



Request for Proposal – Issued 05/15/2020
SHOREWOOD PUBLIC LIBRARY
RENOVATION MASTER PLAN

Proposal Requested

The Shorewood Public Library seeks to enter a contract with a qualified architectural firm (Consultant) to provide a renovation master plan detailing recommendations to improve patron experience, enhance staff workflow and productivity, provide welcoming future-focused facility enhancements, increase environmental efficiencies, and improve accessibility. The Library anticipates working with the successful Consultant for this project on the final design work and implementation if mutually agreed upon by both parties.

RFP Timeline

Date	Event
May 15	Request for proposal released
May 18, 19, 20	Optional site visit scheduled individually
May 22	Pre-submission questions due via email
May 29	Pre-submission questions posted on website
June 10	Submission Date
July 8	Anticipated approval of recommended consultant by library board (Recommended consultant will be informed in the week prior)

The above schedule for review by the Library is subject to change. The Library does not anticipate the need to conduct interviews for this RFP process; however, should staff determine there is a need, the three top ranked vendors will be notified. The Library will not be legally obligated to adhere to the dates for recommendations and award.

Scope of work and requirements

The selected architectural firm will provide the following services for the Library:

1. Conduct a design study with prioritized concept options as identified by meeting with library staff and stakeholders, consulting relevant library data, considering previously identified needs, and addressing the library's strategic plan goals.
2. Plan and provide detailed cost estimates and timeline for recommended library renovations, including associated costs for updating the interior structure, mechanical, electrical, plumbing, fixtures and furnishings of the Library.

Deliverables

At the project's conclusion, the Consultant shall provide the Library with electronic and physical copies of the renovation master plan which shall comply with the scope of services and include:

1. Design plans of the recommended library renovations, including complete descriptions of proposed changes, furniture layouts, and floor plans for select areas impacted by the plan with suggestions for furniture, fixtures and equipment needed to implement the master plan. Final carpet and furniture selections will take place in the implementation phase of the plan.
2. Cost estimate to include all anticipated costs. Costs may include a range from low to high costs, along with explanations for differences.
3. A recommended timeline and implementation sequence for completing the master plan's proposed changes.
4. High quality renderings of the designs to be used with stakeholders, designed both to accurately reflect the Library's plans and to generate enthusiasm for the design.

Background and Project

The Shorewood Public Library serves the Village of Shorewood (population 13,178) and the surrounding area. Shorewood is an inner ring suburb bordered by the Milwaukee River, Lake Michigan, Milwaukee and Whitefish Bay. The Village is just over one square mile and the Library is located in the center of the community, both geographically and figuratively. The Library is within walking distance of all public and private schools, including the University of Wisconsin Milwaukee.

The first library was built in Shorewood in 1903 and the library has been housed in a variety of buildings and storefronts since then. Our current Library opened in December 2002, as part of the Shorewood Village Center; a shared use facility including the Shorewood Senior Resource Center, one of the two North Shore Health Department offices, the Shorewood Historical Society office, and two community meeting spaces, all housed on the lower level of the building.

The Village of Shorewood's Department of Public Works facility team funds, maintains and monitors Village Center building systems including HVAC, plumbing, electrical, roof, doors, most exterior and some interior areas. Implementation of aspects of the renovation master plan that impact these areas will require the approval and cooperation of the Department of Public Works' Director.

As the current Library facility is nearing twenty years old, a variety of replacement needs and updates have been identified by administration, staff, and trustees via patron input, observation, a strategic planning process with online survey and focus groups, and a capital asset inventory. The previously identified needs and proposed updates are listed below:

- Carpet throughout library (sans programming room) needs replacement.
- Adult reference desk is only staffed by one person and footprint can be reduced.
- Children's reference desk has flow and visibility issues.
- Demand for more small meeting/collaborative spaces (seat 2-8 people.)
- Need for better electrical/charging accessibility.
- Condensed shelving for music CDs desired.
- Public bathroom enhancements addressing sustainability, ventilation, and ease of cleanliness.
- ADA or power assist doors on public bathrooms.
- Opportunity for prominent art installation(s) in children's area.

- Opportunity for engagement in the lobby area outside library.
- Opportunity for incorporating design elements for improved wayfinding
- Opportunity for improved welcoming experience
- Staff area reorganization and workflow efficiencies.
- Sconce and track lighting replacements so LED lamps can be used.
- Space for community table or civic information within library or lobby.

In 2019, the Library received a bequest from the Lange family, longtime Shorewood residents and strong library advocates and patrons. The Lange Bequest Library Board Directed Reserve Fund is available for one-time projects and special opportunities, including interior facility work and strategic initiatives that support the library mission, operational efficiencies and sustainability efforts.

The Library sees the creation of the renovation master plan as the groundwork for implementation of all or some the recommended changes over the course of the following three budget years. The Library wants to be as efficient as possible and provide the least disruption to patrons and staff during the implementation process.

Scope of Services

1. Review [Strategic Plan 2019-2024](#), relevant library data, and capital asset inventory.
2. Gather data regarding library services and facility issues and opportunities through meeting(s) with Library stakeholders including staff, Library Board Trustees, Friends of the Shorewood Library, appropriate Village staff, and others the Consultant includes.
3. Recommend library facility reorganization and renovation that meets the identified needs, service levels, and goals of the Library.
4. Develop a minimum of two conceptual design options for each area under consideration for significant change including the adult and children’s area service points and the study room area.
5. Provide detailed cost estimates of proposed renovations, including architectural, engineering, construction, furniture, fixtures, equipment and other related costs.
6. Provide recommended timeline and implementation sequence for proposed changes.
7. Present the renovation master plan to the Library Board Trustees.

The above list is not intended to limit the respondent’s description of the project or services.

Terms and Conditions

Payment Terms

All invoices for services will be processed within 30 days, pending verification and the receipt of any required documentation of services provided in accordance with the terms of the agreement.

Nondiscrimination

In connection with the performance of work under this agreement, the Firm agrees not to discriminate against any employee or applicant for employment because of age, race, religion, color, marital status, sexual orientation, sex, disability, national origin or ancestry. This provision must be included in all subcontracts.

Assignment or Subcontract

The contract may not be assigned or subcontracted by the firm without the written consent of the Library. If all or a portion on the contract work is proposed to assigned or subcontracted, the name of the individual(s) to complete the work, address and firm proposed shall be submitted within the scope of the proposal.

Independent Contractor Status

The firm agrees that it is an independent Contractor with respect to the services provided pursuant to this agreement. Nothing in this agreement shall be considered to create the relationship of employer and employee between the parties.

Amendments to Contract

This contract may be modified only by written amendment to the contract, signed by both parties.

Waiver

One or more waivers by any party of any term of the contract will not be construed as a waiver of a subsequent breach of the same or any other term. The consent or approval given by any party with respect to any act by the other party requiring such consent or approval shall not be deemed to waive the need for further consent or approval of any subsequent similar act by such party.

Indemnification and Defense of Suits

The firm agrees to indemnify, hold harmless, and defend the Library, its officers, agents and employees from any and all liability including claims, demands, damages, actions or causes of action, together with any and all losses, costs, or expense, including attorney fees, where such liability is founded upon or grows out of the acts, errors, or omissions of the firm, its employees, agents or subcontractors.

Contract Period

Proposals are binding for 120 days following the solicitation closing date.

Termination of Contract

To be defined in the contract document.

Professional Services Contract

If your proposal is accepted and a contract is issued, then this Request for Proposal and all documents attached hereto including any amendments, the firm's technical and price proposals, and any other written offers/clarifications made by the firm and accepted by the Library, will be incorporated into a contract between the Library and the firm, it shall contain all the terms and conditions agreed on by the parties hereto, and no other agreement regarding the subject matter of this proposal shall be determined to exist or bind any of the parties hereto.

The submission of a proposal shall be considered as a representation that the firm has carefully investigated all conditions, has full knowledge of the scope, nature and quality of work required, and is familiar with all applicable State, Federal and Local regulations that affect, or may at some future date affect the performance of this contract.

Acceptance of this proposal will take place only upon award by the Library Board, execution of the contract by the proper Library staff, and delivery of the fully-executed contract to the firm. Acceptance may be revoked at any time prior to delivery of the fully-executed contract to the successful firm. The contract may be amended only by written agreement between the firm and the Shorewood Public Library.

SELECTION AND EVALUATION

Responsiveness of Proposals

The Library shall only consider those proposals that conform to the material requirement of the Library's request and that are submitted in the proposal format set forth herein. The Library reserves the right to accept or reject any proposal that in its sole discretion does not conform to the terms and conditions as outlined herein. The Shorewood Public Library is appreciative of your time and effort in preparing this proposal.

Public Information Notice

Please note that: All information submitted for review may be subject to the Wisconsin Open Records Law and may be made available upon request by the public. Firms should take care not to provide any confidential information, trade secrets or intellectual property that could be disclosed to the public should an open records request be received by the Library.

INSTRUCTIONS TO VENDORS

Proposal Requirements

The proposal should address the following:

1. Transmittal Information.
 - a. Firm's name, address, telephone number and contact person.
 - b. Firm's confirmation of understanding of the project and commitment to provide the appropriate personnel, equipment and facilities to perform the scope of services as defined in this document.
2. Proposal.
 - a. Addressing details in scope of services, background and project section, deliverables and issues identified above.
 - b. Detailed plan of work, including timeline, for developing the renovation master plan and submitting the deliverables.
 - c. Description of approach to the project, including reasonableness of plan, depth of understanding of Library goals, and working style of primary personnel assigned to the project.
 - d. Description of completed similar work
 - e. Any other details which would provide the Consultant's qualifications for this work
3. Personnel Experience. For each key project team member please submit a BRIEF description of the following:
 - a. Name
 - b. Proposed responsibilities
 - c. Professional registrations
 - d. Description of related past experience, particularly experience of a similar capacity on projects of comparable size and/or scope
4. Detailed cost proposal for developing the renovation master plan and required deliverables.
5. References
 - a. Provide a minimum of three (3) reference for libraries at which the Consultant has done similar or indicative work. Provide names and contact information who can speak of Consultant's work.

- b. Consultant may include recommendations, images, or evaluations from current or previous clients that demonstrate success with similar assignments.
6. Contract
 - a. Please attach a copy of your standard contract for these types of services in the email submitting the proposal.
 7. Insurance
 - a. The proposal must include either a description of the firm’s insurance or a certificate of insurance outlining the firm’s insurance policies which evidence compliance with the requirements noted in the *Terms and Conditions* section of this RFP.

Proposal Evaluation Criteria

A team likely comprised of two Library Board trustees, the Library Director, a Village representative, and one Library staff member will evaluate each proposal. Proposals will be evaluated on the following criteria:

1. Firms experience with similar library projects- references	25 points
2. Qualifications and experience of key personnel	25 points
3. Project approach - reasonableness and understanding	30 points
4. Cost Proposal – reasonableness and completeness	20 points

Submittal Instructions

Proposals will be accepted on or before the deadline. Proposals received after that date and time will be rejected.

1. Please provide (1) digital copy of the proposal via email only to:

Rachel Collins, Library Director
 Email: rachel.collins@mcfls.org

Identify proposal name in subject line of the email: **Shorewood Public Library
 RENOVATION MASTER PLAN**

2. Questions regarding this RFP should only be directed to staff members identified in this RFP via email. Contact with other staff members is grounds for disqualification.

This RFP does not commit the Library to award a contract, to pay any costs incurred in the preparation of a response to this request or to procure or contract for services or supplies. The Library reserves the right to accept or reject any or all proposals received as a result of this request, to waive minor irregularities in the procedure, to negotiate with any qualified source, or to cancel in part or in its entirety, this RFP, if it is in the best interest of the Shorewood Public Library to do so.

Amendments

Amendment of proposals may be done as follows:

By Library: Proposals may be amended by the Library in response to need for further clarification, specifications and/or requirements changes, new opening date, etc. Copies of the amendment will be emailed to prospective firms.

By Firms: Proposals may only be amended after receipt by the Library by submitting a later dated proposal that specifically states that it is amending an earlier proposal. No proposal may be amended after the submission date unless requested by the Library.

Proposals may be withdrawn only in total, and only by a written request to the Library prior to the time and date scheduled for opening of proposals.

Contract Administration

Questions regarding the RFP should be sent via email. The primary contact for contract administration of this proposal:

Rachel Collins, Library Director

Email: rachel.collins@mcfls.org 414-847-2676

In the absence of the primary contact, the secondary contact for contract administration is:

Emily Vieyra, Assistant Director

Email: emily.vieyra@mcfls.org 414-847-2685

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