



Inkster Public Library
Request for Proposals
Architect Professional Services
April 7, 2016
RFP# 2016-01

OVERVIEW

The goal of the Inkster Library Board (“Board”) is to build a new library within the city of Inkster. The Board is seeking a firm to provide architectural, designing, and engineering services. It is the Board’s expectation that the architectural firm will assist the Board in determining if the Inkster Library (“Library”) has the means and the funding to build a new library building. Other services may include monitoring preconstruction and construction activities and other related services for building a new library if the funding is available. It is the intent of this Request for Proposal ("RFP") to have the successful firm enter into a Professional Services Contract with the Library to provide services as outlined herein.

BACKGROUND

The Library is currently located on Inkster Road just north of Michigan Avenue in the heart of the downtown area of the city of Inkster (“City”). Inkster is a small city that is approximately 6 square miles and has a population of roughly 25,000 residents. The Inkster Library Board is an independent 6-member elected body tasked with overseeing the Library. The current library building was built in 1960 and it is roughly 6,000 square feet in size. The building is owned by the City. There are a number of maintenance and repair issues, and the building is not large enough to provide the level of services that Inkster residents deserve and expect of a library. The Inkster Library is a class 4 library and the average size of a class 4 library is approximately 12,500 square feet. A larger facility is needed and the goal, if the funding is available, is to expand by at least twice the size of the current building. In addition, the city of Inkster is attempting to sell a number of properties that it owns including the library building. The Board has retained a real estate firm with the intent of purchasing property for a new library within City limits.

PROPOSAL OVERVIEW

The following information must accompany a proposal:

Provide a cover letter signed by a principal of the proposer indicating the firm's interest in representing the Library in designing a new library building in the City of Inkster. The cover letter should be signed by a principal of the proposer and verify that the principal has the authority to sign and bind the proposer entity to the proposal. The proposal must include Attachment 1 fully completed. The information to be provided should include the following:

1. List the number of years the firm has been in business along with a description of the firm including size, office location(s), and range of professional services.

2. The number of professional staff to be assigned along with their title, responsibilities, and a brief resume for each key person listed. Please provide a copy of the architectural and engineering licenses in the State of Michigan for each key professional staff that will be assigned to this project.
3. Identify the firm's principal contact and contact information.
4. Describe the firm's experience in pertinent architectural and design projects.
5. The firm should list and describe any prior or ongoing engagements or professional relationships that would constitute a potential conflict of interest, together with a statement explaining why such relationships do not constitute a conflict of interest relative to performing the proposed project.
6. Fee schedule:
 - a. State your proposed method of compensation for designing the new library building and monitoring construction activities.
 - b. State any other costs the Library may anticipate relating to the architectural, engineering and design services to be provided.
 - c. The quoted fees shall be valid for a minimum of one year.
7. Provide a list of three (3) references. Include name, title, and contact information for each reference along with a brief description of the specific services provided.

GENERAL INSTRUCTIONS

1. Two (2) copies of the proposal must be submitted in a sealed envelope marked "Architectural and Design Services" to the attention of Michael Wells (Board President), Inkster Public Library, 2005 Inkster Road, Inkster, MI 48141 on or before 4:00 p.m. on Thursday, May 5, 2016. Proposers are responsible for timely receipt of their proposals. Late proposals may or may not be considered by the Board in its sole discretion.
2. To be considered, firms must submit a complete response to the items requested in this RFP. Firms not responding to items requested in the RFP or indicating exceptions to such items may have their submission rejected.
3. The Library reserves the right to reject any and all proposals, or any parts thereof, or to waive any informality or defect in any bid if it is in the best interest of the Library. Responses to this RFP are considered public information and are subject to discovery under the Freedom of Information Act. The Library may use information contained in any proposal whether or not the specific proposal is accepted or rejected.
4. Respondents are responsible for their own expenses in preparing, delivering, or presenting a proposal and for subsequent negotiations with the Library, if any.
5. All questions may be directed to Michael Wells at mwells@inksterlibrary.org.

SCOPE OF SERVICES

The successful firm shall provide the following:

1. Design of a new library building.
2. Develop architectural, design and construction drawings, plans, specifications, and concept drawings.
3. Provide estimates regarding architectural, construction, and other related project costs.

4. Provide an estimated timeline from the start to completion of the project. This should include various phases of the project and a timeline to complete each phase.
5. Advise regarding construction bid soliciting and accepting.
6. Monitor preconstruction and construction activities and progress.
7. Consult with the Library regarding all of the foregoing.
8. Meet with Library officials regarding design and construction of the new building.
9. Any other services needed for a new building and not listed in this RFP should be included in the firm's proposal.

REQUIREMENTS

Respondents to the RFP shall have the following qualifications:

1. Must be licensed and in good standing with the State of Michigan.
2. Must be insured. All required insurance policies shall be issued by reputable insurance companies duly authorized to engage in the insurance business in the state of Michigan.

The firm must have the following liability insurances:

- a. Workers Compensation and employment liability (minimum statutory requirements)
 - b. Commercial general liability \$1,000,000 each occurrence and \$2,000,000 products/completed operations
 - c. Automobile liability coverage for hired and non-owned vehicles with personal and property protection
 - d. Professional liability \$1,000,000 minimum (recommend \$5,000,000)
3. Must have an excellent reputation in the architectural community.
 4. Must be knowledgeable in the design and architectural market and should have experience in library design.
 5. Must have excellent financial character.
 6. Must at all times comply with all local, state and federal codes, regulations, statutes and laws, including non-discrimination, safety, environmental and anti-terrorism.

CONTRACT

The selected firm will be required to enter into a Professional Services Contract. If the terms and conditions of the Professional Services Contract are mutually agreed upon it will be enforced subject to Board approval. The contract shall include the terms of Attachment 1. The contract period for the successful firm will be one (1) year from date of award. The contract may be renewed for additional terms upon satisfactory performance and at a negotiated rate agreed to in writing by both the firm and the Board. Alternate contract periods may be considered.

EVALUATION AND AWARD PROCESS

Proposals shall be opened at the Library after the deadline for submission of proposals. Issuance of this RFP and receipt of proposals does not commit the Library to award a contract. The Library reserves the right to postpone receipt date, to accept or reject any or all proposals received in response to this RFP, or to negotiate with any of the firms submitting a RFP, or to cancel all or any part of this RFP.

Selection of a firm will be made on the following criteria:

1. Ability of contractor to meet or exceed the requirements defined in this RFP.
2. Experience, qualifications, and references
3. Knowledge of local market
4. Reputation
5. Fee schedule

Firms submitting a proposal in response to this RFP may be required to give an oral presentation of their proposal. The Library may request additional information from anyone submitting a proposal. Interviews are optional and may or may not be conducted. If an interview is conducted it is essential that the principal contact person for the architectural/design firm be present and participate in the interview process.

RIGHT TO REFUSE

The Library has the authority to reject any and all proposals, and to accept or recommend the acceptance of other than the lowest responsive proposals when the public interest is served and such action is in the best interests of the Library.

NON-DISCRIMINATION

The Library does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include, but are not limited to, hiring and firing of staff, selection of volunteers and vendors, and provision of services. We are committed to providing an inclusive and welcoming environment for all members of our staff, clients, volunteers, subcontractors, and vendors.