



The City Library

THE SALT LAKE CITY PUBLIC LIBRARY SYSTEM

Request for Proposal Facilities Condition Assessment Salt Lake City Public Library

Introduction & Background

The Salt Lake City Public Library (“Library”) plans to engage the services of an Architect, Engineering Firm, General Contractor or other qualified firm licensed in the State of Utah (“Consultant”), to provide a Facilities Condition Assessment for the purpose of obtaining comprehensive forensic building evaluations (architectural, structural, mechanical, electrical, plumbing, and water intrusion); corrective recommendations; budget estimates for the corrective work; a proposed schedule for all recommended corrective work and a forecast of future renewal projects and costs.

The Library is an urban library serving an estimated population of 194,000 residents and is comprised of a Main Library and seven community branches. In the year 2015 the Library received the distinct honor of being Utah’s only Five Star Library as acknowledged by the *Library Journal* Index of Public Library Service. The residents of Salt Lake City are enthusiastic users of their public library and our goal is to offer welcoming and comfortable spaces with relevant services and collections.

There are three main goals the Library has set forth with respect to its facilities, planning and capital budgeting in this fiscal year. These include:

- Develop a system of forecasting capital projects related to the upkeep and renewal of its facilities in a predictable, proactive manner.
- Place high cost preventative maintenance items, deficiencies identified in a Facilities Condition Assessment and other continuing or predictable projects into a long range financial plan.
- Identify the cost estimates and schedules from the above information.

To accomplish these goals, the Library is issuing this Request for Proposals (“RFP”). Proposals shall be submitted by firms capable and possessing demonstrable and proven backgrounds in the type of work described in the Scope Of Work section of this document. In addition, Consultant shall have sufficient, readily available resources in the form of trained personnel,

Main Library 210 E 400 S, SLC, UT 84111 801-524-8200

Anderson-Foothill Branch 1135 S 2100 E, SLC, UT 84108 801-594-8611

Chapman Branch 577 S 900 W, SLC, UT 84104 801-594-8623

Day-Riverside Branch 1575 W 1000 N, SLC, UT 84116 801-594-8632

Glendale Branch 1375 South Concord, SLC, UT 84104 801-594-8660

Marmalade Branch 280 W 500 N, SLC, UT 84103 801-594-8680

Sprague Branch 2131 S 1100 E, SLC, UT 84106 801-594-8640

Sweet Branch 455 F Street, SLC, UT 84103 801-594-8651

support services, specialized consultants and financial resources to carry out the work without delay or shortcomings.

Scope of Work

Consultant will assess (inspect) the buildings to UniFormat level 4 (at a minimum) as described below and identify all elements requiring maintenance, repair, or major capital investment. The Consultant will thoroughly examine all building systems using non-destructive, on-site inspection methods except in instances where the Consultant recommends otherwise and the Library approves in advance and in writing. Digital photographs are to be used to support the inspections and shall be taken in sufficient quantity as to adequately illustrate the inspector's evaluation and recommendations. The library will make available staff for interviews and provide any existing documentation that may assist the consultant such as inspection reports, PM records, purchase invoices, etc.

A. Facilities included in the Scope of Work

The comprehensive study will include all of the Library's eight (8) locations with ten (10) main buildings and all ancillary structures at the following addresses:

- 1) Main Library - three (3) connected buildings, an amphitheatre, reflecting pool, auditorium and certain systems and equipment in an attached parking garage located at:
210 East 400 South
Salt Lake City, Utah 84111
240,040 ft²
- 2) Anderson-Foothill Branch
1135 South 2100 East
Salt Lake City, Utah 84108
~14,900 ft²
- 3) Chapman Branch
577 South 900 West
Salt lake City, Utah 84104
~8,900 ft²
- 4) Day-Riverside Branch
1575 West 1000 North
Salt Lake City, Utah 84116
- 5) Glendale Branch
1375 South Concord
Salt Lake City, Utah 84104
19,020 ft²
- 6) Marmalade Branch
280 West 500 North
Salt Lake City, Utah 84103
~18,600 ft²
- 7) Sprague Branch
2131 South 1100 East
Salt Lake City, Utah 84106
13,058 ft²
- 8) Corrine & Jack Sweet Branch
455 F Street
Salt Lake City, Utah 84103
~8,100 ft²

B. Items Included in the Assessment

Attention shall be paid to the larger, costlier components as well as those that, upon failure, would prove harmful to persons or property or disrupt the Library's operations in a significant way or for an extended period of time. It is not necessary to inspect or test every component of a system unless potential individual failure results in the same outcome as a failure of the larger components or system.

Exterior building components

- Building envelope, including all exterior walls, doors and windows
- The roof, including substrate (sheathing), underlayment, waterproofing membrane, gutters, skylights, and other roof components
- Foundation
- Other structural components

Interior building components

- Walls
- Doors
- Ceilings
- Hardware
- Floors and flooring
- Structural members
- Lighting
- Skybridges connecting buildings at Main Library
- Appearance and aesthetic items such as permanently affixed artwork

Systems and systems components

- Mechanical
 - Boilers
 - Chillers
 - Pumps
 - Controls
 - Terminal units
 - All other air handling components
- Electrical
 - Panels and subpanels
 - Generators
 - Controls
 - All other electrical and electrical distribution components
- Plumbing
 - Water delivery components

- Sewage and water removal components
- Valves and shutdown components
- Fire Protection Systems
 - Piping
 - Sprinkler systems
 - Valves
 - Winterization components
- Vertical Transportation
 - Hydraulic components (pumps, pistons)
 - Traction components (cables, car safety components, counterweights, etc)
 - Buffers
 - Rails
 - Control systems
 - All other elevator components
- Specialty systems and components
 - ADA compliance
 - Code compliance
 - Other specialty components and systems

Exterior site components

- Parking lots (asphalt, concrete)
- Walks
- Railings
- Drainage systems (visible)
- Fencing
- Site lighting
- Landscaped areas, fountains, water features and associated sub-systems
- Other exterior site components

The Library and Consultant shall agree on all items to be included.

C. Items NOT Included in the Assessment

Unless specifically identified as critical to an assessment of an included items, the following are not included in the FCA. If it is determined that any of the following are required, a change order shall be issued and signed by the parties.

- Telecommunications and computer equipment
- Movable and non-physical plant equipment
- Shop or testing equipment
- Underground sewer lines and drainage systems
- Testing for asbestos, mold, lead paint, VOC, IAQ sampling
- Air Balancing

D. Identify Existing Deficiencies

Using information obtained through inspection, interviews and other methods, consultant shall identify all deficiencies requiring attention, the root cause of each deficiency and the recommended corrective action to be taken to cure the deficiency. Information will be grouped by facility and such list will also be provided in an electronic spreadsheet format that can be sorted and used for tracking corrective actions taken.

E. Establish Useful Life Criteria

Consultant will provide useful life expectancies for the components of each system using generally accepted industry guidelines. These items shall be included in the cost estimates. For example if a 2 year old carpet has a useful life of 5 years, a new carpet will be included in the year 3 estimate.

F. Prioritize Corrective Actions

All corrective actions will include a priority based on the immediacy of the need for correction. Each action will be categorized as High Priority/Immediate, High Priority/Within 1 year, 3 year, 5 year, 10 year or 15+ year groups. This information will be included in the cost estimates.

G. Derive Cost Estimates and Identify Potential Cost Savings

Consultant shall develop estimates for all items, including “hard” costs, “soft” costs and contingencies. All future cost estimates should include an annually compounding inflation factor.

Deliverables

Using data gathered during the inspections, interviews and documents review, consultant will provide a manual for each location. These manuals will form the foundation of the FCA.

A. Reports

- a. One report / manual should be supplied for each location inspected during the assessment. The preliminary outline for each manual is:
 - i. Overview / Executive Summary
 - ii. Current Overall Location Condition
 - iii. Systems Inspected and Condition of Each
 - iv. Identified Deficiencies
 - v. Prioritized Corrective Actions to be Taken
 - vi. Cost Estimates for Corrective Actions

- vii. Further Recommendations
- b. All system and component inspection information should also be delivered in an electronic format, either in an MS Excel or Google Sheets compatible spreadsheet, OR (preferred) an MS Access / SQL Server database. The spreadsheet should be sortable and include:
 - i. An overall sheet with all inspected systems, condition, life expectancy (new and remaining), any identified deficiency, recommended corrective action, cost of corrective action, other information as decided.
 - ii. A sheet for each location containing the same information listed above.

B. Presentation

The Consultant will be asked to present an overview, key findings and pertinent recommendations to selected members of the Library's Management Team.

Selection Process

A Selection Committee for the Consultant will be formed by the Library for this project. At the selection committee's discretion, interviews may be required of the shortlisted firms. The Selection Committee will evaluate the proposals submitted by the shortlisted firms and utilize a preference ranking scoring system to rank the applicants. The top ranked applicant will be selected for contract issuance. If, for whatever reason, contract terms cannot be reached between the Library and the top ranked applicant the Library will proceed to enter into contract discussions with the next highest ranked applicant.

Shortlisted firms shall refrain, under penalty of disqualification, from direct or indirect contact with any member of the Selection Committee for the purpose of influencing the selection or creating bias in the selection process. All contact on this selection process shall be addressed to the authorized representative identified in this document. This policy is intended to create a level playing field for all shortlisted firms.

The Consultant will be required to obey all federal, state, county, and municipal laws, ordinances, regulations, and rules applicable to its operations. Said laws include, but are not limited to, the Equal Employment Opportunity laws, the Fair Labor Standards Act, Occupational Safety & Health Administration (OSHA) laws, Family Medical Leave Act (FMLA), the Americans with Disabilities Act (ADA), and the Utah Identity Documents and Verification Act (Utah Code Title 63G, Chapter 11). Any violation of applicable laws shall constitute a breach of contract and Consultant will be required to hold the Library harmless from any and all liability arising out of, or in connection with, said violations including any attorney's fees and costs incurred by the Library as a result of such violation.

Schedule

It is anticipated that the contract with the selected Consultant will be fully approved and executed by mid-March, 2018. Assessments, interviews and other investigations are

expected to begin immediately following contract execution and span a total of two (2) months (April-May,2018). Reports and manuals are expected to be delivered by June 15, 2018 with Presentations occurring the latter half of June, 2018.

The tentative schedule for this selection process, which is subject to change at the Library's sole discretion, is as follows:

1. Last day for questions: February 5, 2018 5:00 p.m. MST
2. Addendum to RFP with responses to questions released: February 9, 2018 by 9:00 a.m. MST
3. Proposals due by February 23, 2018 by 5:00 p.m. MST
4. Interviews*: Week Of March 5, 2018, times TBD
*(*optional, may be conducted at the Library's discretion)*
5. Notification of selected Consultant: March 12, 2018

General Qualifications

A statement of the firm's experience and qualifications to meet the requirements of The City Library as outlined herein. Include a general overview and history of your company, number of years in the business, number of employees, corporate headquarters location, and type of business.

Detail your firm's experience in providing the services requested herein with dates of performance and/or completion, customer name, contact person, and telephone number(s). By providing such references you agree that neither The City Library nor the clients referenced shall have any liability regarding the provision of such references or The City Library's use of such references in making selections under this request for proposals.

The Library reserves the right to reject any or all proposals or to waive any informality or technicality if deemed to be in the best interest of the Library.

Services Agreement and Consultant will be required to hold the Library harmless from any and all liability arising out of, or in connection with, said violations including any attorney's fees and costs incurred by the Library as a result of such violation.

Fee Proposal

Applicants shall submit a cost proposal in a separate sealed envelope for their entire scope of work as represented in this proposal. The cost proposal shall be a lump sum fee with a separate "not to exceed" allowance included for reimbursable expenses. The fee proposal shall be broken into identifiable work scopes representing the Consultant's planned execution of the project (i.e. Staff interviews, Document and blueprint review, Site visits, Inspection of each system, etc.).

Following the evaluation of the proposals and ranking of the firms, only the top ranked firm's fee proposal will be opened. The Library will attempt to negotiate and award the contract to the top ranked firm. If the Library, for any reason, is unsuccessful in negotiating a contract with the top ranked firm, the Library will continue the process with the next highest ranked firm. The Library is currently carrying a budget of \$65,000 (no addition) for the Consultant's scope of work and does not anticipate awarding a contract amount in excess of that budget for these services.

Submittal Requirements

1. Seven (7) copies of the submittal are required to be submitted to Jennifer Beaty, Executive Assistant for the Salt Lake Public Library, 210 East 400 South, Salt Lake City, UT 84111. Submissions must be received by 5:00 p.m. Mountain Standard Time on February 23, 2018. Late submissions will not be considered.
2. Applicants are hereby advised that all proposals shall become the Library's property at the time of submission. Information contained in the proposals will be available to the public upon inquiry immediately following the execution of a written agreement with the selected Consultant by the Library.
3. Any costs incurred by potential Consultant candidates in the preparation and delivery of this Proposal are the sole responsibility of the submitting firm. The Library assumes no liability for any expenses incurred by any potential Consultants or teams throughout this entire selection process.

Questions and Clarifications

Gordon Bradberry, The City Library Assistant Director of Facilities, has been designated as the official contact person for the selection process. All inquiries, questions and information regarding this Request for Proposals should be directed to Mr. Bradberry in writing. Written questions will be accepted if received not later than 5 p.m., Mountain Standard Time, January 29, 2018. If by letter, email or facsimile, the written questions are to be addressed and delivered to Gordon Bradberry, Assistant Director of Facilities, Salt Lake City Public Library, gbradberry@slcpl.org, 210 East 400 South Salt Lake City, UT 84111, fax 801-322-8194. The composite answers to all useful and relevant written questions received not later than 5 p.m. Mountain Standard Time, January 29, 2018, will be transmitted by email to all firms. In all instances, the source of the question will not be revealed.

Proposal Response Cover Sheet
Facilities Condition Assessment
Salt Lake City Public Library

We offer to furnish to the Salt Lake City Public Library services requested in accordance with the specifications described herein:

Proposer: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Telephone: _____ Email: _____

Name: _____

Title: _____

Signature: _____