



**EVANSVILLE VANDERBURGH
PUBLIC LIBRARY**

**REQUEST FOR PROPOSAL
Facilities Master Planning Services**

ISSUED January 8, 2021

**DEADLINE – 12:00 PM
February 1, 2021**

CONTACT:
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Evansville, IN 47713
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SECTION 1 GENERAL INSTRUCTIONS

1.1 FORMAT FOR PROPOSALS

The purpose of this RFP is to obtain as complete data as possible from each presenter to enable EVPL to determine which consultant is best able to satisfy all the criteria, which are to be considered in the award of this contract. To this end, proposals submitted in response to this RFP must follow the format outlined within this RFP.

1.2 WRITTEN PROPOSALS

Proposals must be made in writing and signed by the proposer or its authorized representative. Proposals in excess of 50 text pages (excluding building program) may not be reviewed.

1.3 SUBMISSION, COPIES, AND DUE DATE

Presenters must submit **ten (10) paper copies** of their proposal in a sealed envelope marked "PROPOSAL FOR FACILITIES MASTER PLANNING" to:

Evansville Vanderburgh Public Library
Attn: Scott Kinney
200 SE MLK Jr. Blvd.
Evansville, IN 47713

Proposals must be received by 12:00 pm (noon) CST on Monday, February 1, 2021.

Late proposals will not be accepted or considered, regardless of postmark. It is the responsibility of the presenter to ensure that the proposal arrives at EVPL prior to the date and time indicated.

1.4 PROPOSAL DURATION AND CONTRACT TIMING REQUIREMENTS

All proposals will remain in effect and shall be legally binding for ninety (90) days after the proposal submission date.

It is intended the specifications and terms in a proposal shall become part of a Purchase Order with the successful presenter. The selected contractor will be expected to agree

to a mutually acceptable contract with the Library for the services requested within thirty (30) days of the Library's issuance of the notice of intent to award. If an agreement on contract terms and conditions acceptable to the Library cannot be achieved within that time frame, or if it appears that an agreement will not be possible after reasonable negotiations have been conducted (as determined at the sole discretion of the Library), then the Library reserves the right to retract the notice of intent to award and proceed with awards to other consultants, or to withdraw this RFP.

The submission of a proposal is an admittance by the proposer that all legal, financial, and employment policies/procedures of EVPL can be upheld by the contractor.

1.5 CONFIDENTIALITY OF INFORMATION CONTAINED IN PROPOSALS

All proposals are subject to the provisions of Federal, State, and local law. Proposals shall be treated as confidential documents until the time of the public Board meeting when the Board votes to approve a contractor. Once the Library has issued its notice of intent to award and the contract negotiations have been completed, all submitted proposals shall be deemed public records and become subject to public disclosure.

1.6 WITHDRAWALS AND/OR DECLINATIONS

A written request for the withdrawal of a proposal may be granted, if the request is received prior to the specified date and time of the receipt deadline. Another proposal may be submitted prior to the deadline. After the receipt deadline, the contractor cannot withdraw or cancel its proposal for a period of ninety (90) calendar days, and such proposal will be binding during that time. Proposals that have clerical errors or any irregularities are subject to correction only with concurrence of the CEO-Director.

1.7 DISQUALIFICATION, REJECTION, OR WAIVERS OF PROPOSALS

The Library may, at its sole discretion, disqualify or reject a proposal if it fails to furnish all information requested in this RFP, fails to follow the format requests in the RFP, or contains false, incomplete, misleading or unresponsive statements.

Additionally, the Library reserves the right to reject any and all submittals, waive any irregularities, reissue all or part of the Request for Proposals, and not award any contract, all at its discretion and without penalty.

1.8 QUESTIONS, AMENDMENTS

Proposers may submit written questions regarding this RFP via email, which will be responded to in writing via email to Scott Kinney, CEO-Director, at scottk@evpl.org. Questions will be accepted until Tuesday, January 19, 2021. Questions will be reviewed by the Library and if deemed relevant to the respondents, will be answered via addendum to all proposers who have submitted their email contact information to EVPL.

No verbal communications between a proposer and Library staff regarding the RFP are permitted, and any verbal representations provided by Library staff are not binding on the Library.

Modifications to this RFP may be made by addenda, which then becomes part of this RFP.

Address submittals to:

PROPOSAL FOR MASTER FACILITIES PLANNING

Attn: Scott Kinney

Evansville Vanderburgh Public Library

200 SE Martin Luther King Blvd.

Evansville, IN 47713

All materials including ten (10) copies of response must be received by noon, local time on February 1, 2021.

Questions regarding the project should be addressed to:

Scott Kinney, CEO-Director

scottk@evpl.org

SECTION 2 CONTRACT SPECIFICATIONS

2.1 GENERAL PROJECT DESCRIPTION, INTRODUCTION

The Evansville Vanderburgh Public Library (EVPL, Library) Board of Trustees seeks the services of a library building consultant and their team (the consultant) to prepare an assessment of its facilities and create a comprehensive Facilities Master Plan to guide facilities planning, renovations, and improvements for the next 10-20 years.

The selected consultant will work with various stakeholders, including but not limited to the Library and Foundation boards, library staff, the design team, and the public, throughout the process. In addition, the consultant will work with the Evansville Vanderburgh Public Library Foundation (EVPLF) in the area of fundraising, if needed.

This Request for Proposals (RFP) provides a set of specifications by which each contractor's proposal will be measured. EVPL is committed to an objective and open selection process. Every proposal shall receive an unbiased review. This RFP has been issued to ensure competitive pricing, services, and/or work.

2.2 COMMUNITY AND LIBRARY BACKGROUND

Evansville, Indiana is located in the southwest corner of Indiana, and of contemporary significance is the largest city in the Tristate region as well as the third largest city in Indiana. Evansville is 119 miles west of Louisville, Kentucky and is 151 miles north of Nashville, Tennessee.

Census data projections for 2019 puts the Vanderburgh County population at 181,461. The county's 2010 census estimate for population was 178,298, a 1.74% increase from 2010 to 2019. According to the 2010 census, the city of Evansville population was 117,429. The Evansville Vanderburgh Public Library serves all city and county residents.

The Evansville Vanderburgh Public Library currently consists of 9 facilities – 8 library locations and an annex building that houses the EVPL wellness clinic, meeting space, and provides rental space to other community organizations. The library website allows users 24/7 access.

Mission: We cultivate curiosity by creating wonder.

Vision: Communities united through shared exploration and understanding.

2.3 JURISDICTION AND FUNDING

The EVPL Board of Trustees is composed of 7 members. The Vanderburgh County Commissioners appoint 2 members, the Vanderburgh County Council appoints 2 members, and the Evansville Vanderburgh School Corporation appoints the remaining 3 members to the Library Board. The Board of Trustees appoints a CEO-Director for the administration and management of the library.

The CEO-Director answers directly to the EVPL Board of Trustees. For this project, the CEO-Director will:

- 1) Act as the contract administrator,
- 2) Provide existing, reasonably available, relevant data and information as requested by the consultant, and
- 3) Assist the consultant, only to the extent that resources (including human resources) are available as determined by the CEO-Director.

Limited funding for consultant and design work is available within the library's FY21 Operating Budget for the preliminary work. Funding for work beyond Phase I will be obtained via a bond issue and/or the Evansville Vanderburgh Public Library Foundation's fundraising efforts. The library recognizes that the majority of the consultant's work will occur in Phase I. The funds required for Phase I implementation have already been budgeted.

2.4 OBJECTIVES, PROJECT DESCRIPTION

The Library seeks competitive proposals for a consultant to develop a Facilities Master Plan (the Plan) to evaluate and assess existing locations, spaces, and assets and to identify how best to address deficiencies and plan for future growth system-wide. The Plan should allow EVPL to respond appropriately and effectively to changes or shifts in community demographics, technology and telecommunications development, emerging library services, aging facilities, and other future needs.

The consultant will develop building program(s) if needed, provide consultation through any architectural design phases and the construction and completion of the building(s), if required. It is expected that the consultant will work collaboratively with the CEO-Director, Facilities Team, Boards, Library staff and the public throughout the process.

The project consists of two phases - Phase I, work to be done prior to a Bond Initiative, and Phase II, work to be done once the bond has been secured. The library desires to have a bond secured by FY22.

Applicants are expected to submit proposal information for Phase I and Phase II.

Contract will be awarded for Phase I, but all applicants must understand that award of a contract for Phase II is entirely dependent upon fundraising efforts and bond issuance.

It is the intent of the Library to use the same consultant for Phase I and Phase II. This RFP is not, however, a promise or guarantee that the selected consultant for Phase I will be awarded Phase II.

2.5 SCOPE OF WORK, SERVICES, OUTCOMES AND DELIVERABLES

The services, outcomes, and deliverables required from the consultant to complete the preparation of a Facilities Master Plan consist of the following:

- Review and understand county and city planning initiatives as well as collect and assess identified needs and views of county political stakeholders, including Commissioners, Council members, and the Mayor.
- Develop community involvement processes to engage a broad range of stakeholders in assessing facilities and developing the Facilities Master Plan through focus groups, surveys, and interviews.
- Work closely with the CEO-Director, Facilities Team, EVPL Board, EVPLF Board, and Library staff.
- Incorporate EVPL's Strategic Plan, current and projected demographic data for Vanderburgh County, as well as state and national standards, peer comparisons, library trends, and best practices.
- Assess and evaluate current facilities and provide a needs assessment for expansion/renovation of current facilities, including but not limited to advising on the appropriate size and location of EVPL buildings in the current geographic areas, and identifying whether or not any new facilities, expansions, and/or renovations are needed and in what areas they should be located.
- Develop a facilities plan outlining the space needs, interior space planning, and the building program for EVPL'S existing facilities and any new facilities that may be required in the future.
- Assist with potential site selection for additional facilities, if needed.

- Provide schematic design, project cost estimates, facility operating cost estimates, time schedules, etc. in a building program.
- Assist with public education.
- Prepare the final written Plan, and present it to the Library Board of Trustees by November 11, 2021.
- If needed, work with the CEO-Director and Board to see that the building program is carried out in the design of new building(s).
- Assist the Library with review of schematic design through completed design.

2.6 COMPLIANCE WITH APPLICABLE LAWS

The contractor shall comply with all applicable Federal, State, and local laws, ordinances, rules, and regulations governing construction during the term of a contract. During the term of a contract, the contractor shall comply in all respects with the Equal Employment Opportunity Act and the Americans with Disabilities Act. Findings of noncompliance with applicable Federal or State EEO laws and regulations may be sufficient reason for revocation or cancellation of a contract.

2.7 TAXES, LICENSES, PERMITS, CERTIFICATES, AND INSURANCE

The contractor shall pay all sales, use, property, income, and other taxes that are lawfully assessed against the Library or the contractor in connection with the contractor's facilities and the work included in a contract.

Immediately upon the awarding of a contract, the contractor shall secure and pay for, at its own expense, all necessary permits, licenses, and certificates of authority required to complete the work, and shall comply with all requirements of such permits, licenses, and certificates of authority to operate in the Library. The contractor shall keep and maintain all such licenses, permits, and certificates of authority in full force and effect throughout the term of the contract.

EVPL is tax-exempt from the provision of the Indiana Sales and/or Use Tax on materials and equipment under this solicitation. Exemption certifications will be furnished to cover tax exemption where applicable and when requested by the contractor.

The contractor shall maintain and shall require all of its subcontractors, consultants, and other agents to maintain insurance including but not limited to, Workers Compensation

and Employers Liability Insurance and General Liability Insurance, unless such insurance has been expressly waived by the Library.

2.8 AFFIRMATIVE ACTION POLICY

It is the policy of EVPL to be in full compliance with all Federal, State, and local non-discrimination and EEO laws, orders, and regulations relating to race, sex, religion, disability, age, national origin, or status as disabled veterans. All persons or entities making proposals must also be in full compliance with these laws, orders, and regulations.

Any successful contractor shall submit written assurances upon request that the contractor will provide equal opportunities to qualified minority individuals, to Minority Business Enterprises (MBE), to Women Business Enterprises (WBE), and to Disadvantaged Business Enterprises (DBE).

SECTION 3 REQUIREMENTS FOR CONSIDERATION

3.1 PROPOSAL CONTENTS

It is the purpose of the RFP to obtain as complete data as possible from each entity to enable EVPL to determine which is best able to satisfy all the criteria that are to be considered in the award of the contract. To this end, please include the following information:

Firm Overview:

- Name, address, phone number, website, and e-mail for firm.
- Brief history of firm including length of time firm has been in business as presently organized.

Experience:

Provide a list of projects that are similar to this building project or that address similar issues. Please include:

- Owner name, address, phone number, e-mail.
- Provide the name, title, and contact information of an authorized individual who is empowered to enter into negotiations and who can execute a contract on behalf of the company or individual.
- Services provided.
- Size of project(s).
- Brief description including if involved in site selection process.
- Provide a comprehensive list of library projects your firm has worked on with an indication of services provided.
- Describe work you have done with library groups in the area of private fundraising. Include in the project, a description of the fundraising plan, the amount targeted to be raised, the amount raised and contact information for the fundraising aspect of the project.
- Describe your past performance relative to achieving cost and schedule goals.
- Describe your previous experience in working with public boards/committees and the general public.
- Provide three recent references from public library projects.

Plan of Work and Technical Approach:

Describe the proposed work plan including methodologies and a time-phased statement of project milestones. Identify at what stages and at what levels information or assistance will be needed from Library staff.

Project Team:

- Describe the project team and provide resumes of key members stating their role on this project, experience and qualifications.
- Provide a breakdown of the estimated staff time for each task outlined in the Plan of Work.

About Our Project:

Discuss your public library building philosophy.

- Describe three past public library building program problems. Include in your response examples that show your team's understanding of the unique needs for each library and how you innovatively solved these issues.

Cost Estimate:

Provide a detailed cost proposal for each phase of Phase I. Include the inclusive cost of the project with a "not to exceed" total cost and a description of the fee structure, as well as proposed site visits with the chargeable rates for each staff person.

Other information:

- Include with your response 10 copies of a past building program you did for a project of similar size.
- List of Indiana municipalities or businesses for which the proposer has completed projects within the last five (5) years.
- Names, titles, and contact information for at least three (3) references familiar with the proposer's services and work.
- Attach other pertinent information, which will help in the evaluation of your firm.

3.2 SELECTION PROCESS, EVALUATION CRITERIA

EVPL is committed to an objective and open selection process. Every proposal shall receive an unbiased review. The evaluation criteria include but are not limited to:

- Demonstrated ability to perform the services described in the RFP.
- Overall qualifications, experience, and competence of staff.

- Experience in communities with comparable characteristics.
- Fees and costs relative to the scope of services.
- Quality and timeliness of work as verified by examples of references and reference checks.

The Library will consider a number of factors when deciding upon a contractor. While price will be a contributing factor, EVPL will not compromise quality of work, variety of services performed, professionalism, or ethical considerations when making its decision. The Library reserves the right to base its decision on any factors it deems pertinent, or assign greater weight to those factors it so chooses.

3.3 ADDITIONAL OR SUPPLEMENTAL INFORMATION

The Library may, during the evaluation process, request any presenter to provide additional information that the Library deems necessary to evaluate the proposer's ability to perform the required services. Such information shall be required to be provided in writing, and shall become part of the proposal on record.

3.4 INTERVIEWS

After initial screening, the Library may request one or more sessions of interviews from any firm submitting a responsive proposal. Interviews of those selected proposers may be conducted as part of the final selection process. Interviews may or may not have their own separate scoring during the evaluation process.

3.5 SELECTION PROPOSALS

The Library reserves the right to select the proposal(s) which in its sole judgment best meet its needs, and to award a contract or one or more multiple qualified submittals. The lowest proposed cost is not the sole criterion for recommending contract award.

The Library also makes no guarantee of any or equal amounts of work for the project, which is the subject of this RFP. Furthermore, the Library is not responsible for any costs incurred in the preparation or submission of a proposal or any work performed prior to the execution of a contract.

3.6 CONTRACT AWARD, NOTICE OF INTENT TO AWARD CONTRACT

Upon selecting a proposal, the Library will enter into contract negotiations and then will provide a written award (or acceptance letter) in the form of a Purchase Order to the successful contractor.

Upon successful completion of contract negotiations, all proposers who have submitted proposals in response to this RFP will be provided with notice as to the unsuccessful contractor(s).

A recommendation will be made to the EVPL Board of Trustees. No contract will be in effect until approved by the Board.

This RFP does not commit the Library to award a contract. The Library has absolute discretion in awarding a contract and reserves the right to waive informalities and irregularities in the RFP and/or the proposals received. The Library reserves the right to accept or reject any or all proposals or to modify or cancel this RFP in part or its entirety.

3.7 BILLING AND REPORTS

Billing and payment procedures should be described in detail, including frequency and means of billing. All invoices received by the first Friday of the month will be included in the Library's monthly payment cycle, which is mailed out the second Thursday of the month. Only work completed and quoted in awarded contract shall be eligible for payment.