

Section I
General Information

A. OBJECTIVE

The purpose of this Request for Proposal (RFP) is to select a firm to provide services for:

The Harrison Township Public Library Shipping Container
Study Pods Project

B. PROJECT GOALS

Convert 2 shipping containers (20' x 40' x 8'6") into quiet study space and meeting space attached to the current structure per the schematic plans.

C. ISSUING OFFICE

This RFP is issued by the Harrison Township Public Library. All correspondence regarding this RFP must be addressed to:

Melissa Goins, Library Director
Harrison Township Public Library
38255 L'Anse Creuse, Ste. A
Harrison Township, MI 48045
Email: director@htlibrary.org

D. ADDITIONAL INFORMATION

- a. Drawings and reports relevant to this RFP are attached and herein.
- b. Site review is available by appointment with the library director.

E. PROPOSALS

Seven (7) hard copies and a digital version of the proposal shall be submitted. The information included therein should be as concise as possible. Proposal fees (7 copies) shall be submitted in a separate sealed envelope at the same time and clearly marked on the face of the envelope "**Fee Proposal for Shipping Container Project.**"

To be considered, each firm must submit a response to this RFP using the general format provided in Section III. No other distribution of proposals is to be made by the submitter. The proposal must be signed in ink by an official authorized to bind the submitter to its provisions and who is also authorized to negotiate the final scope of work and fees for inclusion in the Professional Services Agreement with the HTPL.

Each proposal must remain valid for at least ninety days from the due date of this RFP.

F. SELECTION CRITERIA

Response to this RFP will be evaluated using subjective evaluation criteria shown Section III. The evaluation and interviews will be conducted by a Committee appointed by the Library Board including the Library Director.

The committee will review the proposals and determine which firms they would like to interview. During the interviews, the selected firms will be given the opportunity to discuss their qualifications, experience, project vision, and work plan.

The fee proposals will not be reviewed until after the interview process is complete. The initial evaluation process will be to evaluate each firm and rank them accordingly. After the Committee has selected the finalist the Committee will then review the fee proposals. The Committee may request one or more of the firms return for a second interview to discuss the proposal in detail.

G. CHANGES IN THE RFP

Should any prospective proposer be in doubt as to the true meaning of any portion of this RFP, or should the proposer find any ambiguity, inconsistency, or omission therein, the proposer must make a written request for an official interpretation or correction. **Such requests must be received by the issuing office by 2:00pm on June 30, 2023. Email information to director@htlibrary.org**

Such interpretation or correction, as well as any additional RFP provisions that the HTPL may decide to include, will be made only as an official

addendum posted to MITN. Any addendum issued by the HTPL will become part of the RFP and will be incorporated in the proposal.

H. SEALED PROPOSAL RECEIPT

All proposals must be received by the HTPL on or before 10:30 a.m., Monday, July 10, 2023. The proposal shall be clearly marked on the exterior of the package - **Shipping Container Study Pod Proposal**. Proposers are responsible for the timely receipt of their proposal. **Late proposals will not be considered.**

I. CONTRACT

The HTPL requests the selected firm to provide the necessary design and build contract for professional services. HTPL reserves the right to make suggested amendments as needed prior to signing the agreement.

The HTPL reserves the right to award the total proposal, to reject any and all proposals in whole or in part, and to waive any informality or technical defect if, in the HTPL's sole judgment, it is in the best interest of HTPL to do so.

J. COST LIABILITY

The HTPL assumes no responsibility or liability for costs incurred by the proposer prior to the execution of the Professional Services Agreement. The cost liability of the HTPL is limited to that which is outlined in the Agreement.

K. SCHEDULE

A partial schedule is outlined in Section V, Attachment "B". The proposal shall further define an appropriate schedule in accordance with the requirements of the Proposed Work Plan in Section III. The proposal shall include reviewing the existing building systems and account for the replacement of any such system if beyond its life expectancy or non-compatibility with the proposed plans. The final schedule will be negotiated based on the final scope of work and work plan agreed to by the HTPL and the selected firm.

Section II Project Description

The library is located at 38255 L'Anse Creuse, Ste. A, Harrison Township, MI 48045. The facility is a single story structure attached to the township's Floyd Rosso Hall and occupies approximately 3900 square feet. The HTPL requests the proposers to review the approved Schematic Plans and proposal fee to complete the project through Design Development, Construction Documents, Bidding and Award, and Construction Administration. The fees shall include Phasing of the project in order to keep the library open as much as possible during the project.

The total budget available including fees (include an allowance for all the softs costs) administration, construction management, furniture, finishes, and equipment totaling \$175,000.

The goal of this RFP is to contract for the required architectural and other professional services to complete the entire design and construction process, inclusive of actual construction management. Modifications to the existing building necessitated by the project are to be included in this work, including design and construction of a double shipping container addition to the library, attaching the units to the existing building, foundation, roof, flooring, doors, windows, insulation, furniture, electrical, network cabling, fire suppression, connecting ductwork to existing structure, noise management to create a quiet study environment, moving and placement of various furniture, moving shelves and library materials, and relocation of the memorial pavers garden, bike rack, picnic table, bicycle maintenance station, and address wheelchair accessibility to Rosso Hall. The essential elements of the project are:

- Using the attached Schematic Design Plans to complete the Design Development and Construction Document drawings.
- Provide all necessary construction documents, assistance during bidding, and bid analysis for the HTPL
- Obtain any required regulatory agency approvals
- Provide typical architectural construction phase services including shop drawing review, design clarification, change order review, site visits, and the like, excluding only comprehensive project management, full time inspection, and testing.

Section III Selection Process

A. PROFESSIONAL QUALIFICATIONS

1. State the full name and address of your organization and, if applicable, the branch office or other subordinate element that will perform, or assist in performing, the work hereunder. Indicate whether it operates as an individual, partnership, or corporation, and, if a corporation, include the state in which it is incorporated. If appropriate, indicate whether it is licensed to operate in the State of Michigan.
2. Name the key executive and professional personnel by skill and qualification that will be employed in the work. Show where these personnel will be physically located during the time they are engaged in the work. Identify all individuals who will do the work on this project by name and title. Resumes or qualifications are required for proposed project personnel who will be assigned to the project, whether employed by the proposer directly or by sub-consultants.
3. State the history of the firm, in terms of length of existence, types of services provided, etc. Identify the technical details which make the firm uniquely qualified for this work.

B. PAST INVOLVEMENT WITH SIMILAR PROJECTS

1. "Similar projects" are New Libraries, Library Renovation Projects, Library Additions, or Shipping Container Projects with operational requirements similar in type to this facility. The written proposal must include a list of specific experience in the project area and indicate proven ability in successfully completing similar projects for both the firm and the individuals to be involved in the project. The proposal should also indicate the demonstrated ability to have similar projects completed within budget. A summary of related projects with the original deadline and cost estimate versus the actual completion date and final cost is appropriate with this section. A complete list of client references must be provided for similar projects recently completed. Please include the client's name, address, telephone number and e-mail address, project title, and contact person. A

discussion of any innovative technology you have employed in similar projects is also appropriate in this section and is strongly encouraged.

C. PROPOSED WORK PLAN

A detailed work plan is to be presented which lists all tasks determined to be necessary to accomplish the work of the project. The work plan must include, but not be limited to, the objectives/tasks listed in Section II of the RFP. The work plan should define resources needed for each task (by title and person-hours) for staff completing each project element task. In addition, the work plan should include a detailed timeline schedule depicting the sequence and duration of tasks showing how the work will be organized and executed.

The work plan must be sufficiently detailed and clear to identify the progress milestones, i.e., when project elements, measures, and deliverables are to be completed. Any additional project tasks or elements recommended by the proposer should be included in the work plan and identified as proposer-suggested elements.

Identify anyone to whom work will be subcontracted to assist you with this project, and the extent of work for which they will be responsible. Similar reference data for subcontractors and employees as requested above for the main proposer may be required.

Please include any other information that you believe to be pertinent but not specifically asked for elsewhere.

D. FEE PROPOSAL

Proposal fees (seven copies) must be submitted in a separate sealed envelope at the same time as the main proposal. These have to include the names, titles, hourly rates, overhead factors, and any other details by which the overall and project element costs have been determined. The fee quotation is to relate in detail to each item of the proposed work plan, including proposer-suggested project elements and contingencies, if any. Consultants should be capable of justifying (during the interview) the details

of the fee proposal relative to personnel costs, overhead, how the overhead rate is derived, material, and time.

The fee proposed must include the total estimated cost for the project when it is 100% completed. This total may be adjusted after negotiations with the HTPL and prior to signing a formal contract.

E. INTERVIEW - July 18, 2023 is the proposed date for interviews of the selected firms.

The Committee will evaluate each proposal by the above criteria A through C. The Committee will choose how many of the firms they would like to interview based on their review of the proposals. References will be contacted to verify material submitted by the proposers.

The selected firms will be given the opportunity to further discuss their qualifications, experience, work plan, and fee proposal in more detail. The Committee will be particularly interested in the creativity and imagination demonstrated on past, similar projects by the individuals proposed for this project. The Committee will also be interested in learning how the proposer will create a design that will satisfy our wants and needs as clients. Each firm selected to be interviewed will be given one hour to present. The format of the interview should be approximately one-half hour to present the firm's experience and approximately one-half hour for questions and answers. The consultant's interview committee should consist of no more than five representatives of their project team, including the person who will be project manager for this contract. Audiovisuals aids may be used during the interviews. The interview room has a large monitor that can be connected to your laptop. Following the interviews, the Committee will choose the firm it feels is best able to complete this project. The proposal will then be presented to the HTPL Library Board and Harrison Township Board of Trustees for approval.

SECTION V

Attachment "A"

Proposed Schedule

The Harrison Township Public Library Shipping Container Study Pods Project

July 10, 2023	Request for Proposals Due
July 18, 2023	Interviews of Architects and Recommendation
Aug 21 - Aug 28	Library Board Review, Township Board Review, and Award of Arch Service Contract
Sept '23 - Oct '23	Construction Documents
Oct '23 – Nov '23	Demolition, relocate obstructions, and clear area for addition
Oct '23 - Early '24	Subcontractor bids and project construction
Spring 2024	Anticipated project completion

* The Proposed Schedule is not intended to be part of this contract*