



**City of Palmer
Request for Proposals
For
Architectural services to evaluate the feasibility of repairing, expanding, or
replacing in its entirety, and provide planning and design services for
future needs of the Palmer Public Library
RFP# 23-001 LIB**

The City of Palmer (City) is issuing a Request for Proposals (RFP) to obtain a qualified consultant for Architectural Services to evaluate the feasibility of repairing, expanding or replacing the Palmer Public Library and provide design services.

All inquiries or questions concerning this Request for Proposals must be submitted in writing to the Director of Community Development, City of Palmer, 645 E. Cope Industrial Way Palmer, AK 99645 by 5:00 p.m. May 2, 2023. Written inquiries may be submitted via email to:

Brad Hanson, Director of Community Development
bahanson@palmerak.org

Request for Proposal Schedule - The dates listed below are estimates and subject to change without notice.

Request for Proposal Issued	April 10, 2023
All Questions or Inquiries to RFP Due – By 5:00 p.m.	May 2, 2023
Due Date for Proposals – By 2:00 p.m.	May 19, 2023
Proposal opening – 2:15 p.m. council chambers	May 19, 2023
Evaluation Committee	Week of May 22, 2023
Presentation/Interview (Optional)	Week of May 29, 2023
Intent to Award Notice	June 9, 2023
Award of Contract by City Council	June 13, 2023
Contract Begins	June 14, 2023

I. GENERAL TERMS AND CONDITIONS

Understanding: It is the Proposer's responsibility to read and understand the requirements of this solicitation of proposals. Proposers are required to state exactly what they intend to furnish to the City via this Solicitation to the terms, conditions, and specifications of this proposal.

- a) **Responses:** All responses to this RFP must comply with the General Terms and Conditions.
- b) **Proposal Submission:** The Proposer shall submit one original and two copies of the proposal, in a sealed outer envelope designated as a proposal for “Architectural Services - Palmer Public Library”, to the Director of Community Development, City of Palmer, 231 W. Evergreen Ave, Palmer **by 2 p.m. on May 19, 2023**. The proposal must be accompanied by the Proposer Information Form signed by an officer of the organization able to bind the firm.
- c) **Price, terms, and conditions:** All prices, terms, and conditions quoted in the submitted proposal will be firm for acceptance for sixty (60) days from the date of the proposal opening date unless otherwise stated by the City. The City will pay the Consultant awarded the contract the amount set forth in proposer’s fee schedule as outlined under evaluation of proposals. That sum will be paid on receipt of billings submitted pursuant to a normal billing cycle of 30 calendar days upon receipt of an approved invoice.
- d) **Withdrawal of proposal:** Any Proposer may withdraw its proposal prior to the indicated submittal time. The request for withdrawal must be submitted in writing to the Community Development Director.
- e) **RFP Preparation Expense:** The Proposer preparing an RFP in response to this proposal shall bear all expenses associated with its preparation. The Proposer shall prepare a proposal with the understanding that no claim for reimbursement shall be submitted to the City for the expense of proposal preparation or presentation.
- f) **Omission of Details:** Omission of any essential details from these specifications will not relieve the Proposer of supplying such product(s) as specified.
- g) **Clarification to Terms and Conditions:** The Proposer shall examine all RFP documents and shall judge all matters relating to the adequacy and accuracy of such documents. Any inquiries, suggestions or requests concerning clarification shall be submitted in writing to the Community Development Director by May 2, 2023. The City shall not be responsible for oral interpretations given by any City employee or its representative.

II. BACKGROUND

Our Mission

Palmer Public Library’s mission is to provide residents of Palmer and the Matanuska-Susitna Borough, impartial, and equitable access to all forms of information, library services, and social support contacts. Library staff strive to provide the highest quality customer service. Palmer Public Library is committed to being a life-long resource of information, education, leisure, and culture.

The Current Building and Location

The Palmer Public Library has been a significant part of the community for 93 years. As a result of a catastrophic roof collapse at the library in February the City of Palmer is evaluating the feasibility of alternatives to providing library services. The alternatives range from repairing the damaged roof to demolition and construction of a new library.

The Palmer Public Library is located at 655 S. Valley Way Palmer, AK. It is located next to the Quad Park area and across the street Community Center (Depot). The Palmer Library existing building is a single level wood frame and masonry structure approximately 12,000 sq. ft. (11,922) in area. The building has a masonry foundation with a concrete slab on the grade floor system. The roof consists of single span wood joists comprising in series of shed and hip roof forms covered with a standing seam metal roof. The meeting room (864 sq. ft) serves as both a heavily used community room and a storage area. It is not large enough to accommodate many groups who would like to utilize the facility. Additionally, the lack of support storage for chairs, tables and equipment requires these items to be stored in the meeting room.

The Palmer Public Library was built in 1985. In 2004 a Needs Assessment was completed by Wolf Architecture, of Palmer, AK. At that time the facility was determined to be undersized to meet the needs of the population base. The building is deemed to be at full capacity, with no current alternatives for expansion or underutilized areas. The library's capacity did not meet needs in 2004. The Matanuska-Susitna Borough, with in the heart of south-central Alaska, encompasses more than 24,000 square miles (about the size of the state of West Virginia) The City of Palmer is located at the southeastern quadrant of the borough and serves the library needs for the surrounding population. The library houses a collection of 69,000 items. Library services have expanded, and use has increased dramatically. In 1985 the Palmer Public Library housed 18,000 items. Today the library has 9,068 card holders in the community of 32,000+ residents. The library has become the resource center, the technology center and the intellectual center of Palmer. Nearly 450 people walk through our doors every day for library services and programming.

Unlike 93 years ago, when the Library's primary activity was checking out books, Palmer and Mat Su Borough residents now come into the Library to use public computers, laptops and iPads; to access Wi-Fi on their own devices; to download eBooks and eAudiobooks; to access our databases and local history collections; to work and study independently and in groups; to attend one of the library and community programs and events that are scheduled monthly; and to check out materials.

A Vision for the Future

Thirty-eight years after the cornerstone was set on the "new" Palmer Public Library, we are re-aligning library priorities to meet the changing needs of our community. This inevitably impacts the space and design of our building. Library services have changed dramatically since the first Palmer Public Library in the 1930's. Our future depends on our success in integrating technology into our physical structure to ensure access to our increasingly networked world.

The Palmer Public Library is a vital community asset, brings people together, strengthens community identity by attracting residents for diverse purposes, and provides a safe and trusted destination for all generations. The library is a welcoming place that fosters personal connections by providing the space for collaboration and creation. We need a refreshed and expanded space to ensure that the Palmer Library remains accessible, inspiring, technologically advanced and able to facilitate future use.

III. PROJECT DESCRIPTION

The City of Palmer is soliciting proposals for architectural services to evaluate the feasibility of repairing, expanding, or replacing in its entirety, and provide planning and design services for future needs of the Palmer Public library.

1. Key Library Goals

- a) Create a library that is a destination, community anchor, and the intellectual center of the town.
- b) Design a building that is architecturally significant and scaled to the surroundings and improve the curb appeal.
- c) Connect and integrate the library building with surrounding community spaces, importantly the Quad Park area and Community Center (Depot).
- d) Increase meeting spaces.
- e) Design the exterior of the building to include an amphitheater, outdoor meeting, and reflective spaces.
- f) Design the interior with flexibility of space to accommodate future change.
- g) Create a sustainable building, the plan should integrate opportunities for renewable energy.
- h) Ensure accessibility to all.
- i) Create a resilient building to support a community in times of crisis and celebration with natural light and a generator.
- j) Design landscaping to enhance the building, provide outdoor services and engage its surroundings.
- k) Provide barrier-free pedestrian walkways around the building.

2. Project Funding

The purpose of this RFP is to select an Architecture firm to evaluate repair/replacement alternatives, provide planning and design services. Although the target budget for this project is yet to be determined, we have set a preliminary cost target of \$600-\$800 per square foot. We expect funding for the project will be from a combination of municipal, state, federal, private foundations and individuals, completion of the expansion and renovation work is contingent upon successful fundraising efforts, and we expect our selected architecture firm to assist us with this. The drawings, floor plans and cost estimate developed through this project will facilitate fundraising efforts.

3. Critical Information for Responses

- a) The conceptual design is to repair, expand and renovate or replace the current building.
- b) Conceptual designs of the building must integrate surrounding community spaces.
- c) The conceptual design must maintain parking on the south side of the building and, if possible, expand the parking lot while maintaining the natural screening.
- d) The existing Library entrance should be at grade, as should any entrances added.

4. Palmer Public Library

The City Council may appoint a Library Building Committee. The Library Building Committee will:

- a) Serve as an advisory committee to reflect the needs and interests of the library and community.
- b) Provide feedback on Library program elements.
- c) Review potential plans and provide feedback to the architectural team.
- d) Serve as key informants and advocates for the project.
- e) Provide advice and guidance to the City Council.

IV. SCOPE OF SERVICES

A two-phase response is requested:

Phase I - Programming/Pre-schematic Design/Stakeholder and Public Input Regarding Library Facilities, Needs and Desires

- a) Evaluate existing conditions of the current structure including but not limited to:
 - i. Structural integrity for repair to the facility;
 - ii. Structural integrity for the addition to the facility;
 - iii. Demolition and replacement of the facility.
- b) Consult with the Library Building Committee to determine and confirm the scope and requirements of the project.
- c) Gather geographic and environmental data and report on all relevant legal issues including but not limited to local, state and federal land use, historic preservation, environmental, and other regulatory agency regulations.
- d) Space programming.
- e) Public engagement. The Library Building Committee believes that a public engagement process will achieve the best outcome for the conceptual design and build community support for the project. We see a public engagement process that will incorporate the following:
 - i. Regularly scheduled meetings with the Library Building Committee.
 - ii. Three public meetings
 1. An initial public meeting/programming workshop/design charrette.
 2. A community feedback meeting presenting three design options.
 3. A meeting at the end of the process to present the preferred design.
 - iii. Interview/Meetings with targeted stakeholders. The Building Committee will identify stakeholder groups including civic groups, historical organizations, library organizations, etc. who should be consulted during this process.

Phase 2 - Conceptual and Schematic Design and Cost Estimates

1. Create at least three conceptual designs for the Palmer Public Library. One design will include repair, one will be an addition to the existing structure, and the third will be the demolition and new construction of the library. Provide cost estimates for all three designs.
2. Conceptual Design Presentations. Conceptual designs should include design drawings (site and building floor plans, exterior and interior elevations). Designs should be presented in multiple formats that include renderings, models, and high-quality booklets/materials for fundraising purposes. The architecture firm will provide a presentation of design options to the City Council and Library Building Committee, jointly. At the conclusion of the process the architecture firm will present the preferred design scheme.

Possible Future Work

If mutually agreeable, the selected firm will provide services for subsequent phases of this project, contingent upon available funding, successful contract negotiations for such services, and satisfactory completion of entire reconstruction process.

V. Submission Requirements

Responses should minimally include the following information, clearly and readily identifiable as responsive to this RFP:

- a) A cover letter.
- b) A narrative describing a vision and strategy for the conceptual design process.
- c) Design team roles:
 - i. Identify the project lead and project team for public input and outreach.
 - ii. Identify the project team making presentations and conducting stakeholder interviews.
 - iii. Identify the lead design architect and the design team.
 - iv. Identify the sustainability coordinator.
 - v. Identify all key personnel and sub-consultants involved in the project.
 - vi. Identify support team members - landscape architect, civil engineer, structural engineer, mechanical engineer, acoustic engineer, lighting designer, etc.
- d) A description of the major deliverables anticipated for a successful project.
- e) A project budget showing estimated total as well as line item budgets. This information will not be made public and should be submitted in a separate envelope and should include:
 - i. Total Lump Sum Bid Amount for the completion of the Conceptual Design as described in the RFP.
 - ii. The estimated total cost by major task broken down by hourly rates and estimated hours;
 - iii. Summary of the individuals' hourly rates;
 - iv. Any administrative expenses or other costs.

A project timeline including key dates, an overall project schedule, including the timing of major work tasks. The contract award is estimated for June 13, 2023.

VI. SCHEDULE

The consultant is responsible for proposing a schedule of major milestones for the project details.

VII. EVALUATION OF PROPOSALS

Proposals will be evaluated and scored on the criteria identified below. The objective of this RFP is to ensure the selection of services is adequate in all respects. Proposers are encouraged to provide clear, concise, and complete responses to each criterion but not to submit voluminous amounts of material. *Failure to completely respond to the following "Proposal Sections" may result in rejection of the proposal.*

Qualifications and Experience of Staff

Maximum Points: 30

Describe the relevant and specific experience of the firm or individual in providing similar services. Identify the relevant and specific experience of any subcontractors that may be used. Include resumes of key personnel highlighting their pertinent qualifications and any achievements unique to the services requested.

Past Performance**Maximum Points: 30**

Success in working with municipalities design services is a key component of these evaluation criteria. Provide a descriptive list of successful projects in small cities and rural communities completed by the consultant. A list should identify the type of production and client identifications with points of contact. Also identify whether or not the project was completed on time and within budget.

Project Approach**Maximum Points: 30**

Describe your approach to performing the proposed work. Include a detailed description of services to be provided and constraints (procedures, time, personnel, etc.), if any. The proposal should include a schedule of major milestones for the project ending with a completed plan by October 31, 2023. The proposal should answer the questions: Who will have overall responsibility for each project task and who will be responsible for overall coordination. Discuss your approach to project administration.

Fee Structure**Maximum Points: 10**

The proposal should include a detailed cost proposal consisting of a breakdown by discipline, and man-hours, in a spreadsheet format for the project. The proposal shall include estimated reimbursables and associated costs that are anticipated for the project. The proposal shall include a "not to exceed" cost for all services required.

Proposer Information Form

The Proposal **MUST INCLUDE** the completed and signed "**Proposer Information Form**" (attached). **Failure to submit a signed "Proposer Information Form" with the proposal will result in the proposal's rejection.**

VIII. SELECTION PROCESS

The proposals will be reviewed by the City Manager and Community Development Director, Library Director and scored against the evaluation criterion. The city may, at its discretion, choose to interview one or more of the top three responsive/qualified proposers. If needed, interviews will take place on May 29, 2023. If conducted, the interviews will be with no more than two people per firm. No competing proposer may be present to hear the presentation of any other competing proposer.

IX. FINAL SELECTION

Once a final selection has been made, the city manager or designee will negotiate a professional service agreement with the first ranked Proposer. If this negotiation is not successful, the city manager will negotiate with the second ranked Proposer, and so on if necessary. The city manager will recommend a contract award to the City Council for final award at the regularly scheduled Council meeting on June 13, 2023, or at a subsequent meeting if necessary. All Proposers will be notified in writing of a qualified proposer list or the recommended proposed awardee.

X. MISCELLANEOUS

a) **City Prerogatives:** The City of Palmer reserves the right to award the responsive

and responsible proposer whose proposal is judged to be in the best interests of the City, with the City being the sole judge thereof; to negotiate with any or all proposers; to reject any or all proposals, in whole or any part; and to waive any minor technicalities or informalities in accordance with the City's determination of its own best interest.

- b) **Contract:** The city reserves the right to negotiate final contract terms with any proposer selected. The contract between the parties will consist of the RFP, including the professional services agreement form, together with any modifications thereto, and the awarded proposer's proposal, together with any modifications and clarifications thereto that are submitted at the request of the city during the evaluation and negotiation process. In the event of a conflict in language between the documents referenced above, the provisions and requirements set forth and/or referenced in the RFP shall govern. However, the City of Palmer reserves the right to clarify any contractual relationship in writing with the concurrence of the contractor, and such written clarification shall govern in case of conflict with the applicable requirements stated in the RFP or the contractor's proposal. In all other matters not affected by the written clarifications, if any, the RFP shall govern. Form of a Professional Service Contract is attached as Appendix A.
- c) **Venue:** Any dispute or controversy arising out of this Request for Proposals shall be governed by the Palmer Municipal Code, laws of the State of Alaska, and the venue shall be in Palmer, Alaska only.

The City reserves the right to reject any or all proposals for any reason. The City also reserves the right to negotiate with the selected vendor to clarify details and achieve the best overall services for the City.

**CITY OF PALMER
PROPOSER INFORMATION FORM**

Library Design Services RFP

1. Firm Name _____
2. Mailing Address _____
3. City, State, Zip _____
4. Physical Address, if different _____

5. Telephone Number _____
6. Facsimile Number _____
7. Toll Free Number, if any _____
8. Federal Tax Identification Number _____
9. Contact Person for questions and contract negotiations, including address if different than above.

10. Contact Person Telephone Number _____
11. Facsimile Number _____
12. Name of Individual Authorized to Bind the Organization _____
Title _____
13. Signature - **Must be in blue ink and individual must be authorized to bind the organization**

Name: _____ Date: _____

City of Palmer 231 W. Evergreen Avenue Palmer AK 99645 907-745-3271