



CHESTERFIELD
TOWNSHIP
LIBRARY

Chesterfield Township Library
50560 Patricia Ave.
Chesterfield, MI 48051
(586) 598-4900
www.chelibrary.org

REQUEST FOR PROPOSAL

2019 Chesterfield Township Library New Community Library Program

Issue Date: February 01, 2019

Closing Date: March 29, 2019; 4:30 p.m.

To be returned PRIOR to date and time above

Return proposals to:

Chesterfield Township Library
Elizabeth Madson, Director
50560 Patricia Ave.
Chesterfield, MI 48051
emadson@chelibrary.org

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OVERVIEW

The Chesterfield Township Library (Library) is issuing a Request for Proposal (RFP) to solicit interest from qualified and bonded professional design firms (Firm) to develop a New Community Library Program proposal (Proposal). The Proposal is sought to aid the Library in selecting the best construction plan that will meet its future service needs. The qualified firm shall be selected using a competitive, quality-based, fair and open process at the sole discretion of the Library.

LIBRARY HISTORY

The Chesterfield Township Library grew out of humble beginnings when in the 1950s the family of Bernard and Ceola Trinity generously opened their 500-volume home library to the community. In 1957, this family collection became a branch of the Macomb County Library System. In November 1994, the Chesterfield Township Library was legally established by voters, a Township Library organized pursuant to Act 164 of 1877, and for 25 years has operated in rented facilities. The Library currently leases a 21,000 square foot converted warehouse at 50560 Patricia Ave. near the Southwest corner of 23 Mile Road and Gratiot Avenue.

The Library's operations are funded through a 0.7 millage. The Library is governed by an elected 6-member Board of Trustees. July 2018 SEMCOG data numbers the total population of Chesterfield at 45,730. Public libraries in the state of Michigan are organized into class sizes. The Library is a Class V library that serves a population from 26,000 to 49,999. The largest class size is VI, with Class VI libraries serving a population of 50,000 or greater. The Chesterfield Township Library anticipates growing to the largest, Class VI public library and serving such a population in Chesterfield in the near future.

In 2007 the Library initiated a building drive plan that included 12.2 acres of free federal land. The plan was based upon the Library being supported by a new millage to be approved by the voters. The millage request was not supported by the voters, and the land offered by the federal government was lost. The most recent building drive and improvement plan was in November 2018 when the Library Board of Trustees purchased 5.698 acres of vacant land at the southeast corner of 21 Mile Road and Sugarbush Road in Chesterfield Township, TIN: 15-09-32-127-033, for the purpose of constructing a new library building.

Due to the improved economic forecast in the region, the celebration of 25 years of providing essential library services to the residents of Chesterfield, and the anticipation of growing to a Class VI public library, the Library is committed to improving services to its patrons through the provision of a permanent home.

SCOPE OF WORK

The proposal shall include basic schemes to:

- 1) Design a new construction building on land owned by the Library: 5.698-acre parcel of land located at Sugarbush Road and 21-mile Road, TIN: 15-09-32-127-033.

A Proposal shall include the anticipated costs to execute the schemes. The Library shall select a scheme based in part upon the scheme's advantages to improve service delivery, comprehensive floor plan options and elevation.

NOTES:

- A) The Library estimates the approximate building size needed to support adequate library service for the Township at 35,000 square feet, with the possibility of expansion up to 45,000 square feet.

- B) At minimum, all schemes shall include the following desired features:
 - a. Library programming room
 - b. Conference room
 - c. Mechanical room
 - d. Dedicated Children's Programming Area
 - e. Dedicated Teen Area
 - f. Community Meeting Room with restrooms and night egress
 - g. Multiple study rooms
 - h. Multiple public unisex-designed restroom facilities
 - i. Staff offices, workspaces and processing areas
 - j. Staff breakroom and restrooms
 - k. Adequate parking
 - l. Proposed ingress and egress for vehicles and pedestrians

- C) Other areas that are generally accepted as enhancements to modern library service may also be included.

- D) A one-story building plan is optimal.

RECEIPT OF PROPOSAL

In order for the Proposal to receive full consideration, the receipt of one (1) paper copy of the Proposal in a sealed envelope and one (1) electronic copy in .pdf format is required. **The submission deadline is 4:30 p.m. on March 29, 2019**; proposals shall be publicly opened and read at that time. Proposals become the property of the Library at the time of submission and are subject to disclosure under the Freedom of Information Act (FOIA).

The sealed envelope shall be entitled, "2019 Chesterfield Township Library New Community Library Program" and sent to the contact below; the electronic copy shall be sent to the email address listed below:

Contact Person: Elizabeth Madson, Director
50560 Patricia Ave.
Chesterfield, Michigan, 48051
Phone: (586) 598-9048
Email: emadson@chelibrary.org

Proposals sent by mail should allow sufficient delivery time to ensure receipt by the deadline. Proposals received after the deadline will be returned to the proposer unopened.

PROPOSAL REQUIREMENTS AND SPECIFICATIONS

All Proposals shall contain the following elements:

1. **Scope of Services, Completion** – Respondents must describe their understanding of the project, explain their scope of services and propose a reasonable timeline to supply their deliverables in order for the Library to disseminate the information to the public.
2. **Resume** – All resumes shall include the following information:
 - a. Name and address of the firm and the corporate officer authorized to execute agreements.
 - b. A brief description of the firm’s history, ownership, organizational structure, and location of its management.
 - c. The names, experience, qualifications and applicable licenses held by the individuals primarily responsible for servicing the Library on this project.
 - d. A listing of clients for which the firm has performed similar work; include the information for the contact person for the client.
 - e. A statement of assurance to the effect that the firm is not currently in violation of any regulatory rules, regulations or litigation that may have an impact on the firm’s operations.
 - f. Any other information that may help the Library evaluate the Proposal.
3. **Facilities – Office Locations**
Include the location and the proposed personnel for the library project.
4. **Conflict of Interest** – Disclose any potential conflicts of interest that the firm may have in performing the requested services for the Library.
5. **Fees** – A detailed list of fees to complete the basic New Community Library Program shall be included. Fees must be guaranteed for one hundred eighty (180) days from the Proposal date.
6. **Signature** – Proposals must be signed and dated by an authorized partner or officer of the firm.
7. **Contracts** – A copy of the draft agreement proposed by the firm for projects of this nature. Please note that the Library will require in its contractual relationship, among other items, appropriate levels of liability insurance and a hold harmless clause.

EVALUATION CRITERIA

Final Proposal evaluation and selection may be based on, but not limited to, any or all of the following:

1. Qualifications and experience of the proposer
2. Ability of proposer to provide quality and timely products and services
3. Quality of information presented in the proposal
4. Reference checks
5. Knowledge of the Library's Strategic Plan
6. Demonstrated knowledge of the history of the Library and its specific challenges with moving the Library forward
7. Availability to accommodate any required meetings
8. The proposer's compensation proposal for the project
9. Proposed time lines
10. Other factors determined to be in the best interests of the Library

The Library reserves the right to reject any and all proposals, to call for new proposals, to waive any irregularities in the proposals if deemed to be in the best interest of the Library, negotiate changes in the scope of work, service provided or portions thereof, a definitive agreement, to modify the projected timeline at any time, and to select the proposal that is considered to be most advantageous to the Library. The lowest bid may not necessarily be the most acceptable for the project; the Library shall base its award criteria on multiple factors, not just cost factors.

Projected Timeline: A summary of the responder selection process and timetable are as follows:

February 1, 2019	Request for Proposal is advertised
March 29, 2019	Request for Proposal responses due to the Chesterfield Township Library
May 15, 2019	Review of Proposal Statements by review committee completed
June 19, 2019	Contract negotiations and award

MISCELLANEOUS

- The Library shall not be liable for any costs incurred by the proposer for the preparation and production of the proposal or for any work performed prior to the execution of a definitive final agreement.
- Proposers who have questions concerning this RFP shall contact Elizabeth Madson, Library Director no later than five (5) business days before the submission deadline. Tours of the lot described above can be arranged with the Library Director.
- The Library may issue public responses to questions by those who propose to respond to this RFP. Alternatively, the Library may only respond directly to the entity that poses a specific question.
- The final selection shall be made at the sole discretion of the Library Board. The Board may request additional information from proposers or request personal interviews with one or more proposers.

- The Library is an equal opportunity employer. The Library does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include, but are not limited to, hiring and firing of staff, selection of volunteers and vendors, and provision of services. The Library is committed to providing an inclusive and welcoming environment for all members of our staff, clients, volunteers, contractors, vendors, and clients. The Library expects the Firm to comply with these standards.
- The Library will endeavor to ensure bids submitted are comparable. The Library reserves the right to accept, reject or ask for clarification of any or all bids in order to ensure the best interests of the Library are served. The Library reserves the right to accept bids that are not the lowest if it is determined to be in the best interest of the Library.
- Each firm submitting a proposal shall hold all information provided in its proposal in confidence and shall not reveal its proposal to or discuss its proposal with competitors until all relevant contracts, pursuant to this RFP have been awarded. By the submission of one or more proposals, the submitting firm represents and warrants that in connection with the proposals:
 1. The prices or other information stated in the proposals have been arrived at independently, without consultation, communication or agreement with any other firm for the purpose of restricting competition;
 2. The prices or other information stated in the proposals have not knowingly been disclosed by the firm and shall not knowingly be disclosed by the firm prior to the award of any contracts;
 3. No attempt has been made nor will be made by the firm, for the purpose of restricting competition, to induce any other person or firm to submit, or conspire with any other parties to restrict or otherwise manipulate prices or competition relating to this RFP or any resultant contracts.