

Request For Proposal
Main Library
Circulation Area Redesign
Menlo Park, CA

12/2/10

INTRODUCTION

The City of Menlo Park is requesting proposals from architectural firms to provide design services for the Main Library Circulation Area Redesign.

The current main library circulation desk area was designed in 1989-90 when all circulation functions were completed by staff. The goal of the remodel is to emphasize self-service options and to improve workflow behind the desk.

SCOPE OF WORK

The goal of the project is to create a more inviting library circulation area where self-service options are prominent and more appealing to the public, and to improve the staff work area. The design will include layout and selection of furniture, equipment, materials, data routing, lighting and electrical modifications. Complete construction documents including plans, specifications, and estimate of construction costs must be prepared for the project with at least two review submittals. The specifications shall include detailed requirements for the contractor to allow the library to remain open during construction with minimal impact to library patrons and staff. This includes provisions for noise and dust control and providing safe passage for patrons. Options include night work, dividing the area with temporary partitions and phasing the construction, or by other methods.

Proposals should include the following services:

- **Design Alternatives:** Development of three preliminary design layout alternatives for selection by City Staff
- **Bid Documents:** Further development of bid documents including two submittals of preferred alternative (75% and 100% PS&E)
- **Meetings:** Host up to four design meetings on site with Menlo Park library and public works staff to coordinate and facilitate the design
- **Building Permit:** Preparation and submittal of Permit Set, including response to all comments from City of Menlo Park Building Department

- **Bid Services:** Response to all questions about the plans and specifications during bid time, including preparation of any necessary addenda
- **Construction Services:** Review submittals, RFI's, and change order requests; provide two inspections during construction to ensure conformance with design intent; and attend a final walk through and prepare a final punchlist

TIMELINE

Project design should begin immediately upon selection of architect in mid January, 2011. The plans and specifications for the Main Library Circulation Area Redesign should be ready for contractor selection on April 14, 2011.

BUDGET

The established construction budget for the main library circulation area redesign is approximately \$75,000.

SUBMITTAL REQUIREMENTS

- A. **Three** copies of the proposal must be received before **Thursday, December 16, 2010 at 2:00 p.m.**, addressed to:
Nathan Scribner, Associate Engineer
City of Menlo Park
701 Laurel Street
Menlo Park, CA 94025
Telephone: (650) 330-6740
Fax: (650) 327-5497
- B. The proposal shall respond to each item outlined below within the specific format described. Please limit response to information requested. Supplemental brochure information will not be accepted.
 1. Letter of Interest:
 - Maximum of two (2) pages. Must include firm name, address, telephone number, and fax number. Letter must be signed by person authorized to bind firm by contract.
 2. Firm Organization:
 - Type of ownership- individual, partnership, or corporation.
 - Number of years in business.
 - Listing of primary disciplines and services provided.
 - Present size of firm and breakdown by employee category.

- Insurance coverage in force (general liability, professional liability, automotive liability, worker's compensation) and limits of same.
3. Project Team:
- Identify key personnel proposed for this project, including Principal-in-Charge and Project Architect.
 - Include resumes for key personnel and their experience on comparable projects.
 - Identify subconsultants to be utilized and their experience on comparable projects.
 - Include resumes for subconsultant key personnel and their experience on comparable projects.
4. Experience:
- Provide a listing of current and/or completed representative projects (at least three) including project name/location, brief description, completion date, construction cost, client name and contact, client address, and contact telephone number.
 - Provide representative photographs of projects listed or other relevant projects.
5. Scope of Work:
- Detailed approach to complete the project, addressing all items described in the previous section, at a minimum.
 - Provide a proposed project schedule including review milestones and project completion.
6. Price:
- Provide a statement of proposed cost that includes all work to be performed and all costs for which the consultant expects to be paid.
 - Provide proposed hourly billing rates for all key personnel.

SELECTION PROCEDURE

- A. All proposals received by the specified deadline will be reviewed by the City of Menlo Park for content, completeness, qualifications and experience. After those firms deemed the most qualified are selected, further evaluation and interviews of the selected firms may be conducted as part of the final selection process. However, the City of Menlo Park reserves the right to complete the selection process without proceeding to

an interview phase, and may choose to select based upon information supplied in the proposal.

B. The following criteria will be addressed in the evaluation of responses to this Request for Proposals:

1. Responsiveness to the RFP, breadth and depth of response.
2. Professional reputation of the firm, its subconsultants and key personnel.
3. Satisfaction of prior and current clients (references).
4. Price.

C. For further information, please contact Nathan Scribner, Associate Engineer at (650) 330-6740.