

**Clifton Park-Halfmoon Public Library
Request for Proposal**

***Consultant Services:
Space Planning***

**Proposals Due:
Friday July 19, 2019
5:00 PM EST**

Clifton Park-Halfmoon Public Library
James Foster, Assistant Director
475 Moe Road
Clifton Park, NY 12065



**CLIFTON PARK
HALFMOON
PUBLIC LIBRARY**

NOTICE TO VENDORS

NOTICE IS HEREBY GIVEN, that the Clifton Park-Halfmoon Public Library will receive sealed proposals for **Space Planning** in the Library. Such proposals must be filed with the Clifton Park-Halfmoon Public Library at 475 Moe Road Clifton Park, New York 12065 by **July 19, 2019 5:00 PM EST**.

Proposal forms and specifications may be obtained by contacting James Foster at the office of the Clifton Park-Halfmoon Public Library at the above mentioned address (Telephone: 518-371-8622) or by emailing jfoster@sals.edu. Vendors requesting arrangements other than U.S. Mail or email shall be responsible for making such arrangements and all associated costs.

NOTE: The Library shall not be held responsible for the completeness or accuracy of any documents received by a vendor that were not directly issued to that vendor by the Clifton Park-Halfmoon Public Library.

Any vendor submitting a proposal based on incomplete or inaccurate information resulting from documentation received from any third party, shall not have cause for relief from award or completion of a contract in accordance with the official documents on file with the Clifton Park-Halfmoon Public Library.

It is HIGHLY suggested that all vendors interested in participating in this RFP contact the Clifton Park-Halfmoon Public Library directly at the above address or telephone number to assure they have received the most accurate and up to date material concerning this contract.

The Library does not offer or supply anyone the list of people that have obtained a copy of these proposal specifications or cost estimates for the project prior to the awarding of a contract. NO EXCEPTIONS ARE MADE TO THIS POLICY.

Clifton Park-Halfmoon Public Library reserves the right to reject any or all proposals

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INTRODUCTION

The Clifton Park-Halfmoon Public Library is seeking proposals from qualified, responsible, and knowledgeable Architectural or Space Planning firms or consultants (“Consultant” or “Vendor”) to recommend and develop conceptual designs and provide cost estimates for interior remodeling and potential additions for the Clifton Park-Halfmoon Public Library (“CPH” or “Library”). The selected Consultant will provide comprehensive analysis of the Library, its current facilities and service delivery methods, to determine the best way forward for remodeling projects.

The purpose of the plan is to ensure CPH is effectively serving community members and community needs in the current building, and is prepared to make changes or additions as necessary in the future.

Any space planning proposal will be driven by community input from the strategic planning process as well as staff expertise and experience and will be based on a thorough understanding of the communities’ changing demographics, interests, and needs.

The library space plan should align with the goals for the library as determined by the Strategic Plan. **Copy of Strategic Plan available on Library Website.**

LIBRARY BACKGROUND

The Clifton Park-Halfmoon Public Library is a special legislative tax district library serving the communities of Clifton Park and Halfmoon, a population of approximately 56,000. In 2018 there were 42,062 card holders, a total circulation of 757,978 and 436,018 visits to the library. The Library has 49 FTE staff members representing approximately 39 salaried employees and 70 part time employees. The 2018 adopted budget is \$4,457,561.

The Clifton Park-Halfmoon Public Library, formerly the Shenendehowa Free Library and the Shenendehowa Public Library, has been in operation since 1969. The Library is governed by an 11 member Board of Trustees representing the towns of Clifton Park and Halfmoon. Library operations are overseen by the Library Director, supported by two assistant directors and department supervisors.

The Library is located in a suburban area north of Albany, NY (the New York State Capital) and many residents work for the State of New York or several other large employers including GE, a number of colleges and universities and Global Foundries. The demographics in the community are shifting to include a more multicultural population and this is reflected in the patron population at the Library.

The Library operates within a 55,000 square foot facility that was opened to the public in December 2006. Since that time, use of the building and collections has grown and changed. Use of print materials is declining, while the demand for digital materials is growing, as well as the demand for space: group study rooms, community meeting rooms, quiet work space, collaborative work space, etc.

The Library plays a key role in educating, entertaining and enriching life in the community. Annually the Library hosts or participates in over 1,400 library programs, including author talks and signings, family and multicultural programs, and technology programs, to name a few. Further, nearly 500 community programs and meetings were held at the Library's facility in 2018.

The Friends of the Clifton Park-Halfmoon Public Library is a volunteer organization that supports CPH in a myriad of ways. Their partnership includes championing the Library efforts, endowing financial gifts for special projects, initiating and organizing cultural and educational events. Consideration must be given to this important organization as one of the many audiences of our Library and partner to support CPH's mission and vision.

SCOPE OF WORK

CPH intends to contract with a consultant to work cooperatively with the Board of Trustees, Library staff and select community stakeholders as appropriate to create a comprehensive, actionable, space, remodeling, or expansion plan.

The following scope of work is considered to be the minimum level of effort required. The Consultant is encouraged to recommend changes to the Scope of Services that will lead to a more successful project.

Existing Facility

1. Review existing library documentation including Strategic Plan and available building plans.
2. Assess the existing library in terms of size, ADA compliance, functional layout, flexibility, and expansion capability.
3. Gain an understanding of any significant architectural and engineering obstacles, i.e. load bearing walls that may impede the goal of providing a flexible space.
4. Evaluate the condition of the existing building, including the structural, mechanical, electrical and plumbing systems to determine the upgrades that will be necessary to effectively remodel and expand the structure, potentially including outside space.
5. Gain an understanding of any limitations to the Library expansion imposed by adjacent uses.
6. Create an existing floor plan in AutoCAD format based upon field investigations and the provided building plans that can be expanded to include addition alternatives.

Space Planning

1. Survey and analyze the present and projected programmatic and space requirements of the library staff, library support organizations, and identified community partners. Conduct in-person interviews to further clarify these requirements.
2. Collect, review, and consider public and staff input regarding current and future library use, programs, and services.
3. Create listing of square footage requirements by use/service and preferred adjacencies based on relationships. Analyze the ability to provide suitable on-site parking to meet staff and customer's usage of the facility.
4. Conduct a design charrette with stakeholders to brainstorm interior layout options and possible alternatives, such as an addition or reconfiguration of outside space.
5. Based on the information gathered through these processes including the design charrette, identify short and long term modifications of current space, renovations and new construction alternatives that are flexible and will meet the projected logistic and space needs identified, as well as unidentified service needs 20 years into the future.
6. Vendor will be expected to provide a variety of concepts ranging from those that could be implemented immediately with minimal resources to longer term projects with more substantial funding requirements.
7. Advise on funding opportunities and methods the Library could pursue to support implementation of various concepts.
8. For each alternative identified, prepare conceptual site plan and floor plans illustrating the scale and general layout of space. Alternatives should be developed to maximize efficiency in terms of staff utilization and to allow for the use of certain areas of the facility, such as meeting rooms or community partners' space, outside of library's normal hours of operation. Develop an evaluation matrix to score each selected concept.
9. Once a concept is agreed-upon, provide one complete set of presentation boards which can be used in a public information campaign to engage stakeholders and the community. In addition to the presentation boards, presentation materials are to include two complete sets of color floor plans, furniture layouts, elevations and perspective drawings of the renovated library. All plans will be clearly labeled to indicate that they are conceptual designs only. A printable electronic copy of these presentation materials will also need to be provided.

Cost Estimates

1. Provide preliminary cost estimates for each proposed alternative.
2. Cost estimates should assume regular written updates to the Library Director and the Space Planning Ad Hoc Committee, and a minimum of three workshop sessions (including the charrette session) and a formal presentation of the final report to stakeholders.

TIMELINE

CPH expects the Selected Consultant to complete all activities defined above within **four months** of contract start. Vendors are expected to develop a project plan that defines milestones and deliverable due dates in accordance with these timeline. Such project plans should ensure that all phases of the stated project are developed and delivered to the CPH Board of Trustees within the four month timeframe. However, recognizing that unforeseen circumstances may arise that delays this project, CPH, at its sole discretion, may extend the terms of the contract to allow additional time to complete the services defined in this RFP.

PROPOSAL SUBMISSION AND REQUIREMENTS

1. All proposals shall be delivered to and received at the exact location indicated on the “Notice To Vendors” prior to the time indicated in the “Notice To Vendors”. No proposals will be accepted after the designated time indicated in the “Notice to Vendors”. NOTE: This includes any changes listed on the latest addendum issued by the Clifton Park-Halfmoon Public Library, if any. Delay in mail delivery is not an exception to the deadline for receipt of proposals.
2. One (1) original proposal and four (4) copies of each proposal shall be submitted in a sealed envelope, box or other container. The outside of the envelope or container should include the RFP name, due date and time and company name.
3. Questions or clarifications about the scope of work be made in writing to the Library. Such questions must be in the possession of the Library by the date indicated in **submission deadlines / tentative project schedule** unless otherwise indicated. Verbal questions may not be entertained. Vendors are not to contact any employee of the library other than the person indicated below.
4. The **Proposal Form** should be submitted in a sealed envelope separate from the rest of the proposal documents. The envelope shall indicate the name of the RFP being responded to and the name of the firm submitting the cost proposal.

PROPOSAL FORMAT

In order to fully respond to this RFP, each proposal must include:

1. A **cover letter** providing a description of the Vendor, including its name and address, and the name, address, telephone number and email address of the Vendor's principal contact.
2. An **executive summary** of the proposal, not exceeding one page in length, which summarizes the highlights and benefits of the proposal to the Library.
3. A **work plan** that includes a:
 1. Description of the Space Planning Consultant Plan methodology recommended for CPH and to be used to meet the requirements of this RFP.
 2. Project plan that specifically describes how the Vendor intends to successfully complete each aspect of the project defined above. The project plan should clearly identify all of the tasks and activities the Vendor will complete to successfully provide the services requested in this RFP.
 3. Project timeline and schedule for completion of all activities, that should demonstrate all work will be completed within four-month timeframes defined in this RFP.
4. A **summary of qualifications** for the Vendor, which includes recent and relevant experience.
5. A **list of key personnel** who would be providing services. For each person listed, include the relationship with the Vendor, including current job title, employment history with the Vendor, and resumes that include the type and length of any relevant experience.
6. **References** of a minimum of three (3) recent previous clients in the area of Space Planning and permission to contact them. For each reference, include the company name, contact name, contact phone number, the type of work done and the scope of the project.
7. The **forms attached** to this document must be included in the proposal as follows:
 - a. **Proposal Form in a separately sealed envelope** by phase and/or project component, including optional aspects of the proposal. Include all supplies, travel time, mileage and other costs associated with the project. Progress payments will be allowed at the conclusion of each phase over the term of the work.
 - b. **Non-Collusive Certification**
 - c. **Indemnification Agreement**

EVALUATION PROCESS/SELECTION CRITERIA

The Clifton Park-Halfmoon Public Library Board will select the consultant(s) based on the following criteria:

1. Thoroughness and expected success of the proposed work plan.
2. Relevant vendor experience and qualifications.
3. Experience and qualifications of key personnel proposed for this project.
4. Presentation and interview.
5. References.
6. Cost.

PROPOSAL REVIEW SCHEDULE

Questions regarding the RFP will be accepted in writing via email jfoster@sals.edu through 5:00 PM EST on Friday, June 14, 2019.

Responses to question and any addenda will be posted on the Library's website www.cphlibrary.org by 5:00 PM EST on Wednesday, June 19, 2019.

INTERVIEW

Interviews shall be held by a subcommittee of Library staff and members of the CPH Library Board (Board Ad Hoc Space Planning Committee). It is strongly recommended that the consultant's proposed manager, as the person with whom the Library Director will be dealing with most on the project, be the primary participant at the interview, but any and all key staff are also invited to participate. Interviews will be strictly limited to 60 minutes, shall include a brief presentation by the consultant on their proposed approach to the project lasting no more than 20 minutes, and will be followed by questions and answers.

SUBMISSION DEADLINES / TENTATIVE PROJECT SCHEDULE

Library issues RFP	Monday, June 3, 2019
Deadline for written questions	Friday, June 14, 2019
Library issues responses	Wednesday, June 19, 2019
Deadline for proposal submission	Friday July 19, 2019 5:00pm EST
Consultant interviews	August 2019
Consultant Recommendation to Library Board	September 16, 2019
Anticipated Contract Start Date	October 2019
Presentation of Space Plan to Library Board	January 2020

NOTE: This timeline should be considered a draft. The Library reserves the right to deviate from this schedule.

**THE FORMS ON THE FOLLOWING PAGES MUST BE
INCLUDED IN EACH PROPOSAL**

**ONE PROPOSAL MUST BE MARKED ORIGINAL AND
INCLUDE ALL ORIGINAL SIGNED FORMS**

**Clifton Park-Halfmoon Public Library
Proposal Form (page 1 of 3)**

Request for Proposal: **Consultant Services: Space Planning**

Proposal Due: Friday July 19, 2019 5:00 PM EST

Clifton Park-Halfmoon Public Library
James Foster
475 Moe Road, Clifton Park, NY 12065

The undersigned respondent, having examined the specifications and other documents, hereby agrees to supply the product as per the attached specifications and to provide the service or perform other work stipulated in, required by and in accordance with the proposal documents attached for and in consideration of the proposed price, and certifies that it meets minimum Vendor qualifications.

Please Submit: Five (5) complete copies of your proposal

To be considered, all proposals must:

- Be signed**
- Include all forms and worksheets**
- Be received prior to the due date and time**

Vendor Name: _____

Address: _____

Telephone: _____ **Fax:** _____

Principal Contact Name: _____

Principal Contact Email: _____

**Clifton Park-Halfmoon Public Library
Proposal Form (page 2 of 3)**

Vendors should break out the individual unit costs that make up the total cost proposal in the space provided below. Vendors should provide a total cost for each phase of the work proposal. Vendors should provide costs for any other phases or project components recommended based on the Vendors experience in providing the required services.

Lump sum cost for basic proposal as recommended: \$ _____

Breakout of Phases and/or Components as recommended:

<u>Description</u>	<u>Cost</u>
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

Clifton Park-Halfmoon Public Library Proposal Form (page 3 of 3)

Optional alternate or additional components:

<u>Description</u>	<u>Cost</u>
	\$ _____
	\$ _____
	\$ _____
	\$ _____
	\$ _____

The undersigned, having examined the specifications, hereby agrees to supply the services and to perform other work stipulated in, required by and in accordance with the proposal documents for and in consideration of the proposed price. The price quoted will remain firm for a minimum period of ninety (90) days following the opening of the proposal.

Authorized Representative Name: _____
(typed or printed)

Title: _____

Signature: _____ **Date:** _____

NOTE: By signing and submitting this Proposal for consideration by the Clifton Park-Halfmoon Public Library, the Consultant acknowledges that they have read, understand and agree to all aspects of the specifications as presented without reservation, exception or alteration.

**Clifton Park-Halfmoon Public Library
Non-Collusive Certification**

By submission of this RFP, each vendor and each person signing on behalf of any Consultant certifies, and in the case of a joint proposal, each party thereto certifies as to its own organization, under penalty of perjury, that to the best of knowledge and belief:

- 1) 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 vendor or with any competitor;
- 2) Unless otherwise required by law, the prices which have been quoted in this proposal have not been knowingly disclosed by the vendor prior to opening, directly or indirectly, to any other vendor or to any competitor; and
- 3) No attempt has been made or will be made by the vendor to induce any other person, partnership, or corporation to submit or not to submit a proposal for the purpose of restricting competition.

Name of Firm: _____
Individual or Legal Name of Firm or Corporation

Mailing Address: _____

City/State/Zip: _____

BY: _____
Signature of Representative of Firm or Corporation (blue or other non-black ink)

Dated: _____

**Clifton Park-Halfmoon Public Library
Indemnification Agreement**

The Consultant agrees:

(a) that except for the amount, if any, of damage contributed to, caused by or resulting from the negligence of the Clifton Park-Halfmoon Public Library, the Consultant agrees to indemnify and hold harmless the Clifton Park-Halfmoon Public Library, its officers, employees and agents from and against any and all liability, damage, claims, demands, costs, judgments, fees, attorney's fees or loss arising directly or indirectly out of the performance or failure to perform hereunder by the Consultant or third parties under the direction or control of the Consultant; and

(b) to provide defense for and defend, at its sole expense, any and all claims, demands or causes of action directly or indirectly arising out of the Agreement and to bear all other costs and expenses related thereto.

**Authorized
Signature**

Date

Notary Public
