



*Buchanan District Library
128 E. Front Street
Buchanan, MI 49107
269-695-3681*

Request for Proposals

for

Buchanan District Library Interior Second-Floor Expansion

3/6/2024

Requestor: Buchanan District Library Board of Trustees

Contact: Meg Paulette Perez, Library Director

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PROJECT INTRODUCTION

Project Name: Buchanan District Library Interior Second-Floor Expansion

The Buchanan District Library Board of Trustees (the Library) is soliciting and accepting Statements of Qualification and Proposal from interested and qualified firms for providing design-build construction services for the Buchanan District Library Interior Second-Floor Expansion (hereafter referred to as the PROJECT).

1.1 Scope

In accordance with the terms and conditions of the Contract, the Design-Build Contractor (DBC) shall perform the work of this Project for the Library as described below.

The DBC Team is responsible for providing all design and construction services required for the project inclusive of, but not limited to, the following: architectural, electrical, structural, mechanical, plumbing, and any other required specialty.

1.2 Location

This project is located at 128 E. Front Street, Buchanan, MI 49107.

1.3 Description

Project is for the design and construction of a Community Room, the renovation of existing (but nonfunctioning) bathrooms (approximately 3,500 square feet in total) located on the second floor of the Library building. Updates to two(2) stairwells will also be necessary. Renovations will need to be in compliance with current ADA standards and current building codes. The Library shall remain open during construction.

1.4 Budget

Construction, labor, and design cost are limited to a budget amount of \$500,000. Understandably, this budget amount may result in the likelihood of some features as described in the Scope of Work and Project Summary/Requirements (Section 2.1.1) not able to be wholly included. The selection of features to be included in the design is dependent upon the discretion of the vendor submitting the proposal but must be the same or similar features as noted in Section 2.1.1.

1.5 Schedule

TIME IS OF THE ESSENCE

Please provide your anticipated schedule for the following:

- Kickoff – Scoping Meeting

- 30% Design Review
- 100% Final Design Plans / Construction Documents
- 100% Design Review and Pre- Construction Meeting
- Permitting
- Construction
- As Built Drawings

All DB Design Development, DB Construction Documents, and As-Constructed Drawings shall be submitted to the Buchanan District Library Director, Meg Paulette Perez.

1.6 Information

Buchanan District Library Points of Contact:

Meg Paulette Perez
Library Director & **Project Manager**
128 E. Front Street
Buchanan, MI 49107

m.paulette@buchananlibrary.org
269.695.3681

Erin Ross
Assistant Director
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Molly Thornton
Library Board President
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Buchanan, MI 49107

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269.695.3681

PROJECT REQUIREMENTS

2.1 General Requirements

2.1.1 Scope of Work and Project Summary/Requirements

Project is for the design and construction of a Community Room, the renovation of existing (but nonfunctioning) bathrooms (approximately 3,500 square feet in total) located on the second floor of the Library building. Updates to two(2) stairwells will also be necessary. Project work may include, but not be limited to, the following:

- Demo the existing space and remove all debris from premises
- Interior construction of community room, including the installation of a kitchenette space, including all necessary plumbing
- Renovation of two existing but nonfunctional bathrooms
- Stairwell renovations to bring the existing stairwells up to safety code and more appropriate for public used
- Replacement of large, frosted glass window with clear glass alternative

- Update lighting in all project areas
- Electrical service and water supply shall be on site prior to the start of construction
- Please include a listed of proposed materials and a rendering for the renovations
- Code Compliance: All proposals must be in compliance with the codes in the City of Buchanan. All work must be compliant with ADA requirements where needed.
- Services Requested: The Library is adept at working with professionals to guide it through a project from beginning to end. A firm that can enter the ground floor and work with Library staff and the Building Committee to plan and develop a project that can be introduced to the community for ultimate approval is the goal. Components: Admittedly, the writer of the RFP is not a professional in this area. The following list is a layperson's vision of what services are needed. Consequently, the Library is quite interested to see what professionals can suggest to meet its needs. The expectation is this project will be turnkey with all costs included. The scope of services should include:
 1. Communication with Library staff and the Building Committee as needed. Any meetings can be a combination of in-person and virtual conferences.
 2. Strict adherence to the project schedule
 3. Assist in assessing the needs of the community
 4. Provide options for meeting the identified needs
 5. Develop a conceptual design and cost estimates for the proposed facility. Develop schematic design drawings to a level sufficient for establishing overall project cost and budget.
 6. Analyze the ongoing costs to operate and maintain the concept facility
 7. Any other component suggested by the firm for the best project outcomes

The Library Director is available to provide a tour of the space and answer questions before the submission of a proposal. Please contact Meg Paulette Perez at m.paulette@buchananlibrary.org or 269.695.3681 to request a tour.

2.1.2 Progress Payments

Design Phase - Progress payments during the design phase of the work will be based on the submission, review, and acceptance of design deliverables.

Construction Phase - Progress payments during construction will be based on the percentage of work completed on items listed on the approved schedule of values. Actual construction completed and in place will form the basis for payment.

All progress payments must be for the services performed through the last day of the preceding month.

2.1.3 Scoping Meeting

After the award of the contract and acceptance of the required insurance and bonds, the Buchanan District Library will arrange a kickoff scoping meeting with the DBC. The meeting agenda shall include the following as a minimum:

- Review and emphasize the needs and design objectives of the project
- Design schedule (provide a minimum of two hard copies and one electronic).
Note: No portion of the work can begin construction until 100% Complete DB Construction Documents are approved for that portion and any other portion of the work that may be affected by it.

Modifications during design

- Submittals during the design
- Areas available for use by the DBC
- Payments to the DBC

2.1.4 Preconstruction Meeting

After 100% Complete DB Construction Documents are approved (or completed portions of DBCDs necessary for fast-tracking the project), and prior to the start of construction, the Buchanan District Library will arrange an on-site Preconstruction meeting with the DBC. The meeting agenda will include the following as a minimum:

- Letter designating your Project Superintendent
- Project Schedule with construction portion fully developed
- A list of subcontractors for this project (must be same as in your proposal)
- Waste Management Plan
- Quality Control Plan
- Correspondence procedures
- Roles and responsibilities

- Progress Payments
- Submittal process
- Construction schedule (provide a minimum of two color hard copies and an electronic copy in the software it was created in) **Note:** No portion of the construction can begin until 100% Complete DB Construction Documents are approved for that portion and any other portion of the work that may be affected by it.

2.2 Design Requirements

2.2.1 DB Design Development and Construction Documents

This element of work shall consist of the preparation of the DB Design Development Documents and DB Construction Documents.

30% Design/Construction Development

DB Design Development Documents (30% Plans):

- Submit 2 paper copies and one electronic copy of the Draft DB Design Development Documents for review.

100% Design/Construction Documents

100% Draft DB Construction Documents

- Submit 2 paper copies and one electronic copy of the 100% Draft DB Construction Documents for review.

Complete Stamped and Signed DB Construction Documents

- Submit 2 paper copies and one electronic copy of the 100% Completed Stamped and Signed DB Construction Document.

2.3 Construction Requirements

2.3.1 Environmental and Sustainability Requirements

- Air: Employ construction practices that minimize dust production and combustion byproducts.
- Noise: Minimize noise generation during construction. Operate power equipment in accordance with local noise restrictions.
- Waste Management Goals: Employ processes that ensure the generation of as little waste as possible. Waste disposal in landfills shall be minimized.

- All material unsuitable for recycling must be disposed of, in a legal manner.

2.3.2 Construction Support

Staging Areas

The construction site will be limited to the smallest feasible area.

Staging is available in or near the construction area for a construction trailer. Construction equipment and material storage shall be located in areas near the construction site. All staging areas shall be returned to pre-construction conditions once construction is complete.

Structures:

Trailers, Storage, Staging Area: Location to be approved by the Library's Project Manager.

Parking of Construction Vehicles

Parking of vehicles shall be limited to existing roads, in legally designated areas, and within approved staging area(s).

2.3.3 Submittals during Construction

Material Submittal and Approval Procedures:

Each bidder shall base his bid upon the materials and equipment as described in the bidding documents. The successful Contractor will not be allowed to make any substitutions on his own initiative, but in each instance will be required to obtain authorization from the Owner before installing any work in variance with the requirements of the Contract Documents.

2.3.4 Working Hour Restrictions

All work shall be limited to the weekday hours of 8:00 a.m. to 5:00 p.m., and on weekends unless otherwise approved by the Buchanan District Library.

Smoking and vaping: Smoking, vaping or use of any tobacco or cannabis products anywhere on Library property is strictly forbidden.

2.3.5 Access

Coordinate construction efforts with the Project Manager such that there is minimal impact to the work of the Buchanan District Library personnel and the visiting public.

2.3.6 Project Close-out

Project Record Drawings: Maintain one complete full-size set of contract drawings and one full-size set of vendor-supplied drawings. Clearly mark changes, deletions, and additions to show actual constructed conditions. Keep record drawings current. Certification of accuracy and completeness will

be required for monthly payment requisitions. On completion of the total project, submit complete record drawings.

As-Constructed Drawings: Provide as-constructed drawings by updating the Approved DB Construction Drawing AutoCAD files with the information provided on the record drawings, contract modifications; and other applicable shop drawings, sketches, and data.

As-constructed drawings in the following formats:

- 1 electronic copy in PDF and DWG
- full-size paper copies

Before submitting a request for final inspection, submit the following:

- Project Record Drawings and As-Constructed Drawings: As specified above.
- Guarantees and Bonds: As specified in Performance Requirements and Specifications.
- Mechanical and Electrical Systems: Verify the following in writing:
 - All systems are complete.
 - All systems have been properly started and are operational.
 - All controls are complete and operational, and sequences have been checked and are functioning properly.
- Testing and Balancing Report: As applicable.

2.3.7 Substantial Completion and Final Inspection

Submit written certification that the project, or designated portion of the project, is substantially complete, and request in writing a final inspection. Upon receipt of the written request that the project is substantially complete, the OR will proceed with an inspection within 5 days of the receipt of the request or will advise the Contractor of items that prevent the project from being designated as substantially complete.

When work is determined to be substantially complete, the OR will prepare a list of deficiencies ("Punch List") to be corrected before final acceptance. The OR will issue a Letter of Substantial Completion. If work is not determined to be substantially complete, the OR will notify the DBC in writing. After completing work, the DBC shall resubmit certification and request a new final inspection.

If, following final inspection, the work is determined to be substantially complete, Contracting Officer will prepare a list of deficiencies to be corrected before final acceptance and issue a Letter of Substantial Completion. The Contractor shall complete the work described on the list of deficiencies within 10 calendar days. If the Contractor fails to complete the work within this time frame, the OR may either replace or correct the work with an appropriate reduction in the contract price or charge for re-inspection costs.

Acceptance of the work: After all deficiencies have been corrected, the Contracting Officer will issue a Letter of Acceptance.

3.0 SUBMITTAL REQUIREMENTS

3.1 Statement of Qualifications Content

The Library invites all interested and qualified firms to submit qualifications statements in accordance with the following requirements. Responses should be prepared simply and economically, providing a straightforward and concise description of the Responder's experience and qualifications related to the proposed scope of services. At a minimum, the following information is required to be included in the response to this RFQ.

- *Letter of Introduction*

Provide a letter of introduction from the firm and identify any ideas, thoughts or concepts that differentiate your firm from the competition.

- *Relevant Experience and Capabilities:*

- Provide a list of the licensed design professionals and licensed contractors that will work on the project along with an explanation of their key staff members and their corresponding job classifications who would be assigned to provide the services described in this RFP, and the functions to be performed by each; include resumes of each such staff member designated above, including name, position, education, and years and type of experience (describing previous projects on which they have worked which are relevant to this project).
- To the extent licensed contractors or subcontractors that will be needed for the project could not be identified at the time of proposal submission, provide strategies that will be used for the solicitation of those contractors or subcontractors.
- A key factor in the selection for this project is the ability to coordinate the design and construction of the renovations and of the new facility with the existing operations.
- Detailed descriptions of no more than three (3) projects that best illustrate the firm's experience, capabilities, and characteristics which would be uniquely relevant in evaluating the firm's experience to handle the proposed Project.
- For projects that went forward to construction, please include the engineer's estimate, the successful low bid for construction, and final costs (if available).

- *Management Plan*

Describe your proposed approach to this assignment, addressing the following points:

- Ability to work within a collaborative design review process: Discuss how your proposed Project team members have performed on past projects which have included interactive design reviews with multiple public agencies, a program manager, and the owner;

- Budget management and control: Discuss your approach/method of designing to budget;
- Schedule: Develop a realistic outline schedule for the design and build process.

3.2 Selection Criteria and Weighting

The Library will review submittals based on the criteria listed in the chart below:

Selection Criteria	Weight Score
<ul style="list-style-type: none"> ● Methodology, Approach, and Amenities Proposed given the Proposed Project Budget 	35%
<ul style="list-style-type: none"> ● Detailed Project Schedule and Estimated Delivery Time 	30%
<ul style="list-style-type: none"> ● Ability and History in Completing Past Projects within Established Budgets and Timelines 	15%
<ul style="list-style-type: none"> ● Teams Qualifications, Relevant Experience, and Capabilities 	10%
<ul style="list-style-type: none"> ● References 	10%

3.3 Submittal Deadlines

Interested firms should submit a fully completed RFP as outlined herein no later than **5:00 p.m., Thursday, March 21, 2024**. Please provide one (1) bound copy marked “Original” and one(1) flash drive or other electronic copy, submitted to:

Meg Paulette Perez
Buchanan District Library
128 E Front Street
Buchanan, MI 49107

The Library reserves the right to cancel this RFP for any reason without any liability or to waive any irregularities at their discretion. **Please note that the overall Statement of Qualifications / Proposal should be limited to a maximum of 20 pages including the cover and back pages.**