

### Overview of Project

The Waukesha Public Library is beginning the process to redevelop the first floor of the Library to better meet changing public needs. This process consists of five steps:

- 1) Prefunding Design Study
- 2) Capital budget planning with the City of Waukesha, using this study.
- 3) Private fund raising based on plans and visuals from this study.
- 4) With successful results in 2) and 3), Final project design in 2020.
- 5) Construction in 2020-21.

The Library anticipates working with the successful Offeror to this project for the later final design work if mutually agreed upon by both parties.

### General Notes and terms

The Library is not liable for any costs in connection with this RFP. Expenses incurred are the sole responsibility of the Offeror.

Proposals are binding for 120 days following the solicitation closing date.

No contact shall be made between any Library representative and Offeror, other than through the Library Director. All questions shall be directed via email to:

Bruce Gay, Library Director  
[bgay@waukesha-wi.gov](mailto:bgay@waukesha-wi.gov)

The Board of Trustees of the Waukesha Public Library will make final decisions on any contract offering. The Board retains the right to cancel, withdraw or re-advertise this RFP, accept or reject all or any part of proposals, and/or waive minor technicalities/informalities.

This is a Request for Proposals and is in no way to be misconstrued as a commitment to purchase on the part of the Waukesha Public Library.

Offeror must hold all licenses and authorizations necessary in Wisconsin to provide services for which they are selected.

If the Offeror desires to subcontract some part of the work specified, the Offeror shall furnish the Library the names, qualifications, and experience of proposed subcontractors and the work to be subcontracted.

The Contractor shall remain fully liable and responsible for the work done by all subcontractors. Nothing contained in the contract shall create any contractual relationship between any subcontractor and the Library.

This solicitation, including all addenda, attachments, exhibits and/or appendices, shall become a part of any contract that may be awarded inclusive of any terms, conditions and/or provisions that may be

changed, added to, deleted, or modified as may be agreed to between the Library and the Offeror during negotiations.

The Offeror agrees to abide by City of Waukesha terms as included in the attachment.

### Scope of Work and Requirements

The Waukesha Public Library is seeking to enter into a contract with a qualified architectural firm to provide the following services for the library:

1. Develop a space plan for the most efficient utilization and modernization of the Library's current first floor, meeting Library goals as detailed below and discerned through meeting with Library staff and stakeholders.
2. Plan and provide estimated costs for final design and the needed updating of the structural (interior and exterior), mechanical, electrical, plumbing, fixtures and furnishings of the Library, including making the facility more technologically functional and flexible.

### Deliverables

At the project conclusion, the contractor shall provide the Library with electronic and physical copies of:

1. A detailed floor plan for a re-imagined first floor of the Library, including complete descriptions of proposed changes designed to meet Library needs.
2. A reality-based cost estimate, including all anticipated costs including final design. Costs may include a range from low to high costs, along with explanations for the differences.
3. High-quality renderings of new design to be used with City and private stakeholders, designed both to accurately inform people of the Library's plans and to generate enthusiasm for the redesign.

### Background

#### **About the Waukesha Public Library and this project**

The Library serves the City of Waukesha (population 72,489 in 2017) and the surrounding area. The Library is in the heart of downtown Waukesha, and was founded in 1896. The original Carnegie Library building, still a part of the Library, opened in 1904. Several additions and renovations have followed. The Library is now just over 70,000 ft<sup>2</sup>.

In 2001-2005, the Library began a planned two-phase renovation and expansion. The first phase added a new central entry point, intended to be the center of a larger facility mirrored around the entry. The first phase included some additional interior renovation, including a partial meeting room, a new books area, and a teen zone. However, Phase Two was never fully enacted, and included only the Children's Library on the second floor, completed in 2012.

The Library now plans to update the first floor to better serve Waukesha residents and address changing library roles. A 2013 design study (included as an attachment) identified several needs for a first-floor redesign:

1. Enhance intuitive wayfinding
2. Bring focus to existing assets
3. Reduce clutter
4. Provide opportunities for creativity (The Sound Center)
5. Re-energize the Carnegie Room
6. Improve inadequate building lighting
7. Expand and update the Community Room

In 2018, the Library completed a new Strategic Plan that identified additional meeting spaces—both larger and smaller than the current Community Room—and dedicated spaces for creative work as major needs. The Library also plans to reduce its large non-fiction and reference collections, freeing up space for different uses.

The Library is seeking a revision and update of the 2013 Space Utilization and Prefunding Design Study. That plan includes a great deal of what the Library wants today, but the need for meeting spaces of different sizes has become even more important now than in 2013. Additionally, the City of Waukesha's current capital projects make it increasingly important for the Library to find cost-effective solutions; growth of the Library's physical footprint is untenable today, which focuses the Library on a best possible use of current space.

#### Scope of Services

1. Review of existing documents including the 2013 Space Utilization and Prefunding Design Study and the 2018 Strategic Plan.
2. Gather data regarding preferred library services through a meeting(s) with Library stakeholders including staff, members of the Board of Trustees, and others the Offeror includes.
3. Recommend facility reorganization and renovation that meets the identified needs, service levels, and goals of the Library.
4. Develop preliminary conceptual designs for a renovated library first floor. The designs will show all interior rooms with shelving and furniture layout.
5. Provide detailed cost estimates of proposed renovations, including all architectural, engineering, construction, furnishing, and other related costs.
6. Formally present the draft renovation plan to the Library Board of Trustees. The Board will review and comment on the draft Renovation Plan and has final approval of the Plan before it is presented to the City of Waukesha.

The above list is not intended as a limit to the respondent's description of the project or services.

Out of scope: The Teen Zone, Children's Library, Administrative Offices, and Circulation workroom should be considered out of scope of this design process.

Proposal Preparation

1. Before submitting a proposal, the Offeror must read the entire solicitation. Failure to read any part of this solicitation shall not relieve the Contractor of its contractual obligations.
2. The RFP cover page must be completed as required, signed in ink by Offeror's representative, and returned with the proposal.
3. All information must be submitted. Proposals which are substantially incomplete or lack key information may be rejected by the Library.
4. The Library Board of Trustees reserves the right to accept or reject all or any part of proposals, waive minor technicalities and award the contract to the most qualified and best suited Offeror to serve the interests of the Library.
5. The Library will not consider information other than the materials provided in a duly submitted proposal and/or subsequent interviews for evaluation purposes.

Submission Requirements

1. Offerors should submit six (6) complete hard copy proposal packages consisting of one (1) original (clearly marked as such on the cover) and five (5) copies of each proposal.
2. Submit proposals in the order outlined below. Each section should be separated by tabs or clearly marked with pages numbered:
  - a. **RFP Cover Page**—first page of this RFP, completed and signed in ink by person authorized to bind the company.
  - b. **Proposal**—addressing details in scope of services and general description above and issues identified in 2013 Study and Library Strategic Plan. Should include a detailed plan of work, proposed timeline for completion, descriptions of completed similar work, and other details which would give the Library the fullest possible sense of the Offeror's qualifications for this work.
  - c. **Key Personnel**— Include professional information on key personnel who will do the work for the Library. Also include here information on any subcontractor the Offeror plans to use.
  - d. **Detailed Cost Proposal.**
  - e. **References**—provide a minimum of three (3) references for libraries at which Offeror has done similar or indicative work. Include names and contact information (email and phone) for other library's staff who can speak on Offeror's work. Firms may also attach any recommendations, images, or evaluations from current or previous clients that demonstrate success with similar assignments.
3. Proposals shall be placed in a sealed envelope and clearly marked with the RFP title. Proposals are to be submitted only to:

Waukesha Public Library  
321 Wisconsin Ave.  
Waukesha, WI 53186
4. The Library is open for the receipt of proposals from 9 am to 5 pm Monday through Friday, excluding holidays. The Library is not responsible for deliveries attempted outside of these time periods.
5. If the Library declares an administrative or emergency closing on March 11 (Proposal due date), the scheduled receipt of proposals will be extended to the next open business day.

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6. Oral proposals, or proposals delivered electronically via email or by fax will not be accepted.
7. Questions regarding this solicitation must be in writing and received by Friday, March 1, 2019.  
An appendix with answers to questions received will be made available shortly thereafter.
8. All RFP materials are considered non-proprietary.
9. Under no circumstances shall an Offeror whose proposal has not been awarded be entitled to any claim for compensation under this solicitation.

### Proposal Evaluation Criteria

The Library Board of Trustees will evaluate proposals using the following criteria:

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| 1. Firm's experience with similar library projects (references)                      | 25 points |
| 2. Qualifications and experience of key personnel                                    | 25 points |
| 3. Project approach—reasonableness of plan, depth of understanding of Library goals. | 30 points |
| 4. Cost Proposal (reasonableness and completeness)                                   | 20 points |

In addition to evaluating the proposal as submitted, the Library may make investigations and evaluations as deemed necessary to determine the ability of the Offeror to perform the services required.

If the Library needs clarifications of the proposed services, it will contact the Offeror for further explanation and elaboration on the proposal. Oral presentations are strictly at the option of the Library and may or may not be conducted. Therefore, proposals should be comprehensive, competitive and complete.

The Library reserves the right to accept or reject any or all proposals, to waive informalities, and to reissue any request for proposals.

The evaluation results shall remain confidential until after the contract award.