

REQUEST FOR PROPOSAL ARCHITECTURAL DESIGN SERVICES - EDWARDSBURG BRANCH LIBRARY

Cass District Library is seeking proposals from creative, experienced, and community minded architects for the design of a new Edwardsburg Branch Library. In 2021, CDL hired Intersect Studio (Kalamazoo, Michigan), who teamed with Bialosky (Cleveland, Ohio) to develop a comprehensive Facilities Master Plan to serve the district over the next 20 years. The Facilities Master Plan examined the various communities within the Library's service district and provided a roadmap to inform capital improvements at three branches.

Of the three branches studied, the Edwardsburg Branch was determined to be of top priority due to ongoing structural concerns and major deficiencies in size and function. In order to secure funding to begin work on the project, the Board voted to levy a new millage to address the annual loss in tax revenue due to the Headlee Amendment. The Headlee override passed in August of 2022, securing an additional \$215,000 per year in additional revenues for the Library. Fundraising will also be a critical component of this project.

Description of Cass District Library

Founded in 1993, 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 exercise the powers and authority and assume the responsibilities delegated to it under said statute. The Library is funded primarily through a 0.75 millage in perpetuity.

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). 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

With the success of the recent millage, the Library Board voted in August of 2022 to purchase 5 acres of wooded, undeveloped land on US 12 in the Village of Edwardsburg for a new Edwardsburg Branch Library to be constructed, meaning the current branch and its location will not be included in this project. The closing date for this real estate transaction is November 1st.

Following the recommendations of the Facilities Master Plan, the project is to include the design, construction, and completion of a new, single-story, 9,000 square foot library. The selected firm must analyze detailed information regarding the physical site and anticipated traffic patterns. The selected firm will be responsible for coordinating the design, selection, and implementation of fixtures, furnishings, AV and technology, and branding and signage. The estimated construction budget for the project is \$3,700,000.

The Library is focused on modernized facilities, capable of accommodating evolving service and technology needs while creating comfortable, innovative, and inspiring spaces. Patrons should have choices for public and private areas for reading, studying, working, playing, and coming together collaboratively.

Community input should be a foundational part of the design process and the hired firm will be expected to take a creative approach to community and stakeholder engagement. The Library is also interested in working with a firm who can develop and guide a marketing plan for the entirety of the project.

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.
- Significant experience conducting focus groups, community surveys, and other methodologies to ensure that all design decisions are rooted in community and stakeholder aspirations.
- 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.
- Expertise in building efficiency, accessibility, and sustainability.
- A proven track record in meeting deadlines and achieving positive results.

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, and community members.
- 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 no later than January 2023.

Submission

Proposals are due no later than 4:00 pm on October 31st, 2022. Proposals must be submitted electronically, in PDF format. Firms may email direct links to proposals for download, may attach proposals directly to email, or can deliver a flash drive with the appropriate files. Files may not be password-protected or copy-protected.

Barbara Gordon, Library Director
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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 October 20th, 2022.
2. Any changes to the RFP will be posted on the Library's website no later than October 21st. Firms are responsible for checking the Library's website to ensure accuracy and most up to date information.
3. The Library is not liable for any costs incurred by any firm in connection with this RFP.
4. 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.
5. Submittals will not be opened in a public forum.
6. Proposals received after the deadline will not be considered. All submissions will receive an acknowledgment within 48 hours.

Proposals must include the following information:

Fixed Fee Information

Please include fee information for programming, schematic design, and stakeholder engagement. Proposals should also include an anticipated fee range to cover architectural services for all other phases (i.e. civil, structural, mechanical, plumbing, electrical, low voltage documentation). Final fees and final contract to be executed following schematic design and alignment of project scope and budget.

Capacity to Perform Work

1. The name, address, email, phone number, website address, key contact person, and number of years in business.
2. Narrative on your understanding of the project and your design approach and explanation as to why your team is the most qualified firm for this project.
3. Work plan detailing the main elements of your work.
4. Timeline for project including design deliverable dates.
5. Resources at hand to perform the work.
6. Describe how scheduling will be managed and the procedures used by your firm to manage construction timelines.

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 design a new library building to meet current needs and anticipated changes in future needs.
 - 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.

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.