-2 privacy booths
- 3 standard-size book trucks
- Garbage cans, stools, clock
- Blue and gray bins for delivery
- Stationery and programming supplies
- Staff sundry supplies (coffee maker etc.)
- Modern Service Desk that can be moved if necessary
- Mini makerspace equipment and furnishings (as space permits)
  - 2 laptops, 1 iPads, 1 iMac creative station, gaming console/ peripherals.
- Table and chairs for internet access computers
- Table and chairs for AWE stations/Tablets
- Table and chairs for quiet study / working
- Table beside printer/photocopier

IT equipment:

- 10 Public Internet Computers
- 2-4 AWE Stations / Tablets
- Staff/Public Printer/Copier
- 2-3 Receipt printers
- 2-3 Staff PCs
- 2-3 RFID pads
- 2-3 scanners
- 1-2 Bibliotheca Self-Checks
• 1 POS machine
• 2 Wireless access points
• 1 Network Rack
• 1-2 Network Switches
• 1 Firewall
• 2-3 TVs for events display and program area
  o 75” for programming and advertising when not in use
  o 50-55” for advertising close to the checkout area
  o 50” for Maker Space / Gaming Console

Staffing Model:
1 Full-time Librarian and two part-time LA’s.

Building Needs
• 2 Restrooms
• 2 Portable Privacy booths
• High back lounge chairs for privacy and noise
• High back couch
• Tables for patrons that can easily moved
• Chairs to accommodate tables

Operating Hours:
The proposed operating hours of the Twp: Open to the public 52 hours/ week; 8 hours Monday to Saturday (including evening hours 2 times per week) and 4 hours on Sundays during the school year (Labor Day-Memorial Day).

Mon, Wed, Fri, Sat: 10-6 - Tue, Thu: 12-8 - Sun: 9-1

Time line estimate:
RFQ/Design – February- April 2020
Construction completion/ branch outfitting – May- August 2020
Soft Opening – September 2020
Grand Opening – September 2020