

Ironwood Carnegie Library



REQUEST FOR PROPOSAL FOR ARCHITECTURAL SERVICES

INQUIRIES AND PROPOSALS SHOULD BE DIRECTED TO:

Lynne Wiercinski, Director
235 East Aurora Street
Ironwood, MI 49938
906.932.4789
Lynne@ironwoodcarnegie.org

I. GENERAL INFORMATION.

Purpose. This request for proposal (RFP) is to contract for Architectural services to be provided to the Ironwood Carnegie Library for the 2024-2026 fiscal years.

Who May Respond. Architects currently licensed in Michigan may respond to this RFP. Architects familiar with historic preservation are preferred. Selected firm will be required to work closely with the library and the State Historic Preservation Office of Michigan on this project.

Closing Submission Date. Proposals must be submitted no later than 3:00 pm CST on Thursday, April 11th, 2024.

Inquiries. Inquiries concerning this RFP should be mailed to:

Lynne Wiercinski, Director
235 East Aurora Street
Ironwood, MI 49938
906.932.4789
Lynne@ironwoodcarnegie.org

Conditions of Proposal. All costs incurred in the preparation of a proposal responding to this RFP will be the responsibility of the Proposer and will not be reimbursed by the Ironwood Carnegie Library (hereinafter referred to as ICL).

It is important that the proposal be submitted in a sealed envelope clearly marked in the lower left-hand corner with the following information:

Request for Proposal
3:00pm CST Thursday, April 11th, 2024
SEALED PROPOSAL for ARCHITECTUAL SERVICES

Failure to do so may result in premature disclosure of your proposal. It is the responsibility of the Proposer to ensure that the proposal is received by ICL, by the

date, time and in the manner specified above. Late, unsealed proposals will not be considered.

Right to Reject. ICL reserves the right to reject any and all proposals received in response to this RFP. A contract for the accepted proposal will be drafted based upon the factors described in this RFP.

Notification of Award. It is expected that the successful proposal will be submitted to the Board of Trustees by April 19, 2024. Upon approval of the successful proposal, all other Proposers will be informed, in writing, of the name of the successful Proposer. It is expected that the contract will be a three-year contract.

Brief description of the organization, its mission, goals and those it serves:

The mission of the Ironwood Carnegie Library is to strive to provide equitable access to materials and services that support the educational, informational, cultural, and recreational needs of the entire community.

The Ironwood Carnegie Library is a public library founded in 1901 with the support of Andrew Carnegie. The oldest continually operating Carnegie in Michigan, it is a cornerstone of the downtown and the community as a whole, serving residents of the City of Ironwood, Erwin Township and the surrounding communities. The library was placed on the Historic Register in 2011. The library is an entity of the City of Ironwood, operating as a Class 2 city library

II. SCOPE OF WORK

ICL is focused on modernizing its facilities while maintaining the historic integrity of its building and grounds. Renovations and plans will help us to be capable of accommodating evolving services and technology while creating comfortable, inspiring, and innovative spaces. This project is funded by a Michigan Community Center and Neighborhood Initiative Grant award through the Michigan Department of Labor and Economic Opportunity.

Original Project: The original project that we applied for was a \$2.5MIL project. It included a 2500 square foot addition with a 2500 square foot unfinished basement that would add space and redesign portions of the existing library to better serve the community's needs and assist in our community's economic growth. The project included the following, complying with the requirements of a historic building while assuring universal to create an accessible, welcoming, and user-friendly environment.

The original project:

- Increases space for public computers and job-seeking resources, including classes/presentations for basic literacy development, job-seeking skills, employee recruitment/job fairs, etc.
- Increases space for the Early Childhood Resource Program and children's/teen resources, moving them into a new addition from their current non-accessible century-old fieldstone basement location.
- Adds space for senior services and resources, which are currently contained within a very small area in the non-fiction room that has no space for seating or programming.
- Creates a quiet area/room for those seeking a spot to work, conduct job interviews, etc.
- Public space for gathering, for larger programs, and for meetings
- Teleconferencing technology for long distance learning, job interviews, etc.
- Main-level accessible restrooms
- Off-street parking area
- Energy-efficient heating/cooling and lighting
- Exterior public garden seating area
- Increased security
- Revamping of current space to flow with new area, promote accessibility, workflow, and universal design
- Updated plumbing/electrical as required for new design

Modified Project:

With only being awarded a grant award of \$750,000, significantly less than the original request, the project will be reduced to include a more limited scope as follows:

1. The design, construction, and completion of a 1000 square foot addition (if budget allows for that large) to the ICL, encouraging separation from the main building by a breezeway/walk and/or in a manner acceptable to historic renovation standards. The addition must take into account detailed information on the library site and anticipated traffic patterns for easy access to the addition. The addition will create flexible space that can be used for our children's collection and/or programming. The selected firm will also be responsible for coordinating the design, selection, and implementation of fixtures, furnishings, and technology. A single stall restroom needs to be included in the design. The addition will not include a basement area. The \$750,000 has to cover all project costs including design and construction. We are

waiting to hear from the State if there will be any additional money available for Grant Administration.

2, The redesign of the library's main level lobby/front desk area/ office area to create a more efficient use of space for public and/or staff use. Design will include restructure of the historic circulation desk and will take into account the need for technology and areas allowing for privacy.

III. SCOPE OF SERVICES.

The Proposer shall be readily available to perform the following services, as requested by the Library Director and/or Board of Directors:

1. Work Field including:
 - a. Design Plan
 - b. Code Review
 - c. Field Measuring
 - d. Floor plan
 - e. Interior and Exterior elevations
 - f. Power and Data plans
2. Architectural, Structural, Mechanical, Electrical, Civil, and Plumbing Engineering
3. Bidding
4. Contractor Selection
5. Construction Administration
6. List of Direct Consultants
7. Project Closeout

Although it is preferable for an architect to submit a proposal covering all of the above areas, ICL will consider proposals emphasizing expertise in subsets of these areas.

IV. PROPOSAL CONTENTS. The Proposer, in its proposal, shall, as a minimum, include the following:

Architectural Experience and Qualifications. The Proposer should describe its experience related to the areas outlined in the scope of services above, including any experience in historic building design. There is a particular interest in the following topic areas: code review, design plans, construction administration, and overall project management. Additionally, if applicable, provide a description of any experience advising organizations comparable to ICL.

The Proposer should include a description of the qualifications of architects to be assigned to the representation. Descriptions should include:

1. Professional and educational background of each architect.
2. Overall supervision to be exercised.
3. Prior experience of individual architects with respect to the required experience listed above. Include resumes only of architects likely to be assigned to the representation. Education, position in firm, years and types of experience, and continuing professional education will be considered.

Organization, Size, Structure, and Areas of Practice. The Proposer should describe its organization in terms of the following:

- size
- structure
- areas of expertise
- office location(s)

Fee. Proposer should include their estimated Not to Exceed Fee within the proposal. The Proposer's proposed fee should include information on the hourly billing rates and the project scale used to determine hourly rates. ICL reserves the right to negotiate with the Proposer on the structure of the billing.

V. PROPOSAL EVALUATION.

Submission of Proposals. All proposals shall include one (1) original and three (3) copies.

Evaluation Procedure and Criteria. ICL's Director and the City of Ironwood Manager will review proposals and make recommendations to the Ironwood Carnegie Board of Trustees for final approval. The Director and/or Board of Trustees may request a meeting with qualified Proposers prior to final selection. Proposals will be reviewed in accordance with the following criteria:

- Proposed approach to scope of work.
- Level of experience of the individual(s) identified to work on this matter.
- Familiarity with historic buildings and/or Carnegie Library sites.
- The Proposer's experience with similar clients.
- Cost.
- Interviews, if conducted.

VI. PROPOSAL TIMELINE.

During the period from your organization's receipt of this Request for Proposals and until a contract is awarded, your organization shall not contact any employee of ICL for additional information except in writing directed Lynne Wiercinski at Lynne@ironwoodcarnegie.org

VII. QUESTIONS.

Questions for the purpose of clarifying the RFP must be submitted in writing by email and must be received no later than 3:00 p.m. CST on March 25, 2024.

Questions must be emailed to Lynne Wiercinski at Lynne@ironwoodcarnegie.org. Questions and responses will be posted as an "Addendum to the ICL RFP for Architectural Services" on the ICL website at www.ironwoodcarnegie.org by 4:00 p.m. CST on March 29, 2024. Please note that submissions of questions for response do not in any way enhance or guarantee the chances of receiving a contract through this proposal.

VIII. GENERAL INFORMATION.

Contract Award. ICL reserves the right to award the contract in a manner deemed to be in the best interests of ICL.

Stability of Proposed Prices. Any price offerings from Proposers must be valid for a period of 60 days from the due date of the proposals.

Amendment or Cancellation of the RFP. ICL reserves the right to cancel, amend, modify, or otherwise change this RFP at any time if it deems it to be in the best interests of ICL.

Proposal Modifications. No additions or changes to any proposal will be allowed after the proposal due date, unless such modification is specifically requested by ICL. ICL, at its option, may seek Proposer retraction and clarification of any discrepancy or contradiction found during its review of proposals.

Proposer Presentation of Supporting Evidence. Proposers must be prepared to provide any evidence of experience, performance, ability, and/or financial surety that ICL deems necessary or appropriate to fully establish the performance capabilities represented in their proposals.

Proposer Demonstration of Proposed Services and/or Products. Proposers must be able to confirm their ability to provide all proposed services.

Erroneous Awards. ICL reserves the right to correct inaccurate awards. This includes revoking the awarding of a contract to a Proposer and subsequently awarding the contract to a different Proposer.

Such action shall not constitute a breach of contract on the part of ICL because the contract with the initial Proposer will be deemed voided as if no contract were ever in place.

Ownership of Proposals. All proposals shall become the property of ICL and will not be returned.

Ownership of Subsequent Products. Any product, whether acceptable or unacceptable, developed under a contract awarded as a result of this RFP shall be the sole property of ICL unless otherwise stated in the contract.

Oral Agreement or Arrangements. Any alleged oral agreements or arrangements made by Proposers with ICL will be disregarded in any proposal evaluation or associated award.

Not a Contract. This RFP is not a contract and, alone, shall not be interpreted as such. Rather, this RFP serves only as the instrument through which proposals are solicited. ICL will pursue negotiations with the highest scoring proposal. If, for some reason, ICL and the initial Proposer fail to reach consensus on the issues relative to a contract, then ICL may commence contract negotiations with other Proposers. ICL may decide at any time to start the RFP process again.

The selected Proposer will be required to sign a formal contract.

Subcontractors. ICL must approve any and all subcontractors utilized by the successful Proposer prior to any such subcontractor commencing any work. Proposers acknowledge by the act of submitting a proposal that any work provided under the contract is work conducted on behalf of ICL and that the ICL Director or designee may communicate directly with any subcontractor as ICL deems necessary or appropriate.

It is also understood that the successful Proposer shall be responsible for all payment of fees charged by the subcontractor(s). A performance evaluation of any subcontractor shall be provided promptly by the successful Proposer to ICL upon request. The successful Proposer must provide the majority of services described in the specifications.