



FACILITIES MASTER PLAN REQUEST FOR PROPOSAL

Cass District Library is seeking proposals from responsive and capable architectural/space planning consultants for the development of a Facilities Master Plan addressing library and the broader communities' educational, cultural, and historic needs for the next 20 years. The Library recognizes that as our public face in the community, each branch should reflect the same level of quality as the services provided. The branches named in this RFP represent a different era in library services and lack the amenities found in libraries built recently. The purpose of this Facilities Master Plan is to aid future decisions about the size, location, design and function of library branches so that over time, all facilities may equitably and effectively serve their communities.

The Library wants to explore modernization of its facilities to assure the ability to accommodate the growing and evolving service, program, facility, and technology needs of its patrons. This plan will be used to inform capital improvements creating up-to-date, comfortable, inviting, branches with choices for public and private spaces for reading, studying, working, playing, and coming together collaboratively.

The plan is to include a thorough study of space utilization, identify long-term maintenance issues and capital improvements, and must include cost estimates for maintenance issues, remodeling, and possible expansion of 3 distinct library properties including:

Main Library: 319 M62, Cassopolis, Michigan 49031

Howard Branch Library: 2341 Yankee Street, Niles, Michigan 49120

Edwardsburg Branch Library: 26745 Church Street, Edwardsburg, Michigan 49112

Background

Cass District Library and its Board of Trustees exist by virtue of the provision of P.A. 24 of 1989 of the Laws of the State of Michigan and exercises the powers and authority and assumes the responsibilities delegated to it under said statute.

All management and control of the Library District is vested in a Board of Trustees consisting of 8 Trustees; 4 appointed by the Cass County Commission and 4 appointed by various townships. Trustees serve staggered four year-terms. The District serves 38,000 residents in 12 townships (Volinia, Pokagon, LaGrange, Penn, Newberg, Howard, Jefferson, Calvin, Porter, Milton, Ontwa, Mason) and the Village of Edwardsburg. The District currently consists of five branch locations in Cassopolis, Edwardsburg, and Niles.

The Board of Trustees appoints a qualified Librarian who holds the office of chief executive and administrative officer ("Director") of the Library District and serves at the Board's pleasure.

Scope of Work

Prepare a Master Plan to address the current and future needs of the Library for space utilization, long term maintenance issues, and capital improvements to serve the Library for the next 20 years.

1. Conduct a space needs and workflow analysis of each existing facility to determine optimal use of physical space to meet the Library's service and collection needs. Analysis should include furniture, fixtures, and equipment.
2. Conduct a facility condition analysis with focus on distinct building systems including but not limited to:
 - Site including grounds, utilities and paving systems
 - Exterior Structure including roofs, walls, window systems, exterior doors and structural components
 - Interior Structure including walls, doors, floors and ceilings
 - Life/Fire Safety including fire protection
 - Heating, Ventilation, and Air Conditioning
 - Plumbing
 - Electrical, including backup power systems and uninterrupted power systems
 - Fixed Equipment
 - ADA and code compliance
3. Determine options for possible future expansion at Edwardsburg Branch utilizing existing property or vertical expansion. A complete architectural study was completed in 2008 for this branch and included a large addition. The project was not executed due to the recession. The selected firm will be given the plans for reference. The Library is not committed to the 2008 plan and would like to explore all feasible options.
4. Develop these recommendations with cost estimates.

Required Qualifications

Given the scope of the project, the Library is seeking a consultant experienced in providing the services outlined above. The consultant will have:

- In-depth knowledge of traditional, current and developing library services and resources.
- A clear sense of where new technologies are headed and their potential applications in a library setting.
- An ability to work with diverse groups of people representing varied points of view.
- Demonstrated knowledge of library operations, research, statistical analysis, and experience integrating findings in planning documents.

- Demonstrated professional experience and knowledge of space planning as a functionality in libraries.
- A proven track record in meeting deadlines and achieving positive results with other public library projects.

Evaluation Criteria

A firm will be chosen on the basis of its ability to best meet the overall expectations of the Library. The Board will be the judge of which proposal will offer the greatest benefit. Factors relevant to the Board's evaluation include:

- A. Responsiveness and completeness of the proposal.
- B. Experience and Qualifications: Demonstrated knowledge of planning, management, and evaluation skills and experience in using them.
- C. Technical Quality and Methodology: Approach to organizing and managing the project, and ability to document information and recommendations in a clear written format.
- D. Understanding of the project's objectives and scope.
- E. Ability to Communicate: Ability to build consensus with staff & Board.
- F. Experience in public library planning and/or building projects.
- G. References: Examples of completed consulting projects. Satisfaction of former clients.
- H. Project Management: Overall ability to accomplish a project of this nature within the proposed time schedule.
- I. Fee Structure: Proposed fee structure.

Selection Process

The Board will review and evaluate the proposal, as well as check references. The Board will make a selection, followed by negotiating a contract.

In determining the best Proposal, the Library Board may consider all factors including but not limited to the capacity and capability to perform the work in question; past experiences with references for comparable work; location of the firm; and the reasonableness of the fee for the type of work required.

The Library reserves the right to accept a proposal, reject any and all proposals at its sole discretion, and waive or modify any provisions of this RFP. Firms may be asked to interview with the Library Board to convey their ability to meet the outlined expectations.

The successful firm is expected to enter into a written contract with Cass District Library. Approval of a final contract between the Library and firm, pursuant to this RFP, is subject to approval by the Library Board. The successful firm would be expected to commence the services in January of 2021 and present the completed study by April 30th, 2021.

Submission

Proposals are due no later than 4:00 pm on December 4th, 2020. Proposals may be submitted in person, by mail, or by email as a PDF (files may not be password-protected or copy-protected) to:

Barbara Gordon, Library Director
Cass District Library
319 M62
Cassopolis, MI 49031

1. To preserve the integrity of the selection process, questions regarding this Request for Proposal should only be directed to Barbara Gordon, Library Director. Please contact Ms. Gordon at bgordon@cass.lib.mi.us or 269-357-7822 ext. 101. All questions must be submitted by November 27th, 2020.
2. Any changes to the RFP will be posted on the Library's website no later than November 13th, 2020. Firms are responsible for checking the Library's website to ensure accuracy and most up to date information.
3. Non-mandatory pre-proposal informational meetings and site tours will be held to provide firms an opportunity to familiarize themselves with the facilities. Attendance is not a prerequisite for submitting a proposal, though firms who intend to submit a proposal are encouraged to attend. The schedule is as follows:
 - a. Main Branch, November 4th, 2020 at 10am.
 - b. Edwardsburg Branch, November 5th, 2020 at 10am.
 - c. Howard Branch, November 5th, 2020 at 11:30 am.
4. The Library is not liable for any costs incurred by any firm in connection with this RFP.
5. The Library District reserves the right to reject any all proposals and to waive formalities in the best interest of the Library District. All proposals submitted shall be binding for 90 calendar days.
6. Submittals will not be opened in a public forum
7. Fax proposals will not be accepted. It is the respondent's responsibility to ensure proposals are received by the deadline.
8. Proposals received after the deadline will not be considered. All submissions will receive an acknowledgement within 48 hours.

Proposals must include the following information and in this order:

Capacity to Perform Work

1. Cover letter noting the name, address, email, phone and fax number, website address, key contact person.
2. Number of years in business.
3. Narrative on your understanding of the project and your approach.

4. Work plan detailing the main elements of your work.
5. Timeline for project and completion date.
6. Resources at hand to perform the work.
7. Total fee including out-of-pocket expenses.
8. Outline of payment requirements.

Personnel

1. List the principals in your organization.
2. Identify and provide the resumes of the project manager and key personnel who would be assigned to this project, including an organizational chart.
3. Additional consultants you propose to hire to supplement your firm's basic services. Please provide their names and relevant experience.

Experience and References

1. Identify and designate three to five completed public library or similar projects that the project team members have done individually or collectively within the past ten years and which best represent the present skills of the project team members to develop a Master Plan.
 - a. Name and address of client.
 - b. Name, telephone number, and email address of contact person.
 - c. Summary of project or plan, including year completed and cost.
2. Discuss your team's experience with master plans for public facilities such as libraries.

Other

Discuss any other firm characteristics which your firm believes should be considered by the Library.

Conflict of Interest

If the proposer believes that a conflict of interest may arise, describe the nature of the conflict and the proposed resolution of the conflict. Further, please describe whether the firm or any of its employees has any interests or relationships which might conflict with or compromise the expectations of the Library District in providing the services set forth in this Request for Proposals.

Financial Interest

Please disclose any professional or personal financial interests which could be a possible conflict of interest in contracting to perform services for the Library.