

RFP 2018-034

Town of Stratford

Request for Proposals for Architectural Services for Interior Renovations

August 24, 2018

Project Background

The Stratford Library's Children's Department is a 4,660 SQ FT space where 15,500 children and caregivers take part in more than 600 programs each year and where 124,967 books and other materials are borrowed annually. The three full time and five part time staff provide services for children and their families (birth through grade 6), in this timeworn room which has not had any significant renovation since it opened in 1981. This project will completely renovate the Children's Department by giving patrons and staff an ADA compliant restroom, creating a larger, more flexible multipurpose storytime/craft space, improving sightlines, creating a modern, functional staff workspace and consolidating storage. The project will also expand floor space overall by relocating base-board heating units.

The current floor plan requires patrons to go down four steps to get to the restroom, and a wheelchair accessible restroom is only available two floors below. Building an ADA compliant family restroom not only brings our building up-to-date, but shows patrons the Library cares about their needs. The present program room is too small, and often ends up being used for storage, while programs are held in the preschool collection area and play space. This renovation will create a consolidated and flexible program and craft space, where programs will be held without disrupting patrons who are browsing the collections or reading. Staff currently share a 270 SQ FT office/workspace, which is proving far too small. In addition, this office and other walled areas block sightlines across the department. By removing as many walls and barriers as possible, resituating the office, and creating a separate workroom, this remodeling will improve patron and staff safety, increase usable floor space, and give staff the functional room they need to provide outstanding service to the public. The Stratford Library has architectural drawings (not for construction) completed in 2016 as part of the early planning for this project.

Project Schedule

Go out to bid for Architect/Project Manager – August 2018

Hire Architect/Project Manager – September 2018

Go out to bid for Builder – November 2018/19

Start construction – January 2019

Project completion – May 2019

These are estimated dates. The Stratford Library Association reserves the right to modify this schedule at any time at its sole discretion.

Project Description

The entire Children's Department will be impacted by this renovation project. Spaces within the Department include:

Staff Office:

The current office is shared by 8 employees and serves as an office, workroom and storage space. The location of this office creates poor sightlines from the service desk to the room entrances. There is

inadequate lockable storage space and personal workspaces are small and inaccessible. The office will be moved to a better position within the open floor plan, and designed with efficient space for work and secure, appropriate storage.

Department Head Office:

The current office has space for one person and cannot be used for private meetings. There is very limited storage space, or space and no sightlines to rest of the department. This office will be moved to its own space, adjacent to the new Staff Office. It will be enlarged and designed with efficient space for work, meetings, and secure, appropriate storage.

Play Area:

The Play Area is rather unstructured with no clear boundaries. Children often end up playing in the picture book stacks. This area will remain in the same physical space, refurnished and designed to be welcoming and safe for preschoolers children to engage in enriching creative play with one another, parents and caregivers.

Program Room & The Craft Area

The Children' Department holds more than 600 programs every year. At the moment, the Program Room is not large enough to hold all the attendees of our popular storytimes. The adjacent Craft Area cannot be combined with the Program Room and it is not visible from the Office and Service Desk areas. There are also no doors on the Program Room and Craft Area, preventing staff from securing the spaces when they are not in use. The Storage spaces in the Craft area are not visible and are awkward to secure. The plan calls for the Program Room, Craft Area and adjacent storage closet to be reconfigured, creating a unified space which can be secured when not in use.

Storage Areas:

Currently, storage areas are scattered around the department and some were created as an afterthought. The plan will create a large, secure storage area, placed adjacent to the Program Room. Secondary storage spaces will be incorporated into the workroom and the offices, with appropriate shelving/cabinetry in each.

Restrooms:

There is no ADA compliant restroom on this floor of the library. Currently there are two child-sized restrooms, located down a flight of stairs, and these are the only restrooms on this floor of the building. Creating an ADA compliant family restroom by utilizing space in the existing Craft Area is essential for our patrons. One of the existing restrooms will be converted to adult height, while the second existing restroom will be converted to a custodial closet.

Collection Areas:

The Children's Department circulates close to 125,000 books, audio, DVDs, games, and educational kits every year. Efficient use of floor space to house collections is essential. By relocating the baseboard heating to the ceiling, more floor space will be created around the perimeter of the room.

Table Seating:

Currently there are only three tables where school-age children can work. Children working on school projects and those working with tutors require space to spread their work and to talk quietly. By rearranging Collection areas and relocating baseboard heating to the ceiling, a quieter space for table seating will be created away from the active program, computer and play areas.

Project Budget (from the Stratford Library Association's State Public Library Construction Grant)

Renovations	\$365,680
Furnishings	\$156,441
Contingency (15%)	\$78,010
Fees (10%)	\$47,280
Bidding & Advertising	\$5,000
Moving & Storage	\$15,000
Total	\$667,411

Requested Scope of Work

Architectural Services to be provided in accordance with AIA Document B102 - 2007 Standard Form of Agreement between Owner and Architect and B201-2007 Standard Form of Architect's Services include:

- Construction Document: Utilize 2016 Architectural Drawings to prepare drawings, specifications and details for construction of the work. Drawings include Architectural, Mechanical, Plumbing and Electrical.
- Competitive Bidding: Assemble bid packages and issue invitation to bid according to requirements of Section 8, Grant Administration Procedures of the Timeline and Guideline Document from the Connecticut State Library Construction Grants. Conduct pre-bid walk-through, respond to Bidder's questions and issue addenda. Publicly open bids, review bids and make recommendations for successful pre-qualified bidder.
- Construction Administration: Review shop drawings, visit site at intervals appropriate to the work, respond to questions from Contractor, issue clarifications and change orders as required, review contractor's applications for payment, conduct job meetings, prepare meeting notes.
- Schematic Design: Research and select appropriate furniture, window treatments, furnishings and equipment in loose format and review with Owner. Provide alternate selections where required. Prepare preliminary budget.
- Design Development: Present final furniture, furnishings and equipment selections in finished format on boards with fabrics and finishes indicated.
- Contract Documents: Prepare furniture plans and specifications as necessary to obtain competitive bids from vendors and contractors.
- Contract Administration: Review bids and assist Owner in reward of contracts. Visit site to check on installation of furniture. Create punch list of any defective items. Approve application for payments. Close out projects.
- Other deliverables to be negotiated with the successful candidate.

Pre-Proposal Meeting

A mandatory meeting will be held at the library on Tuesday, September 4, 2018 at 11:00 AM to present the project and allow proposers to see existing conditions of the space to be remodeled. Proposals from firms that do not attend the meeting will not be considered.

Proposal Requirements

1. Provide the following information:

- Name of firm

- Complete address
- Contact person
- Telephone number
- Fax number
- Website
- E-mail address

2. Provide a General Statement of Qualifications that responds to the project background, project description, and scope of work information given above.

3. Personnel

- List the professional and support positions and number of personnel in each position.
- Provide an organizational chart, including resumes of all personnel who would be committed to this project. Provide specific information as to their experience on projects similar to this one. For the project architects identified as part of the project team, provide the name and phone number of two clients with whom the architect has worked on a similar building project.
- List professional consultants outside your firm whom you propose would provide services not available in your firm. Provide specific information documenting their work on similar projects.

4. Library Buildings

- Submit a list of all library-related projects your firm currently has in progress and the status of each.
- For your last three library projects, provide the following:
 - Name of project
 - Client contact
 - Owner's total initial budget
 - Total project cost
 - Number of change orders
 - Total cost of change orders
 - Date of bid
 - Scheduled completion date
 - Actual completion date
- Describe the exceptional features of library buildings designed by your firm.
- Explain your firm's expertise with library buildings

5. Special Design Concerns

- Explain how your firm ensures compliance with the Americans with Disabilities Act (ADA). Provide examples.
- Efficient energy usage is a concern of the Library. Describe how your firm incorporates this aspect of design into its work. Provide examples.

6. Architectural/Engineering Service

- Provide information on your current workload and how you would accommodate this project.
- Describe in detail the process you would follow from schematic approval through approval of the final design.

- Outline the schedule you would implement to meet the expected construction and occupancy dates. Describe the methods you would use to maintain this schedule.
- Describe your method for consensus building, including your role, the methodology employed, the outcome, and a contact person for a recent project where you employed this method.
- Describe the types of problems you have encountered on similar projects, and explain what you did to resolve the problems and what you would do differently to avoid such problems on future projects.
- Describe how your firm can add value to this project and the process and include examples of situations from comparable projects where the owner realized tangible value.

7. Construction Costs

- Describe cost control methods you use and how you establish cost estimates. Include information on determining costs associated with construction in existing facilities.
- List the steps in your standard change order procedure.

8. Legal Concerns

- Explain the circumstances and outcome of any litigation, arbitration, or claims filed against your company by a client or any of the same you have filed against a client.
- Explain your General Liability Insurance coverage.
- Explain your Professional Liability Insurance coverage.

9. Fees

- Provide information on your preliminary fee structure based on the scope indicated above, including anticipated reimbursable costs.
- Submit a schedule of hourly rates by employee classification, including terms and rates of overtime for additional work if requested.

Proposals are to be submitted (SIX COPIES) in a sealed envelope/box and clearly marked with the bid number and description on the outside of the envelope, including all outer packaging (DHL, FedEx, UPS, etc).

Proposals must be delivered to:

**Purchasing Department
Stratford Town Hall — Rm 202
2725 Main Street
Stratford, CT 06615**

Bids should be received no later than 11:00 a.m. on September 24, 2018.

Questions regarding this RFP should be directed to Library Director Sheri Szymanski at 203-385-4166 or by email at sszymanski@stratfordlibrary.org

Conditions

- **Taxes:** The Town of Stratford is exempt from all State and Federal taxes. Do not include these amounts in your quotation.

- **Addendums:** All addendums will be posted on the town website www.townofstratford.com. It is the responsibility of the bidder to check the website for any addendums before submitting their bid.
- **Conflict of Interest:** No public official or employee shall, while serving as such, have any financial interest or engage in any business, employment, transaction or professional activity or incur any obligation of any nature which is in substantial conflict with the proper discharge of his/her duties or employment in the public interest.

Reservations

The Town of Stratford may consider informal any proposal not prepared and submitted to the Town in accordance with the provisions herein stated. The Town of Stratford reserves the right to reject any or all proposals or parts of proposals; to waive defects in same proposals; or to accept any proposal or part thereof deemed to be in the best interests of the Town of Stratford.

Evaluation Criteria

Will include, but is not limited to:

- Overall firm experience
- Relevant project experience
- CT State Library Grant funded project experience
- Town of Stratford/Stratford Library project experience
- References
- Fee proposal