



Request for Proposal for Architectural and Engineering Services

I. Project

Madison Public Library

II. Goal

City of Madison, Alabama seeks an innovative design team to design a 21st-century library facility. The team will be expected to challenge current concepts in service delivery, assist in finalizing existing programming (provided by Providence Associates of Cottonwood, AZ) of the facility with increased reliance on state-of-the-art technology, and design a new facility or renovation/addition that inspires lifelong learning for all our citizens.

A successful project will require a design team that understands both the history of library services and that has a unique ability to visualize what technological changes might hold for the future of libraries. Madison wants not just to improve upon the existing in-town library facility, but to create a library building to reflect current and future library needs for all its various users. It is our desire that the design team take a strong leadership role and challenge the preconceptions of City staff, Library staff and our citizens in how best to invest the bond funds in bricks and mortar, technology, and furniture, fixtures and equipment in this new or renovated building. The successful design team will need to integrate the impacts on staff and other operational resources into the plan to maximize not just the construction dollars, but also the operating and maintenance costs that will follow the project.

III. Project Summary

City of Madison, Alabama, ("the Owner") is seeking qualifications from professional firms/teams to provide architectural and engineering services for the construction of a new facility on a different site or a renovation and addition to the Madison Public Library currently located at 130 Plaza Blvd in Madison. The current library is 15,000 square feet. Once completed the new Madison Library is anticipated to have approximately 35,000 square feet; however, the projects square footage is of less importance than how the space is used. City of Madison has hired Turner Construction Company as the construction manager for this project and Providence Associates (a library consultant) for conceptual programming.

IV. Request

The intent of this RFP is to have the firms under consideration specifically address the services required and provide the Owner with a well-considered request for those services. It is anticipated that an initial base contract will be negotiated with the successful firm as determined by the most qualified staff and best overall value to the City. The contract will be with the lead design firm. The expectation is for the design firm to work closely with our Construction Manager and Library Consultant in coordination and execution of the project. Additionally, other team members should be proposed to provide for site and interior design, keeping in mind that having local team members is important to the Owner.



The Owner is looking for a “turnkey” approach, where the architectural firm will provide the following services (not listed in order of preference):

- 1) Fine-tuning program and space planning already begun with Providence Associates;
- 2) A conceptual plan for the building, incorporating the latest thinking concerning library services;
- 3) Schematic Design Documents;
- 4) Life Cycle cost analyses and evaluation of various alternative energy conservation options;
- 5) Design Development Documents;
- 6) Construction Documents;
- 7) Interior Design (furniture layout, FF&E, signage, etc.);
- 8) Obtaining approvals of government agencies having jurisdiction over the project;
- 9) Bidding phase assistance in coordination with Turner, attending both pre-bid conference and bid opening, including post bid interviews with General Contractors;
- 10) Construction administration in coordination with Turner and periodic inspection;
- 11) Review with Project Team Budget Check Estimates prior to completion of design and bid process and coordinate any Value Engineering Options into drawings needed to stay within project budget;
- 12) Project close-out assistance and punchlist; and
- 13) Other services customarily furnished by an Architect and its consultants on similar projects.

V. Consultant Qualifications

The selected architectural and engineering firms’ assigned Project staff must be experienced in all phases of the planning, design and construction of similar public facilities; have extensive knowledge of the regulations governing the design, construction and operation of such facilities in the State of Alabama; and have a proven capability to effectively and efficiently produce a facility consistent with and meeting the needs and goals outlined by City of Madison. The City is specifically interested in firms with previous library experience but also in firms teaming to provide local knowledge and accessibility to the daily needs of the project.

VI. Proposal Submission Requirements

Submittals shall be made in 8 1/2" x 11" portrait format, with Table of Contents and digitally submitted, according to section **X. Submission of Proposal Packages** in this document. Complete response to each of the following categories is required. The City ***does not request, nor allow, design proposals*** from the submitting firms/teams, as the Owner does not want any design team under consideration to develop preconceived design ideas about the project, before working with the Owner.

A. Summary of Project Approach/ Letter of Interest

Provide a summary letter providing a summary of the information contained in the proposal, including, but not limited to: 1) all firms proposed for the design team, including the organizational and contractual relationship between the principal and associate firms; 2) personnel and their roles to be assigned to the Project with highlights of their experience on projects similar to this one; 3) description of the percentage workload commitment of assigned staff that the City can expect on these projects; 4) explanation why your team is the most qualified firm to provide the requested services for this Project; 5) summary of proposed and tentative Project Schedule including Design Deliverable Dates for Schematic, Design Development and Construction Documents including



duration of Construction Administration; 6) proposed Design Fee Schedule inclusive of all related architecture/engineer costs.

B. Relevant Experience

Provide the following information about the proposed team’s relevant experience:

- 1) Provide no more than ten (10) examples of past relevant work, including libraries and other public buildings, as well as any other projects that demonstrate your team’s experience;
- 2) List professional consultants outside your firm you propose as part of your team that will provide services not available in your firm. Provide no more than ten (10) (total) examples of any additional professionals documenting their work on similar projects;
- 3) Provide description of other relevant information which demonstrates the team’s qualifications for the project, such as exceptional design features for libraries designed by your firm;
- 4) Explain your team’s library technology expertise; and
- 5) Describe your team’s experience with the Construction Manager Agency project delivery method including the number of projects and description of the experience(s).

C. Current Project List

Provide all projects your firm currently has in progress and the status of each. Include and identify those projects worked on by the proposed team members.

D. Library Projects Table

Provide a table (as shown below) listing the firm’s last three (3) library projects, providing the following information:

| | Name & Address of Project #1 | Name & Address of Project #2 | Name & Address of Project #3 |
|---------------------------------------|---|---|---|
| Client Contact | <i>Name, Title (During project and/or current), Current Email, Address, Phone</i> | | |
| New Construction or Renovation | | | |
| Owner’s Total Initial Budget | \$ | \$ | \$ |
| Total Project Cost | \$ | \$ | \$ |
| Number of Change Orders | # | # | # |
| Total Cost of Change Orders | \$ | \$ | \$ |
| Date of Bid | ___/___/___ | ___/___/___ | ___/___/___ |
| Scheduled Completion Date | ___/___/___ | ___/___/___ | ___/___/___ |
| Actual Completion Date | ___/___/___ | ___/___/___ | ___/___/___ |

E. Other Relevant Projects Table

For three (3) non-library projects that best demonstrate what the City of Madison can expect for its project from the proposing team, provide a table as requested above in ***D. Library Project Table*** as well as the names of project personnel and roles, including consultants teamed with for those projects.

VII. Design Approach

Provide written and/or illustrative responses to the following requests for details about your firm's design approach:

- 1) Describe in detail the process you will follow from schematic approval through approval of the final design. Provide Deliverable Dates from Notice to Proceed for each design phase (schematic, design development and construction documents);
- 2) Describe the process by which you will inventory and document existing space, if needed;
- 3) Describe the process by which you will develop an architectural program and alternative schematic designs for a typical Project;
- 4) Describe your approach to project design that will assure the functional, aesthetic and quality requirements are satisfactorily addressed for new construction and/or renovation/addition;
- 5) Explain the management tools, techniques and procedures your team uses to maintain the programming, planning and design phase schedule;
- 6) Explain your team's procedures for documenting quality control and coordination of the various disciplines of work in preparing construction documents;
- 7) Explain the design team's use of whole building energy analysis (including life cycle cost analyses) and identify in detail the specific studies which will be undertaken during the various phases of the Project to assure the building is energy efficient. List "green"/LEED Certified features completed in prior projects;
- 8) Describe your team's approach to maintenance considerations in the design process;
- 9) Explain how your team will control project cost to assure the project budget is not exceeded;
- 10) Describe steps which will be taken by your team to guard the Owner against defects and deficiencies in the work of the contractors during the construction phase;
- 11) Explain how your team manages the process of clarification requests (RFI's), issuance of bulletin drawings, review of contractors' cost proposals, review and justification of change orders, payment requests, final inspections and project close-out documents; and
- 12) Explain how your firm ensures compliance with the Americans with Disabilities Act (ADA). Provide examples.



VIII. Selection Process

A. Process

City of Madison has established a process to be followed in selecting design consultants. This process is for the purpose of insuring that the design consultant is selected in a fair and uniform manner and has appropriate qualifications and experience for this project.

The City of Madison has appointed a Selection Committee comprised of City staff, Library Staff and Elected Officials. Upon receipt of proposals from respondents, the Selection Committee members will review the proposals in detail and identify (short list) those firms that appear to be most qualified to provide services for the project. Separate presentations and interview sessions will then be scheduled with the selected firms to permit the Selection Committee to further evaluate each firm’s qualifications and proposal.

Firms that make the short list will be expected to make a presentation to the panel that conveys their ability to innovate and guide our community in delivering futuristic library services to the community. After interviews, the Selection Committee will make their selection, City Staff will work with the selected Architect on contract terms, conditions and fees and then provide the contract to the City Council for approval. In the event contract negotiations prove unsuccessful with the selected firm, the Selection Committee will select another firm with which to begin contract negotiations.

Any **questions regarding the RFP** should be submitted by email no later than February 5, 2015 at 5pm to **amy.sturdivant@madisonal.gov** and directed to the City of Madison Planning & Economic Development Department, Attn: Mrs. Amy Sturdivant. If a question of general concern is asked by any firm with regards to this RFP a **copy of the written response will be sent to all firms who have emailed a question or (emailed) statement of interest.**

B. Timeline

The timeline for the selection process is as follows:

| Activity | Date |
|---|--|
| RFQ Published & Distributed | January 20, 2015 |
| Deadline for Respondent Questions (see next page) | Thursday, February 5, 2015 @5pm |
| Responses to Questions Submitted | By Monday, February 9, 2015 |
| Proposal Submission Deadline | Monday, February 16, 2015 @ 5PM CST |
| Review of Proposals, Shortlist, Interviews, Selection | March 2015 |

IX. Evaluation Criteria

The criteria below will be used to evaluate firms for further consideration:

- 1) Specialized, appropriate expertise for this type of Project;
- 2) Project team expertise and experience as well as current workload of firm’s assigned personnel;
- 3) Design team’s proximity to and familiarity with City of Madison area. Out of state firms are encouraged to propose, but include partnership with local professionals;
- 4) Design approach and demonstrated experience of innovative design solutions for Projects of this type;



- 5) Ability to demonstrate successful experience in cost control and construction schedules;
- 6) Record of successfully completed projects without major legal or technical problems;
- 7) Compliance with format and content of proposal, as well as, inquiry and submission requirements;
- 8) Percentage fee for Design; and
- 9) Other factors that may be appropriate for the Project.

X. Submission of Proposal Packages

Each respondent team shall:

Deliver one digital copy of the complete proposal in .PDF format by 5PM CST on Monday, February 16, 2015 to amy.sturdivant@madisonal.gov.

OR if the document will be too large to email, then a CD can be delivered/mailed by the same deadline to:

**City of Madison, Planning & Economic Development Department
Attn: Mrs. Amy Sturdivant, Director
100 Hughes Road
Madison, AL 35758**

OR if the document is posted to a DropBox account with an invitation emailed by the same deadline to the same email address as above.

XI. General Comments

- 1) **Respondents are requested to refrain from contact with ALL City elected officials, staff, and library staff prior to a selection announcement, except as described here.**
- 2) Any cost incurred by respondents in preparing or submitting a proposal for the Project shall be the respondents' sole responsibility.
- 3) All responses, inquiries or correspondence relating to this RFP will become the property of City of Madison when received.
- 4) City of Madison has sole discretion and reserves the right to reject any and all responses received with respect to this Request for Proposal and to cancel the process at any time prior to entering into a formal agreement. The City reserves the right to request additional information or clarification of information provided in the response without changing the terms of the Request for Proposal.