

REQUEST FOR PROPOSALS – DESIGN/BUILD

LIBRARY LOWER LEVEL REMODEL

DODGE CITY KANSAS

**Project Title:** Dodge City Public Library Lower Level Remodel

**Location:** 1001 N 2<sup>nd</sup> Ave, Dodge City, Kansas

**Owner:** Dodge City Public Library

**Type of Project:** Design/Build

**Nature of Involvement in this project:** Construction Manager

**Required date of construction completion:** December 2018

**Address and telephone number of Owner's Representative:**

Brandon Hines, Executive Director

Dodge City Public Library

1001 N 2<sup>nd</sup> Ave

Dodge City, KS 67801-0880

Phone: 620-225-0248

Email: brandonh@dcpl.info

Fax: 620-225-2761

**Description of Project:**

**A. General**

The Board of Trustees of the Dodge City Public Library is inviting proposals from qualified contractors/construction management firms for developing a conceptual design and preliminary cost estimates, developing construction documents, and for the remodeling of the lower level of the Dodge City Public Library. The budget for this work including all fees and construction costs is \$150,000.

## **B. History**

The current library building was constructed in 1982. It was designed to house both the Dodge City Public Library and the regional library system. In 2003, the regional library system headquarters relocated. The lower level of the library is approximately 18,000 square feet.

## **C. Project Synopsis**

It is the intent of the Board to expand public services to the lower level of the library. Currently, all public services are housed on the main level. It is the intention of the Board to relocate youth services to the lower level and provide space for the Kansas Heritage Center, a library and archive of local, state, and old west history. (Appendix A outlines desired outcomes and additional information)

## **D. Scope of Services Required**

The firm selected will be responsible for providing the following services and any others negotiated in the contract related to the design and construction of the improvements contemplated in this Request including but not limited to:

- 1) Meet with Library staff and other stakeholders as necessary to discuss project goals and parameters, necessities, and design guidelines;
- 2) Prepare preliminary construction plans for review by staff. Present concepts to Board of Trustee's for input and prepare revisions as required;
- 3) Prepare final plans, specifications, and cost estimates for construction after receiving appropriate approval;
- 4) Develop and submit all permits and approvals required for construction through any required regulatory agencies;
- 5) If the project is approved for construction, provide all necessary Construction Management Services for the project to include:
  - i. Prepare required bid documents, solicit for sub-contractor bids as necessary, and provide a Guaranteed Maximum Price for the project.
  - ii. Provide all labor, equipment, materials, supervision necessary to complete the project as provided on the plans and included in the specifications.
  - iii. Provide construction administration services throughout the project including plan interpretation, reviewing contractor pay requests, required submittals, construction observation, and project close-out.

## **Proposal Selection:**

### **A. Selection Team**

A selection team comprised of library staff members, library board members, and a representative from the City of Dodge City will review the proposals. Based on the established selection criteria, the Team will make a recommendation to the Board of Trustees who will be solely responsible for determining the contractor/construction manager selected for the project.

### **B. Selection Criteria:**

In order to be eligible for selection, a General Contractor must submit all information as requested herein. Omission of any of the required information may be grounds to reject the General Contractor from further consideration.

The following criteria shall be used to determine which General Contractor shall be recommended to the Board of Trustee's.

1. Capability of personnel to carry out a complete building remodeling project.
2. Quality, effectiveness, and creativity of the design.
3. Overall project cost.
4. Experience in successfully completing design-build projects of a similar size and complexity.
5. References and recommendations from former clients.
6. Financial ability, sufficiency of resources, and bonding capacity.
7. Organization and completeness of the required documents for the project.
8. Safety record and workplace safety emphasis

### **C. Pre-Proposal Meeting**

A pre-proposal meeting will be held January 3 at 2PM to discuss the project and answer questions. It is recommended potential proposers attend this meeting, which will be held at the Dodge City Public Library conducted by Director, Brandon Hines.

### **D. Submittal Requirements**

Interested firms are requested to submit a written statement of qualifications which shall include, but not limited to the following:

1. Firm Information
  - a) Name and Address of Firm

- b) Principles of firm
  - c) Person(s) who would be in charge of this project, brief description of their background.
  - d) Total number of personnel in the organization contemplated for this project
  - e) List three (3) projects of similar size and scope (completed, in process, or future) by your firm. Please include:
    - i. Project name
    - ii. Project type (i.e. remodel, expansion, new construction)
    - iii. Date
    - iv. Client
    - v. References (provide name, relationship to project, address, and phone number)
    - vi. Square footage
    - vii. Completed and estimated costs (exclusive of land)
    - viii. Square foot costs (estimates)
    - ix. Energy savings and other creative construction concepts used
2. Fee structure and explanation.
3. Project Proposal
- a) The proposal should describe your approach to the required Scope of Services. The proposal should provide sufficient detail to enable the selection committee to thoroughly evaluate and compare it with other proposals. It should include the following information and any other information your firm believes is pertinent to this project.
  - b) Provide a description of your firm's work approach to the tasks and objectives identified in the Scope of Services. Any concepts, techniques, and tools that your firm intends to utilize in the project should be included.
  - c) Describe your firm's intended relationship with staff, including the level of assistance anticipated for completion of the proposed necessary tasks.
  - d) Provide a description of all additional subcontracts and associations with other firms your firm proposes to utilize in the performance of this work, including but not limited to plumbing, HVAC, electrical, and architectural and engineering firms. Explain fully the intended working relationships and responsibilities of each firm, and number of projects worked on together.

- e) Provide a cost estimate of professional fees to undertake each task outlined in the Scope of Services. The cost estimate should include direct labor costs, any mark-up for fringe benefits, overhead, profit, and other direct expenses such as transportation, housing, printing, and per diem.
- f) Provide a proposed project schedule.
- g) Provide a preliminary schematic plan and cost estimate for the project.

**E. Submittal Instructions**

1. Three (3) copies of each firm’s proposal and one (1) digital copy in PDF format must be submitted by 5pm, January 17<sup>th</sup>, 2018.
2. All proposals shall be limited to not more than eight (8) pages 8½” x 11”.
3. Deliver complete sealed proposal in person or mailed to Brandon Hines, Library Director, 1001 N 2nd Ave, Dodge City, KS 67801.
4. All proposals shall be marked on the outer envelope “Sealed Proposal for DCPL Lower Level Remodel.”
5. Questions may be directed to Brandon Hines, Library Director, email brandonh@dcpl.info or phone 620-225-0248.
6. Any cost associated with providing this proposal shall be the responsibility of the firm.
7. The Dodge City Public Library reserves the right to reject any or all proposals, waive irregularities, and to select the proposal that best meets the needs of the Library.

**Timeline:**

December 19, 2017	Review and authorization of RFP by Library Board
December 22, 2017	Advertise and Send RFP to Design/Build Firms
January 3, 2018	Pre-proposal Meeting
January 17, 2018	Proposals due, Selection

January 30, 2018

Review of Proposals – committee make recommendation. If more time is needed, a follow-up meeting will be set. After decision, invite final firm to present at 2/27 Full Board Meeting

February 27, 2018

Full Board Presentation and approval of final firm

Dodge City Public Library Board of Trustees

## **Appendix A**

### **Desired Project Outcomes:**

Design should include approximately 3750-4000 square feet for Youth Area.

Design should include approximately 2800-3200 square feet for Kansas Heritage Center.

Space from existing meeting room may be utilized in the design of other areas but must remain at a minimum of 2500 square feet, preferably more.

Design must update existing bathrooms and incorporate a new staff bathroom.

ADA compatibility must be considered throughout the project.

Design must maintain at least 1000 square foot of storage.

### **Other Details:**

The lower level is divided into three larger rooms approximately 3000-4000 square foot each.

There are currently two restrooms.

The building has a standard elevator in place.