

– REQUEST FOR PROPOSAL –

Central Library Use Analysis
For the
Buffalo & Erie County Public Library

RFP #09120BC

June 19, 2009

BUFFALO & ERIE COUNTY PUBLIC LIBRARY
1 LAFAYETTE SQUARE
BUFFALO, NY 14203-1887

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SECTION 1 ADMINISTRATIVE AND CONTRACTUAL INFORMATION

1.1 RFP Purpose

The Buffalo & Erie County Public Library (B&ECPL), hereafter referred to as B&ECPL, seeks a qualified architect/engineering consultant to re-examine the Central Library in downtown Buffalo for improved use of its interior premises. With the exception of the 1st floor main entry and popular materials department which completed a full renovation in 2005 as well as the introduction of modern public access computing throughout the building, only modest changes have been made to the 1960s interior layout and design of the Central Library. Evolving trends in library service delivery demand that the current use and configuration be re-examined. This may involve reorganizing resources, consolidating service points, introducing new functions, and/or the re-emphasis or de-emphasis of structural or design elements.

Given the magnitude and scope of potential changes, a comprehensive use/needs assessment is required. The selected firm will work closely with Library System staff, Board of Trustees, City and County officials and community residents to assess the role and future requirements of the Central Library in the 21st century and provide opportunities for contribution of ideas and feedback through public meetings, focus groups, surveying and/or committee work.

The expected work product would provide recommendations for completing renovation of the Central Library facility to provide enhanced public space and more efficiently organized staff and storage space and serve as the basis for a subsequent RFP for detailed design development, architectural and engineering services.

1.2 Issuing Office

This RFP is issued by the Buffalo & Erie County Public Library, which is responsible for the requirements specified in this RFP and for the evaluation of all proposals.

1.3 Organization(s)

The Buffalo & Erie County Public Library is an independent municipal corporation chartered by the University of the State of New York, State Education Department. The Library's governance is established by State Law, stipulating a fifteen member Board of Trustees appointed by the County Executive and approved by the Erie County Legislature. The Board of Trustees appoints a Director and Deputy Directors and is responsible for setting policy, approving the annual budget and ongoing expenditures.

B&ECPL is a federated county-wide library system consisting of the Central Library in downtown Buffalo and 8 City branches; it also contracts with the 22 independent

library boards in the villages, towns, and cities of Erie County to operate 28 library facilities. These libraries constitute a total of 37 buildings distributed over an area of 1,045 square miles. The resources of B&ECPL System total over 4 million books, recordings, documents, maps, and media. The Central Library anchors the System with a myriad of services and a comprehensive collection of 2.4 million books, documents and other materials including an exceptional rare book collection. Supplementing the resources of neighborhood and community libraries through an extensive intra-loan network, it serves the needs of individuals, corporations, industry, and academic and business communities. The 400,000 square foot Central Library building is also the hub of the System's administrative and support service functions.

1.4 RFP Scope

The information and instructions contained in this RFP are intended to provide interested vendors with information necessary to prepare and submit proposals and accompanying materials. RFP sections include:

- Administrative and Contractual information
- Detailed Requirements
- Proposer Requirements
- Fee Analysis & Proposal
- Required Submittals

1.5 Pre-submittal Conference and Inquiries

There will be a pre-submittal conference held for this Request for Proposal at the Buffalo & Erie County Public Library prior to the due date of the submission of proposals.

WHEN: June 30, 2009, 3pm
WHERE: Central Library, Second Floor Administrative Offices
Buffalo & Erie County Public Library
1 Lafayette Square, Buffalo, New York

All prospective vendors are urged to participate in person or by conference call. In order to enable the B&ECPL to arrange for several vendors to jointly participate in the pre-submittal conference, those who desire to participate by conference call must provide a minimum of three business days' notice to the individual listed in this section.

All inquiries concerning this RFP should be addressed to:

Kenneth H. Stone, Deputy Director, Chief Financial Officer
Buffalo and Erie County Public Library
1 Lafayette Square
Buffalo, New York 14203-1887
(716) 858-7170
FAX: (716) 858-6544
Email: stonek@buffalolib.org

1.6 Pertinent Dates

- A. Advertisement dates: June 19 and 20, 2009
- B. Release of RFP: June 19, 2009
- B. Pre-Submittal Conference: June 30, 2009
- C. Closing Date for Inquiries: July 8, 2009
- D. Submittal of Proposals: No later than 4pm Thursday July 30, 2009
- E. Review of Proposals by Appointment

1.7 Proposal Preparation

The proposal should follow the format outlined in Section 5 of this RFP. Vendors should feel free to augment their responses with additional information as they deem appropriate. Failure to follow the prescribed format for responses may result in disqualification.

1.8 Submittal of Proposals

Interested vendors should submit three hard copies (one unbound) to the individual listed in Section 1.5 by 4 p.m. Daylight Saving Time on the Submittal of Proposal date specified in Section 1.6. Submittal of an electronic version in its original format on a CD along with the hard copy is desirable. Vendors have sole responsibility to assure that their proposals are received on time.

The content of each proposal will be held in strict confidence and no details of any proposal will be divulged to any other vendor prior to proposal openings.

1.9 Conflict of Interest

- A. [1] No officer or employee of B&ECPL shall have an interest in any contract with the vendor, when such officer or employee, has the power or duty to
 - (a) negotiate, prepare, authorize or approve the contract or authorize or approve payment there under,

- (b) audit bills or claims under the contract, or
- (c) appoint an officer or employee who has any of the powers or duties set forth above, and

[2] "Interest" as used herein means a direct or indirect pecuniary or material benefit accruing to an officer or employee of B&ECPL as the result of a contract with B&ECPL. An officer or employee of B&ECPL shall be deemed to have an interest in the contract of

- (a) his or her spouse, minor children and dependents, except a contract of employment with B&ECPL,
- (b) a firm, partnership or association of which such officer or employee is a member or employee,
- (c) a corporation of which such officer or employee is an officer, director or employee and
- (d) a corporation any stock of which is owned or controlled directly or indirectly by such officer or employee. New York State General Municipal Law §§ 800 - 801.

B. [1] The provisions of section 1.9 A. shall not apply to:

- (a) A contract with a person, firm, corporation or association in which an officer or employee of B&ECPL has an interest which is prohibited solely by reason of employment as an officer or employee thereof, if the remuneration of such employment will not be directly affected as a result of such contract and the duties of such employment do not directly involve the procurement, preparation or performance of any part of such contract;
- (c) A contract with a membership corporation or other voluntary non-profit corporation or association;
- (g) A contract in which an officer or employee of B&ECPL has an interest if such contract was entered into prior to the time he or she was elected or appointed as such officer or employee, but this paragraph shall in no event authorize a renewal of any such contract;

[2] (a) A contract with a corporation in which an officer or employee of B&ECPL has an interest by reason of stockholdings when less than

five per centum of the outstanding stock of the corporation is owned or controlled directly or indirectly by such officer or employee;

- (b) A contract in which a municipal officer or employee has an interest if the total consideration payable thereunder, when added to the aggregate amount of all consideration payable under the contracts in which such person had an interest during the fiscal year, does not exceed the sum of one hundred dollars;
- (f) A contract with a member of a private industry council established in accordance with the federal job training partnership act (29 U.S.C.A. § 1501 et seq.) or any firm, corporation or association in which such member holds an interest, provided the member discloses such interest to the council and the member does not vote on the contract. General Municipal Law § 802.

- C. [1] Any officer or employee of B&ECPL who has, will have, or later acquires an interest in any actual or proposed contract with B&ECPL of which he or she is an officer or employee, shall publicly disclose the nature and extent of such interest in writing to the governing body thereof as soon as he or she has knowledge of such actual or prospective interest. Such written disclosure shall be made part of and set forth in the official record of the proceedings of B&ECPL. Once disclosure has been made by an officer or employee with respect to an interest in a contract with a particular person, firm, corporation or association, no further disclosures need be made by such officer or employee with respect to additional contracts with the same party during the remainder of the fiscal year.
- [2] Notwithstanding the provisions of section 1.9 C.[1], disclosure shall not be required in the case of an interest in the contract described in section 1.9 B.[2], above.

1.10 Non-Collusion

- A. Each proposal shall also contain the following statement subscribed by the proposer and affirmed by such proposer as true under the penalties of perjury.
 - [1] By submission of this proposal, each person signing on behalf of any proposer certifies, and in the case of a joint proposal each party thereto certifies as to its own organization, under the penalty of perjury, that to the best of knowledge and belief:

- (a) The prices in this proposal have been arrived at independently without collusion, consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other proposer or with any competitor;
- (b) Unless otherwise required by law, the prices which have been quoted in this proposal have not been knowingly disclosed and will not knowingly be disclosed by the proposer prior to opening, directly or indirectly, to any other proposer or to any competitor; and
- (c) No attempt has been made or will be made by the proposer to induce any other person, partnership, or corporation to submit or not to submit a proposal for the purpose of restricting competition.

1.11 Opening; Conformity to Specifications; Clarification Bulletins

- A. The proposals are opened as stated in the call for proposals or as soon thereafter as reasonably possible. They are irrevocable after opening for sixty (90) days or any period specified in the call for proposals.
- B. Selection is based upon a comparison of the proposal as submitted with the requirements identified in the RFP and, where necessary, clarification bulletins.
- C. Clarification bulletins may be issued to correct mistakes, answer questions, or resolve ambiguities during the proposal solicitation process. The date and time of proposal opening may be extended only once, and not more than twenty business days. Any proposal may be withdrawn prior to the time of opening in case of an extension. Reasonable effort will be made to notify all who have submitted proposals.
- D. If major revisions become necessary, or for any other reason, all proposals may be rejected and a new call published, subject to the discretion of B&ECPL.
- E. Unopened proposals are to be returned if the proposer requests and supplies a prepaid mailer.
- F. Specific questions regarding the RFP may be submitted in writing to the individual listed in Section 1.5.

1.12 Selection Process; General Criteria

- A. B&ECPL reserves the right to reject all proposals, waive minor irregularities, and/or call for new proposals.
- B. When evaluating the proposals submitted in response to this RFP, B&ECPL' considerations include, but are not limited to, the following:
 - [1] The ability, capacity, and skill of the proposer to perform the contract or provide the service required.
 - [2] The cost of proposed services.
 - [3] Whether the proposer can perform the contract or provide the service promptly, or within the time specified, without delay or interference.
 - [4] The character, integrity, reputation, judgment, experience and efficiency of the proposer.
 - [5] The quality of performance of previous contracts or services.
 - [6] The knowledge, previous history and evidence of existing compliance by the proposer with laws and ordinances relating to the contract or service.
 - [7] The ability of B&ECPL to negotiate a "not to exceed" contract with the most qualified proposer.

1.13 Interviews

In the event B&ECPL requires additional information or determines a personal interview is necessary prior to selection of a finalist, B&ECPL may elect to interview finalists at the Central Library or another location to be identified by the B&ECPL. All proposer expenses for travel to Buffalo associated with proposer interviews are to be borne exclusively by participating vendors and not by B&ECPL.

1.14 Notification of successful proposer

Upon approval, the successful proposer will be notified in writing and a purchase/work order issued, or a contract shall be prepared by B&ECPL.

SECTION 2 DETAILED REQUIREMENTS

2.1 Central Library Use Analysis/Planning Objectives

The objectives of the Central Library Use Analysis/Planning program are to:

- (1) Assess the current configuration and role of the Central Library in the 21st century to improve the overall use of the facility. Evolving trends in library service delivery must be assessed in conjunction with opportunities to reconfigure space and reorganize resources to consolidate service points, introduce new functions, and/or re-emphasize or de-emphasize structural or design elements.

Stakeholder participation and feedback will be critical to the success of this process. Library System staff, Board of Trustees, City and County officials, other elected officials and community residents must be engaged and provided opportunities for contribution of ideas and feedback through public meetings, focus groups, surveying and/or committee work.

- (2) Based upon the review and input solicited above, provide recommendations for completing renovation of the Central Library facility to provide enhanced public areas and more efficiently organized staff and storage space and serve as the basis for a subsequent RFP for detailed design development, architectural and engineering services. These recommendations may include but not be limited to:
 - Shifting or consolidating service points, patron seating/study areas, and collections (shelving) for ease of access and improved traffic flow (e.g., establishing a one-stop information desk);
 - Improving or adding special use areas (e.g., Special Collections exhibition space, workspace for handling materials and preparing displays; compact shelving in closed storage areas; reconfiguring space to accommodate automated library materials handling systems; meeting, study and training rooms and/or labs; a public computer information commons; an imaginative programming place within the Children's Department; Incorporating patron comfort or convenience features and artistic elements that enhance the visual appeal of the building; and
 - Enhancing and improving green technology and energy efficiency recommendations for incorporation into design documents.

The recommendation shall include concept drawings and preliminary cost estimates for recommended work in each section of the Central Library.

2.2 Project Tasks, Services and Strategies

The selected firm will work with B&ECPL to meet the objectives outlined in section 2.1 above. Services/tasks may include, but are not limited to:

- A. Consultation with staff, administrators and trustees;
- B. Soliciting stakeholder feedback through public meetings, surveys and focus groups;
- C. Attendance at designated meetings of the B&ECPL Board of Trustees, Erie County Administration, Erie County Legislature, and City of Buffalo;
- D. Review of schematic/architectural drawings to confirm measurements, electrical, structural and engineering limitations, etc;
- E. Provision of concept drawings for approval by B&ECPL;
- F. Utilization of state of the art CAD software to demonstrate design via 3D modeling and/or walkthrough rendering of proposed new spatial design;
- G. Research of shelving and furniture options as required by design;
- H. Recommendations for construction of new interior elements;
- I. Preparation of cost estimates for each of the services/tasks outlined above;
- J. Completion of preliminary schematic designs (and associated preliminary cost estimates of completing proposed changes) to meet service objectives as described in Section 2.1.

2.3 Work Requirements

The proposer will be required to:

- A. Contribute substantially, orally and in writing, to the decision making process by providing presentations to designated individuals and groups;
- B. Work closely and constructively with designated staff as needed;
- C. Assist with the analysis and interpretation of technical information;
- D. Be able to begin work immediately upon notification as the selected proposer.

2.4 Ownership of Reports

B&ECPL will retain ownership of all diagrams, plans, reports and other documents generated as the result of these contractual services. The Proposer is prohibited from copying or distributing any of these documents or other reports developed in conjunction with B&ECPL without written permission of B&ECPL.

SECTION 3 PROPOSER REQUIREMENTS

Section 5 of this RFP outlines required organization of proposer submittals in response to this RFP. This section includes general and specific requirements to be addressed in submittals.

The following list of proposer requirements and required information to be included in submittals may be supplemented by additional information the proposer determines will be helpful to B&ECPL in determining the proposer's ability to perform the work outlined in this RFP. When addressing the following requirements, proposers are encouraged to augment responses with appropriate samples of work (e.g., reports, outlines, models or other visual representations, etc.) and substantive accounts of work experience with former clients for whom comparable work has been performed.

3.1 Personnel and Firm

- A. The proposer must provide details summarizing the education and professional experience of all personnel proposed for this project.
- B. If the proposer represents a firm or company with whom B&ECPL will contract for services, the proposer must provide detailed information about the firm, the number of years in business, number of employees, general financial information, number of clients, and other pertinent information.
- C. If the proposer intends to use subcontractor(s) for any portion of the proposed work, the proposer will identify the work to be subcontracted and identify the firm(s) along with a statement of their contact information and qualifications.

3.2 General Qualifications:

- A. Demonstrated ability to complete projects to the satisfaction of other clients.
- B. Demonstrated knowledge of architectural design and space planning.

- C. Ability to demonstrate familiarity with current public library space design/planning studies.
- D. Demonstrated excellence in written, oral and graphical communications.
- E. Ability to quickly learn about the Central Library's multiple functions and audiences.
- F. Demonstrated ability to set priorities and meet objectives on time and within budget.

3.3 Liability and Insurance Requirements.

The Proposer must certify that the Proposer is an independent contractor and the Proposer's firm, its officers, employees, agents or subcontractors shall not be considered to be employees or agents of B&ECPL. The Proposer shall indemnify and hold B&ECPL harmless from any loss, liability, damage, death or injury to any person or property, from any negligent or wrongful act or omission of the Contractor, its agents, or employees, arising directly or indirectly as a consequence of this contract.

Insurance shall be procured by the successful proposer before commencing work, no later than 14 days after notice of award, and maintained without interruption for the duration of the contract, in the kinds and amounts specified in the attached "County of Erie, Standard Insurance Requirements." If the insurance is not provided in acceptable form within this period of time, then the B&ECPL may declare the vendor non-responsive and award a contract to the next low responsible proposer.

SECTION 4 FEE ANALYSIS & PROPOSAL

4.1 Fee Analysis

Subject to budgetary constraints, B&ECPL intends to negotiate a "Not to Exceed" Agreement for design/planning services with the most qualified proposer based on the Library's evaluation of the proposal to address the project requirements outlined in Section 2 of this RFP. Selection will be based on the Library's evaluation of the proposer's ability to address detailed requirements identified in Section 2 and proposer requirements outlined in Section 3, as well as the Library's analysis of the proposer's Schedule of Fees as stipulated in Section 4.2. and Preliminary Fee Proposal as stipulated in Section 4.3.

4.2 Schedule of Fees

Proposals must include a lump sum fee, itemized by type of expense. The fee should include all anticipated categories of services to be provided for the scope of work described in the response. Upon notification, the successful proposer must hold to quoted price(s) a minimum of 180 days. Should the B&ECPL determine that additional work is needed during the course of the engagement; the consultant must provide a similarly detailed estimate for the additional work for B&ECPL review and approval prior to beginning any such work.

4.3 Preliminary Fee Proposal

Based on the proposer's past experiences in completing comparable projects, the proposer is required to submit a Fee Proposal that specifies all anticipated fees necessary to complete the project outlined in Section 2 of this RFP. The Fee Proposal will be used by B&ECPL to evaluate the proposer's plan to provide the comprehensive range of services outlined in Section 2.

The Fee Proposal should include proposed benchmark or stages of completion at which time B&ECPL would be invoiced for services during the project and the amount of the lump sum fee to be invoiced upon completing each stage.

The fee proposal should include the following categories:

- A. Cost/time analysis for the total project; proposals must specify both the minimum and maximum number of days / hours the proposer anticipates to complete the project. The proposer should include all projected costs associated with the project.
- B. The fee should include projected travel expenses, charges for meeting expenses that may be required and miscellaneous incidental expenses; these should state the estimates for number of meetings with designated staff, board(s), etc. needed to address the approach outlined in the response.

SECTION 5 PROPOSAL: REQUIRED SUBMITTALS

The proposer is required to submit a proposal that includes the required and relevant information outlined in this RFP and organized in the following categories:

- A. Information / Experience of the Firm & Personnel: This section should address pertinent information about the proposer's firm, include brief resumes of individuals proposed for the project including education and relevant professional work experience.

This section should also include an Employee Identification Number or Social Security number, and a statement of the proposer's non-discrimination and equal employment opportunity policies.

- B. Proposed Methodology: This section is to be based upon the proposer's review of information in the RFP, pre-submittal conference and any additional information provided "the Library." This section must include a proposed timeline for the entire project and should address key benchmarks for the project.
- C. Schedule of Fees and Fee Proposal: This section addresses fee proposal requirements outlined in Section 4.
- D. References: This section addresses relevant experience that demonstrates successful performance on comparable contracts. The proposer is required to provide a minimum of three references including names, titles, addresses, and telephone and fax number of individuals who can be contacted for comment on identified comparable contracts.