



REQUEST FOR PROPOSAL

Eastern County Architectural Design Services RFP AD-101124

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November 5, 2024

KANAWHA COUNTY PUBLIC LIBRARY
123 Capitol Street, Charleston, WV 25301

Request for Proposal (RFP) – Easter County Architectural Design Services

The Kanawha County Public Library is requesting written proposals from qualified architectural firms in preparation of documents and designs of a new regional branch facility within Kanawha County. Written proposals shall be submitted no later than **2:00 PM on December 5, 2024**, by email, US Mail, or hand-delivery as provided below. It is expected that a selection of primary vendors will be approved no later than February 3, 2025.

Purpose

The Kanawha County Public Library (KCPL) system is seeking an architectural firm for design services for a proposed Eastern Regional branch library in preparation for fundraising and construction support at a yet proposed location along the eastern river corridor of Kanawha County. The scope of work generally includes design development, construction cost estimation, and preparation of recommendations.

Definitions

Hereinafter terms will include:

- Kanawha County Public Library (KCPL)
- Kanawha County Public Library System (KCPLS)
- State of West Virginia (WV)
- Qualified firms who respond to this Request for Proposal shall be referred to as “Respondent” or “Respondents”.
- The Respondent to whom the Agreement is awarded shall be referred to as the “Vendor”.

Background

The Kanawha County Public Library (KCPL) system is the largest system in West Virginia, with the Main Library located in the capital city of Charleston. The library system maintains 9 branch locations, a bookmobile, and a large 24/7 lending kiosk. The library system has around 78,000 cardholders and an average yearly circulation of over 800,000. KCPL provides a variety of material formats and library services to the southern region of the state, for people of all ages. KCPL was established by a special 1957 law and is governed by an 18-member board of directors appointed by the county’s local Board of Education. However, KCPL is an independent entity that is also financially supported through other local taxing governments and local funds.

KCPL employs around 130 employees and has a dedicated acquisitions and collections department located at the Main Library that serves as the administrative center for the entire library system, and other supporting lending entities. Three library branches reside in the eastern river corridor of the county and are in consideration of consolidation or for other repurposed library services. These locations include the Riverside Branch Library, the Glasgow Branch Library, and the Marmet Branch Library and will be considered as consolidating modern library services for the area.

Scope of Services

Project Description

The Kanawha County Public Library plans to consider a model regional library that encapsulates the uniqueness of the area with a modern library design. A special committee of the Board of Directors has been charged with the design concept. Additionally, the proposed eastern regional library branch will serve as a model for future construction considerations by KCPL in other parts of the county. Below are the vision and components for the design concept and considered in the scope of work that will support fundraising efforts and site selection considerations.

Vision

- Public libraries are fundamental to thriving communities.
- Modern public libraries focus on relational transactions and offer the current and emerging technologies to access, borrow, learn, and engage.
- Public libraries are sanctuaries and safe spaces.
- Public libraries offer space for persons of all ages, cultural backgrounds, diversity, and interests.
- Public libraries are hubs for the community to gather, connect, and discover.
- Public libraries provide resources in information deserts.
- Public libraries are spaces to find and create content and inform on 21st century literacy.

Design Components

- Include plans for at least a one-story, 15,000 square foot building.
- Include space planning for 25,000 to 30,000 items.
- Include spaces of all sizes for engagement and interaction.
- Include adaptable spaces for community programming.
- Consider patron-centered services that favor people over stacks.
- Includes a space that serves as the technology hub of the region.
- Include spaces for information technology training.
- Include areas for interactivity and spaces for social infrastructure.
- Include signage designs for accessible and diverse information.
- Include priorities for accessibility and accessible services like a drive through window.
- Include a space for a café or refreshment area.
- Include a space to home at least one bookmobile.

General Services

Respondents will perform all architectural design work necessary to prepare plans and documents suitable for fundraising and future bidding. Services shall include, but are not limited to design development, cost estimating, and bidding support.

Respondents will provide full design services for the Eastern Regional Library (interior & exterior). Full design services include conceptual design, schematic design, and design development. The respondent may also be required to provide construction observation and management services. Additional requirements are listed below.

- Work closely with the Library Director, Facilities & Security Manager, and the Board of Directors Building Committee.
- Work with local regulatory agencies to adhere to code.
- Develop a preferred final design concept for a location that is both unified across the system.
- Prepare the final written plan to KCPL by December 5, 2024.

Additional Services

Please list relevant services offered that aren't listed above.

Proposal Schedule

Date Issued	Tuesday, November 5, 2024
Questions Deadline	Monday, December 2, 2024, 2:00pm
Questions Answered	Tuesday, December 3, 2024
Proposal Due Date & Time	Thursday, December 5, 2024, 2:00pm
Interviews	December 10 through December 17, 2024
Award Date	Monday February 3, 2025

Proposal Delivery and Deadline

The Library invites Requests for Proposals of qualified vendors for the above architectural design services. Proposals should be submitted by Electronic Submissions. Documents submitted as part of the electronic response are to be prepared in standard electronic formats of 8-1/2" x 11" and of PDF file type. Submissions requiring additional supporting information, such as, foldouts containing charts, spreadsheets, and oversize exhibits are permissible and must be submitted as Appendices, clearly numbered, and referencing the Section in which they provide supporting information. For clarity, the Respondent's name should appear on every document page, including Appendices. Each Appendix must reference the section or subsection number to which it corresponds. All responses are to be sent to the contact provided on page one of this document.

Proposals submitted by email should be sent with attached PDF document or documents with Subject Matter captioned "PROPOSAL FOR ARCHITECTURAL DESIGN SERVICES" to:

erika.connelly@kanawhalibrary.org

Proposals may also be submitted in hard copy. Hard copy proposals should be made in Sealed Envelope marked on outside "PROPOSAL FOR ARCHITECTURAL DESIGN SERVICES."

Proposals filed by US Mail may be sent to:

Kanawha County Public Library
Attn: Erika Connelly
123 Capitol Street
Charleston, WV 25301

Proposals filed by hand delivery may be delivered to:

Kanawha County Public Library – Administrative Office
Attn: Erika Connelly
123 Capitol Street
Charleston, WV 25301

Deadline for delivery of proposals by any method is **December 5, 2024, at 2:00pm**. If requested, the Library will acknowledge receipt of a proposal. KCPL reserves the right to select services in its best interest and to reject any or all Requests for Proposals. Proposals will be reviewed for completeness, experience, experience with similar entities, references, and reasonableness of cost proposal. Interviews may be requested with submitting vendors.

Proposal Format

In addition to Scope of Services as outlined above, the following is a list of information that the Respondent should minimally include in their proposal submission, clearly and readily identifiable as responses to this RFP:

- Letter of Interest.
- Firm overview, including:
 - Submitter's Name.
 - Submitter's Address.
 - Submitter's Contact Information (and preferred method of communication).
 - Legal Formation of Submitter (e.g. sole proprietor, partnership, corporation).
 - Number of years in business.
 - Size of firm.
 - Brief history and philosophy of the firm.
 - Names of officers, owners, and other principals in firm.
- A list of 3 projects comparable to the proposed project.
- Total lump sum bid amount for the completion of the conceptual and schematic design as described in the RFP.
- The estimated total cost of a major task is broken down by hourly rates and estimated hours.
- A list of at least three client references from recent projects (name, phone, email).
- A list of personnel and brief professional overview of those who would be directly involved in this project for its duration.
- Assessment of the firm's current workload and ability to devote necessary time & attention on this project.
- Draft of a preliminary project timeline, including key dates, an overall project schedule, including the timing of major work tasks.
- Payment terms & conditions.
- Statement that the proposal is valid through March 31, 2024, unless withdrawn before submittal deadline.
- A list of any pending litigation or claims against the responding firm related to services rendered.
- Proof of adequate liability insurance coverage for the project's scope of work.

Respondent Responsibility

It is the responsibility of the Respondent to provide all information requested in this document package at the time of submission. Failure to provide information requested in this document may, at the discretion of the KCPL's evaluation review team, result in a lower rating for the incomplete sections and may result in the response being disqualified for consideration. Include any forms provided in the application package or reproduce those forms as closely as possible. All information should be presented in the same order and format as described in this document.

Requests for Additional Information

Questions and requests for clarification concerning this RFP shall be submitted by email, subject line **RFP# AD-101124 Easter County Architectural Design Services** no later than **2:00pm EST, December 2, 2024**, to Erika Connelly, erika.connelly@kanawhalibrary.org

Clarifications to the RFP will be distributed by email to all organizations that have provided contact information regarding interest in the RFP proposal. Any information provided after distribution of the RFP is for clarification only and not binding on KCPL. See the Proposal Schedule section for question submission and other deadlines. No verbal communications between a respondent and KCPL regarding the RFP are permitted, and any verbal representations provided by KCPL are not binding on KCPL. Modifications to the RFP may be made by addenda, which then becomes part of this RFP.

Method of Award

Process Overview

KCPL has formed an Eastern Regional Committee of library representatives. Upon receipt of proposals from respondents, the Committee members will review the proposals in detail and identify a short list of those firms that appear to be most qualified to provide services for the project. Separate presentations and interview sessions will then be scheduled with the selected firms to permit the Committee to further evaluate each firm's qualifications and proposal. Firms that make the short list will be expected to make a presentation to the committee. After interviews, the Committee will offer their selection to the full Board of Directors.

A library representative will work with the selected design firm on contract terms, conditions, and fees. The contract will be submitted to the Library Board of Directors for approval. In the event contract negotiations prove unsuccessful with the selected firm, the Committee will select another firm with which to begin contract negotiations.

Evaluation Criteria

- The criteria below will be used to evaluate firms for further consideration:
- Whether and the extent to which the respondent adhered to the requirements of this RFP
- Appropriate expertise for this type of project
- Relevant experience and success in creating immersive spaces
- Level of satisfaction of current and past clients
- Demonstrated understanding of the project, including clear "feel" for the goals and objectives of the project
- Demonstrated commitment to diversity, equity, inclusion, and accessibility in its workplace, selection of vendors, and approach to design
- Proposed cost, though KCPL will not compromise quality of work and variety of services performed for cost

Additional or Supplemental Information

KCPL may, during the evaluation process, request any proposer to provide additional information that the library deems necessary to evaluate the proposer's ability to perform the required services. Such information shall be required to be provided in writing, and shall become part of the proposal on record.

Interviews

After the initial screening, KCPL may request one or more sessions of interviews from any firm submitting a responsive proposal. Interviews of those selected firms will be conducted as part of the final selection process. KCPL's expectation is to meet with the team to be assigned to the project.

Award of Agreement

The Library expects to act on submitted proposals and may award a contract based on demonstrated competence and qualifications for the type of technical and professional services required by the Library. Once all proposals are received, a committee from the Kanawha County Public Library will rank the qualified applicants by the Evaluation Criteria stated above and begin negotiations with the top-ranked candidates with the aim of awarding an agreement for the technical and professional services as specified herein.

KCPL reserves the right to negotiate with the successful Respondents to finalize any contracts. Such negotiations may not significantly vary in the content, and nature of requirements of the Request for Proposals to an extent that may affect the price of goods or services requested. KCPL reserves the right to terminate contract negotiations with a selected respondent who submits a proposed contract significantly different from the response they submitted for the advertised RFP. If an acceptable contract cannot be negotiated with the highest ranked Respondent, KCPL may withdraw its award and negotiate with the next-highest ranked Respondent, and so on, until an acceptable contract has been finalized. Once the contract is awarded the Respondent will have to fill out and submit the KCS Contractor Form and WV-9.