



**REQUEST FOR PROPOSALS
Library Consultant – Owner’s Representative**

ISSUED April 22, 2024

**DEADLINE – 4:00 PM
May 6, 2024**

CONTACT:

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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 in order to enable EVPL to determine which consultant is best able to satisfy all the criteria 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

Written proposals, signed by the proposer or its authorized representative, are required. The length of proposals should not exceed 50 text pages.

1.3 Submission, Copies, and Due Date

Presenters must submit their proposal in a sealed envelope marked “**Proposal for Library Consultant – Owner’s Representative**” to:

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

Deadline for proposals is 4:00 pm CST on May 6, 2024.

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.

The intent of the proposal is to include the specifications and terms within, as part of a Purchase Order with the successful presenter. The selected firm will 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 the firm can uphold legal, financial, and employment policies/procedures of EVPL.

1.5 Confidentiality of Information Contained in Proposals

All proposals are subject to the provisions of Federal, State, and local law. Proposals are confidential documents until the time of the public Board meeting when the Board votes to approve a firm. Once the Library has issued its notice of intent to award and the contract negotiations are complete, all submitted proposals become public records and are subject to public disclosure.

1.6 Withdrawals and/or Declinations

The Library may grant a written request for the withdrawal of a proposal, if the presenter submits the request prior to the specified date and time of the receipt deadline. A presenter can then submit another proposal 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 the concurrence of the CEO.

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/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 to Scott Kinney, CEO, at ceo@evpl.org. Responses will come in writing via email. The Library will accept questions until the end of day, **April 30, 2024**. The Library will review questions, and if deemed relevant to the respondents, the Library will provide answers in the form of an addendum to all proposers who have submitted their email contact information to EVPL.

No verbal communication between a proposer and Library staff regarding the RFP should take place, 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.

All materials, including copy of response, are due by 4:00 pm, local time on May 6, 2024.

Address questions regarding the project to:
Scott Kinney, CEO
ceo@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 consultant and their team (the consultant) to act as Owner's Representative on renovation and/or building projects within EVPL's Master Facilities Plan.

The selected consultant will work with various stakeholders, including but not limited to the Library Board, the CEO, the COO, library staff, Legal Counsel, the Architect of Record, Contractor, Bond Legal Counsel, and Municipal Financial Advisors throughout the process.

This Request for Proposals (RFP) provides a set of specifications upon which to measure each consultant's proposal. EVPL is committed to an objective and open selection process. Every proposal shall receive an unbiased review. The issuance of this RFP ensures competitive pricing, services, and/or work.

2.2 Community and Library Background

Evansville, Indiana is located in the southwest corner of Indiana and 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 shows Vanderburgh County's 2020 population was 180,136, a .24% increase from 2010 census data. According to the 2020 census, the city of Evansville population was 117,298. The Evansville Vanderburgh Public Library serves all city and county residents.

Mission: We cultivate curiosity by creating wonder.

Vision: Communities united through shared exploration and understanding.

The Evansville Vanderburgh Public Library currently consists of nine facilities – eight 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.

Beginning with community and staff feedback received during the planning process for the EVPL 2021-2023 Strategic Plan, EVPL found a need to assess its facilities and their ability to continue serving our community into the far future. The Plan is meant to guide

EVPL facilities projects for the next 10 to 20 years. After gathering input from staff, the library Board, and our community, as well as performing in-depth evaluations of all EVPL facilities, MKM architecture + design created the final Master Facilities Plan report. The final Master Facilities plan can be viewed at evpl.org/initiatives/master-facilities-plan-project. This comprehensive report provides recommendations for facilities improvements and expansion to ensure EVPL and its facilities continue to support the wants, needs, and aspirations of our community into the future.

In 2022, EVPL issued a bond for the first project to come out of the Facilities Master Plan. The renovation of EVPL McCollough was started in 2023 and will wrap up in mid-2024. Another bond was issued in 2023 for additional renovation projects. The renovation of EVPL North Park is scheduled to begin in June 2023, and design work is being finalized for the renovation of EVPL Central.

Currently there is a need for an Owner's Representative to work with and for EVPL as discussions about additional projects from the Master Facilities Plan progress.

2.3 Jurisdiction and Funding

The EVPL Board of Trustees is composed of seven members. The Vanderburgh County Commissioners appoint two members, the Vanderburgh County Council appoints two members, and the Evansville Vanderburgh School Corporation appoints the remaining three members. 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 consultant administrator,
- 2) Provide existing, reasonably available, and 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.

Funding for projects may be obtained via bond issuances and/or from the Evansville Vanderburgh County Public Library funds. The consultant selected may work on multiple renovation and building projects.

2.4 Objectives, Project Description

The Library seeks competitive proposals for a consultant to serve as an Owner's Representative to act on the library's behalf in matters regarding the renovation and/or building of library facilities and spaces.

The intent of this RFP is to secure an Owner's Representative with experience and knowledge in public library laws and financing, capital projects as pertaining to Indiana statutes, and coordinating with multiple consultants, businesses, and individuals.

The work will include coordination, consulting, and other services related to EVPL Facilities Master Plan projects, and the Owner's Representative selected will serve as liaison for the Library in various meetings and consultations with architects, contractors, realtors, vendors, and other stakeholders or entities related to any EVPL Facilities Master Plan project.

The consultant will work collaboratively with the CEO, the COO, the Director of Facilities and Maintenance, the Director of Finance, and other EVPL staff, as necessary.

2.5 Scope of Work, Services, Outcomes, and Deliverables

EVPL is seeking proposals from consultants experienced in working as an Owner's Representative for public libraries. Previous work with and an understanding of public libraries is required.

The successful consultant shall assist the Library with the purchase of real estate, assisting in design and construction of spaces or buildings, consulting and working with EVPL's Architect of Record, MKM architecture + design, and any additional contractors or consultants needed for EVPL Facilities Master Plan projects.

Service 1: Land Acquisition (as necessary)

- Work with EVPL and Architect to find land or available real estate that meets the needs of a library at a respective location, including ample parking.
- Advise on Indiana regulations related to land acquisition by the Library.
- Assist and represent EVPL in any necessary land acquisition phases, in collaboration with all consultants and major stakeholders.
- Provide recommendations for alternative methods for project delivery and financing for respective projects.

Service 2: Pre-Construction

- Create overall pro-forma budgets for respective projects incorporating information provided by Owner, Architect, and Contractor (including breakouts for

hard costs, soft costs, and budget contingencies, etc.). Review and update budgets as needed throughout the design and construction process.

- Analyze exploratory demolition and other information to determine the scope of rehabilitation work.
- Create overall project schedules for respective projects incorporating information provided by Owner, Architect, and Contractor (including breakouts for planning, design, construction, relocation/mobilization, etc.). Review and update schedules as needed throughout the design and construction process.
 - Assist Owner with determining options, evaluation options, and implementing temporary relocation of operations at alternative sites during construction, if needed.
- Provide bi-weekly updates to the EVPL executive team.
- Participate in all design meetings with Architect.
 - Review and comment on plans and specifications as they are developed.
 - Recommend design and construction alternatives.
 - Assist in the coordination of the design and design review process.
 - Assist with bidding and selection.
 - Analyze provided cost estimates and schedules.
 - Review and render advice concerning product specifications provided by the Design Team.
- Facilitate procurement of services outside of Architect and Contractor, if required.
 - Assist Owner with logistics of temporary storage and/or moving of library materials from current facilities to alternative site(s), including procurement and oversight of related service companies, if needed.
- Other services as needed.

Service 3: Construction Administration

- Assist Owner with internal and external communications to keep all stakeholders well informed regarding the project and any impacts to library operations.
- Provide weekly updates to the Owner on all pending action items.
- Participate in all construction progress meetings and represent the Owner for such meetings.
 - Perform periodic inspections of the project to verify: (i) that the materials and labor being furnished are according to plans, specifications and contract documents, (ii) that the work being billed for in each payment request is completed in accordance with the plans, specifications and contract documents, (iii) that the contractor's construction schedule is being maintained, as shown as attached to the construction contract, and (iv) that the costs are in line with the Owner's budget.
 - Review and approve provided minutes by Contractor.
 - Provide suggestions or recommendations which could improve the project or diminish construction time or costs.

- Review and track all necessary conditional and unconditional lien releases and waivers, and keep the Owner informed of the status of all lien releases.
- Review all change orders issued by the Contractor regarding the project and render advice to the Owner about the form and content of such change in relation to the plans, specifications, and contract documents.
- Review and make recommendations on all payment requests pursuant to the contract documents, architect's agreements, or other consultants' agreements related to the project. Review and update pro-forma budgets as needed.
- Participate in final walk-thru with Architect as they generate final punch list and assist Owner in scheduling the completion of any Owner-supplied services or work.
- Participate in reviewing the procurement and installation of loose furniture and equipment for new facilities.
- Participate in reviewing the procurement and installation of interior and exterior signage.
- Assist Owner in logistics related to re-occupancy of new facilities upon completion of construction, including procurement and oversight of related service companies.
- Other services as needed.

2.6 Compliance with Applicable Laws

The consultant shall comply with all applicable Federal, State, and local laws, ordinances, rules, and regulations during the term of a contract. During the term of a contract, the consultant 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 consultant shall pay all sales, use, property, income, and other taxes lawfully assessed against the Library or the consultant in connection with the consultant's facilities and the work included in a contract.

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

The consultant 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 consultant 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 under consideration 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, and how it differs from competitors.
- Company's qualifications, credentials, experience, and resources as they relate to Owner's Representative consultation.

Experience:

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.
- Provide a list of a minimum of three (3) similar projects and services performed within the last 10 years with the names, addresses, and telephone numbers of clients for whom work was done, placing particular emphasis on services provided to public libraries.
- Provide a comprehensive list of public library projects your organization has worked on with an indication of services provided.
- Describe your past performance relative to achieving cost and schedule goals.
- Describe your previous experience in working with public boards/committees and the public.

Plan of Work and Technical Approach:

- Describe the proposed work plan including methodologies and project milestones.
- Describe information, documents, staff assistance, facilities, or other resources you would require from the Library to complete your work, and identify any other critical assumptions upon which your work plan is based.
- Describe any challenges you believe may be encountered and areas of concern that need addressed.

Project Team:

- Describe the project team and provide resumes of key members stating their role on this project, experience, and qualifications.
- Provide a statement regarding any conflict or potential conflict you or any key staff may have regarding the proposed services to the Library. The statement should include actual conflicts and any working relationships that may be perceived as a conflict. If there are no potential conflicts of interest, provide such an affirmation in your proposal.

About Our Project:

- Discuss your philosophy regarding public libraries and outline the value proposition of your services on similar projects.
- Discuss your approach collaborating with Architects and Contractors throughout the process.
- Outline your ability to provide expertise in areas of public bidding, pre-constructions services, and construction administration - especially for local government entities.

Cost Estimate:

- Provide a proposed fix structure for the services included in the Scope of Work section (including hourly rates for all defined team members).

Other information:

- Include with your response a copy of a past project you did of similar size and scope.
- Attach other pertinent information that 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 consultant. 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

During the evaluation process, the Library may request any presenter to provide additional information that the Library deems necessary to evaluate the proposer's ability to perform the required services. If requested, the proposer will provide the information in writing and the information will 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. The final selection process may include interviews of selected proposers. Interviews may or may not have their own separate scoring during the evaluation process.

3.5 Selection of Proposal(s)

The Library reserves the right to select the proposal(s), which in its sole judgment best meet its needs, and to award a contract to one or more multiple qualified submittals. The lowest proposed cost is not the sole criterion for recommending a 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 once mutually agreed to by both parties, provide a written award (or acceptance letter) in the form of a Purchase Order to the successful consultant.

Upon successful completion of contract negotiations, all unsuccessful proposers who have submitted proposals in response to this RFP will receive notice.

The Library Administration will make a recommendation 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

Listed in the agreement will be the billing and payment procedures, 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. The Library mails payments following meetings of the Board of Trustees on the second Thursday of each month. Only work completed and quoted in the awarded contract shall be eligible for payment.