

CITY OF BRILLION REQUEST FOR QUALIFICATIONS



RFQ# 2020-Library 1

Title: Architectural Services for Brillion Public Library

Submittal Deadline: March 4, 2020

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I. NOTICE TO PROPOSERS

A. Summary

The Brillion Public Library is soliciting proposals from qualified firms for architectural design services to renovate and potentially expand an 11,500 square foot facility. Firms submitting proposals are required to read this Request for Qualifications (RFQ) in its entirety and follow the instructions contained herein.

B. Important Dates

Deliver proposals no later than the due time and date listed below. Late proposals will not be considered.

Issue Date: Monday, January 13
Site Visit Date (Optional): Wednesday, January 22, 1:30 PM CT
Questions Due Date: Friday, January 31, 4:00 PM CT
Answers Posted Date: Friday, February 7, 4:00 PM CT
Due Date: Wednesday, March 4, 4:00 PM CT

C. How to Submit a Proposal

Electronic submissions will be accepted. Should a hardcopy be submitted, it should be submitted in a sealed envelope. Proposals may not exceed twenty, double-sided pages.

Complete and return proposals to: Brillion Public Library
Attn: Library Director
326 N. Main Street
Brillion, WI 54110

All proposal costs are the expense of the proposer. Proposals which are illegible will not be considered.

All proposals must be clearly labeled:

Proposer's Name & Address
RFQ #: 2020-Library1
Title: Architectural Services – Brillion Public Library
Due Date: Wednesday, March 4, 4:00 PM CT

All email correspondence must include RFQ: 2020-Library1 in the subject line.

Proposals must be delivered as instructed. Deliveries to other City departments and/or locations may result in disqualification.

D. Contact Information

The Brillion Public Library is the procuring agency:

Brillion Public Library
Attn: Rachel Hitt
326 N. Main Street
Brillion, WI 54110
Phone: (920) 756-3215
rhitt@mcls.lib.wi.us

E. Inquiries, Clarification, & Exceptions

Proposers are to direct all questions regarding this RFQ via email in Word format to the Library Director, Rachel Hitt, at rhitt@mcls.lib.wi.us by Friday, January 31, 2020 at 4:00 PM CT.

Proposers finding any significant ambiguity, error, conflict, discrepancy, omission, or other deficiency in the RFQ document shall immediately notify the Library and request clarification. In the event that it is necessary to provide additional clarification or revision to the RFQ, the Library will post addenda – see F below. Proposers are strongly encouraged to check for addenda regularly.

Proposals should be as responsive as possible to the provisions stated herein. A prospective vendor may take “exception” to bid terms, conditions, specifications, and dates stated within the bid package. However, the Library reserves the right to disqualify any and all bids submitted which include exceptions, if deemed not in the Library’s best interests.

F. Proposal Distribution & Addenda

The request for proposal, addenda, and any related documents will be posted on the City of Brillion website <https://www.ci.brillion.wi.us/> and the library’s website at <https://www.ci.brillion.wi.us/library> . It is the proposer’s responsibility to regular monitor these websites for any additional documents and postings. Addenda may be used in the event that additional clarification or revision to the RFP is needed. Proposers must acknowledge the receipt of any addenda on the Bid Form. Proposer’s failure to retrieve such addenda and incorporate their appropriate provisions in their response may result in disqualification.

G. Site Visits

As part of this RFP process, proposers are encouraged to visit the library (326 N. Main Street, Brilion WI 54110). An optional site visit will be held on Wednesday, January 22 at 1:30 PM Central Time. Any site visit will be at the proposer’s expense.

H. Acceptance/Rejection/Withdrawl of Proposals

The Library reserves the right to accept or reject any or all proposals submitted, in whole or in part, and to waive any informalities or technicalities, which, at the Library’s discretion, is determined to be in the best interests of the Library. Further, the Library makes no representations that a contract will be awarded to any proposer responding to this request. The Library expressly reserves the right to reject any and all proposals responding to this invitation without indicating and reasons for such rejection(s).

I. Public Records Notice

Proposers are hereby notified that all information submitted in response to this RFP may be made available for public inspection according to the Public Records Law of the State of Wisconsin or other applicable public records laws. Information qualifying as a “trade secret” – defined in State of Wisconsin Statutes – may be held confidential.

Proposers shall separately and clearly identify all information they deem to be “trade secrets,” as defined in the State of Wisconsin Statute. Do not duplicate or co-mingle information deemed confidential and sealed elsewhere in your response.

S. 19.36(5)

(5) TRADE SECRETS. An authority may withhold access to any record or portion of a record containing information qualifying as a trade secret as identified in x. 134.90(1)(c).

S. 134.90(1)(c)

(c) “Trade secret” means information, including a formula, pattern, compilations, program, device, method, technique or process to which all of the following apply:

1. The information derives independent economic value, actual or potential, from not being generally known to, and not being readily ascertainable by proper means by, other persons who can obtain economic value from its disclosure or use.
2. The information is the subject of efforts to maintain its secrecy that are reasonable under the circumstances.

The Library cannot ensure that information will not be subject to release if a request is made under applicable public record laws. The Library cannot consider the following confidential: a bid in its entirety, price bid information, or the entire contents of any resulting contract. The Library will not provide advance notice to proposers prior to release of any requested record.

To the extent permitted by such laws, it is the intention of the Library to withhold the contents of proposals from public view – until such times as competitive or bargaining reasons no longer require non-disclosure, in the Library’s opinion. At that time, all proposals will be available for review in accordance with such laws.

J. Tax Exempt

The City of Brillion as a municipality is exempt from payment of federal excise taxes and State of Wisconsin taxes per Wisconsin statute 77.54(9a). Federal Tax ID #39-1479187 Our tax-exempt number is 036000007461403.

K. Terms of Contract

1. This is a firm-fixed price contract. Firms are required to submit a firm-fixed price for the contract.
2. Approval – the contract must be approved by the Library Board.
3. Term of Contract – The contract shall be executed within **90 days** of receiving a signed contract from the library.
4. Any and all changes to the contract terms shall be evidenced in writing by amending/modifying the contract.
5. Subcontracting Regulations – Successful firm(s) will not be permitted to sublet, sell, transfer, assign, or otherwise dispose of the contract or any portion therein, or its right, title, or interest in, to any person, vendor, or corporation without prior approval by the Library.

L. Cancellation/Termination of Contract

The Library may terminate the contract at any time at its sole discretion by delivering 30 days written notice to the contractor. Upon termination, the agency’s liability will be limited to the cost of the services performed as of the date of termination plus expenses incurred with the prior written approval of the agency. In the event that the contractor terminates the contract, for any reason whatsoever, it will refund to the agency within 30 days of said termination, all payments made hereunder by the agency to the contract for work not completed or not accepted by the agency. Such termination will require written notice to that effect to be delivered by the contractor to the agency not less than 30 days prior to said termination.

M. Insurance and Indemnification

Insurance coverage shall be in place prior to commencing work and shall remain in force until the entire project is completed or for the duration of time that is specified in the contract. A certificate of insurance listing the City of Brillion and Brillion Public Library as additional insureds will be required prior to the commencement of the contract.

N. Evaluation Process and Scoring

Each proposal will be evaluated as described below and assigned an overall score ranking.

Major Criteria Categories	Point Weight
Written Proposal	30
Functional Requirements	30
Cost	30
Reference Check	10
TOTAL	100

Evaluation Committee: The proposals will be evaluated by the evaluation committee. Proposers shall not contact members of the evaluation committee. Violation of the “no contact” rule could result in the disqualification from further consideration for award.

Preliminary Evaluation: Proposals will be initially reviewed to determine if minimum and mandatory requirements have been met. Failure to meet these requirements shall result in the proposal being rejected. In the even that all Proposers do not meet one or more of the minimum or mandatory requirements, the evaluation committee reserves the right to continue the evaluation of the proposals which most closely meet the minimum and mandatory requirements of this RFQ.

Right to Reject Proposals: The evaluation committee reserves the right to reject any and all proposals.

Additional Factors for Proposal Consideration: Failure by the Proposer to provide information clearly and accurately within the submitted documents may be reflected in the evaluators’ scoring results. If it is deemed necessary on behalf of the evaluation committee, the evaluation committee Chair or Library Director may initiate inquiries for the purposes of confirming or verifying proposal information already provided and disseminated for evaluators’ consideration. The evaluation committee may not contact Vendors directly.

Interviews

An interview will be arranged with the three to five vendors whose proposals received the highest average total score. The evaluation committee will make every reasonable attempt for scheduling at a time and location that is agreeable to the Proposer. A Proposer's failure to fulfill or accommodate interview requests from the evaluation committee may result in rejection of that proposal.

If no further criteria was or is to be considered, the evaluation committee will tabulate final scores.

II. SCOPE OF WORK

The Brillion Public Library is requesting proposals for architectural services to conduct a feasibility study to determine options for a library renovation plus a potential expansion. The Library is operated by the Brillion Public Library Board of Trustees. The city owns the property north of the current building to Oak Street.

It is important that our library to be welcoming and accessible to all members of our community. To reach this goal, special care should be made to ensure that the facility is fully ADA accessible from the perception of visitors, which may require exceeding minimum standards.

III. SCOPE OF SERVICES

A. Services Included

The following services are to be included as part of this project proposal:

1. **Core Team Visioning Session:** The consultant will work with a core group of library and community stakeholders in order to establish a shared vision for library services and the facilities required to make that vision possible.
2. **Building Program Review:** The consultant will work with the designated representatives to create space needs assessment, create a preliminary building program, and develop a design with a goal of maximizing benefits to the community while providing the most cost effective and efficient program.
3. **Conceptual Design:** The consultant will develop a minimum of three (3) conceptual design options with enough detail to evaluation the building and site relationships, program functional relationships, floor plans, elevations and cross sections, as well as three-dimensional project massing. One design should provide a design for a potential expansion.
4. **Focus Groups:** The consultant will work with two focus groups to identify needs of the community and the facilities required to provide the desired services.
5. **Community Engagement:** Community engagement in the design process is important and should include at least one public meeting to allow community members to provide feedback.
6. **Cost Estimates and Schedule:** The consultant will prepare a detailed building construction cost estimate and a total project cost estimate for each of the conceptual designs developed. The total project cost estimate will be developed in conjunction with the client and will include all appropriate fees, FF&E, and contingencies, as well as a direct project cost. The consultant will prepare a design schedule.
7. **Develop Renderings:** The consultant will develop a minimum of three (3) sets of renderings based on the selected conceptual design to be used for fundraising and marketing purposes.
8. **Schedule of Payment:** The consultant will provide a schedule of expected payments for the process.

9. **Schematic Design Drawings:** The consultant will prepare a set of schematic design drawings to facilitate meetings with the public and City.

IV. REQUIRED INFORMATION

The following information is **required** to be included in the proposal. Special consideration will be given to proposers that demonstrate public library architectural design and public library building experience. The firm must:

1. Demonstrate and describe experience with public building architecture and design, specifically library design within the last 5 years. This should include project completion date, location, total square footage, and budget.
2. Include any experience in “green building practices.”
3. Describe experience working with library staff and a broad range of residents, including preparing, conducting, and analyzing surveys and facilitating focus groups.
4. Demonstrate experience with space needs assessment and include a description on how the space needs analysis will be conducted for this project.
5. Describe the timeline of the project.
6. Provide a list of team members that would actively participate in the design process and their experience in library design. This should include all necessary personnel and consultants needed to compete the work as listed in the Scope of Services.
7. Provide three (3) to five (5) references which may be contacted by the Library.
8. Include a rate sheet with hourly billing rates.
9. Provide a description and rates for reimbursable expenses.

V. APPENDIX

Appendix A: Bid Form: <https://www.ci.brillion.wi.us/> or <https://www.ci.brillion.wi.us/library>



**Brillion Public Library
Preliminary Design Services
Appendix A: Bid Form**

Description	\$
Lump Sum Base Cost	
Reimbursables (Not to Exceed)	
Additional rendering cost	
Additional Meeting (city or public) cost	
Total	

Acknowledge receipt of Addenda	
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Name: _____

Signature: _____

Date: _____

Thank you for your interest in our project. We're eager to reimagine, renovate, and possibly expand our space!