



REQUEST FOR PROPOSAL (RFP)

Children's Services Feature Exhibit

REQUEST FOR PROPOSAL (RFP) DATE: March 10, 2021

PROPOSALS DUE NLT: 3:00pm local time, April 9, 2021

RFP # 3-2021

1. General Information:

A. Overview: The Pueblo City-County Library District, hereinafter “PCCLD,” is soliciting proposals from qualified vendors to design, fabricate and install a feature exhibit in the Children’s Services area at the Rawlings Library, 100 E. Abriendo, Pueblo CO 81004. Additional information regarding the scope of this engagement is described below in section 8 “Scope of Work.”

B. RFP Schedule:

Request for Proposal (RFP) issued:	March 10, 2021
Questions due by 3:00 pm:	March 22, 2021
Proposals due by 3:00 pm:	April 9, 2021
Anticipated contract award date:	April 23, 2021
Services are expected to commence:	April 26, 2021

C. Request for Proposal (RFP) Submittal: Proposals are to be submitted via email clearly identified with the RFP number and title in the email subject line and with all attachments according to schedule and deadlines cited above to:

Alexandria Romero, Director of Finance
Pueblo City-County Library District
Email address: alexandria.romero@pueblolibrary.org

Each complete submission is to include a digital version of the completed proposal with a scanned original with signature and all attachments. All proposals are to be created using a recent version of Microsoft Office Word and/or .pdf file. Proposals delivered after the above required date and time will be received but may not be considered and rejected for lateness.

All proposals submitted will become property of PCCLD and will be considered a public document under applicable Colorado State law.

D. Points of Contact: Questions and requests for clarification regarding this RFP must be addressed via email according to the schedule posted above in Section 1. B. to:

Maria Kramer, Youth Services Manager
Pueblo City-County Library District
Email address: maria.kramer@pueblolibrary.org

Questions and requests for clarifications should include the RFP number and RFP title plus the words “question” and/or “clarification” in the subject area of the email. Questions and requests without this subject identification may be considered routine emails and may not be timely addressed.

All appropriate questions and requests for clarification will be responded to on PCCLD's web site <http://www.pueblolibrary.org/about/requests>. Any responses by PCCLD that are considered to be a change in the terms, conditions, and specifications of this RFP will be posted on the web site as an addendum. No communications of any kind may be considered a change to the terms, conditions, and specifications in this RFP unless posted as an official addendum on the web site.

Communication from any other source other than the above should be considered as invalid with regard to this RFP.

2. General Terms & Conditions:

- A. Interested Parties:** All qualified vendors are invited to submit a proposal in accordance with the terms, conditions, and specifications contained herein.
- B. Tax Exemption:** PCCLD is a local government entity and exempt from certain sales and use taxes. Proposers shall inform all prospective subcontractors and suppliers from whom they expect to obtain services or supplies of the tax-exempt status of PCCLD. Following the award and upon request, an exemption certificate will be furnished by PCCLD.
- C. Expenses:** PCCLD assumes no liability for payment of expenses incurred by proposers in the preparation and submission of proposals in response to this invitation.
- D. Non-Discrimination:** The vendor agrees not to refuse to hire, discharge, promote, demote, or to discriminate in matters of compensation against any person otherwise qualified, solely because of race, color, religion, national origin, gender, age, military status, sexual orientation, marital status, or physical or mental disability.
- E. Governing Law:** The laws of the State of Colorado shall govern any agreement executed between the successful proposer and PCCLD. Further, the place of performance and transaction of business shall be deemed to be in the County of Pueblo, State of Colorado, and in the event of litigation, the exclusive venue and place of jurisdiction shall be Pueblo County in the State of Colorado.
- F. Confidentiality:** Proposals submitted to PCCLD for consideration shall be considered the property of PCCLD and subject to Colorado Open Record Law, Section 24-72-201, et seq., C.R.S.
- G. Confidentiality of Information:** The vendor acknowledges that it will, or may, be making use of, acquiring, or adding to information about certain matters and things that are confidential to PCCLD and is the exclusive property of PCCLD, including, but not limited to, legal documents and contracts, personnel and financial information, purchasing and internal cost information, operational manuals, IT schema and passwords, keys and codes, and other proprietary equipment, manners, and methods of PCCLD's business and operations. The vendor affirms to respect these confidential and proprietary matters

and only divulge or share these with others with the express written permission of authorized representatives of PCCLD.

3. Proposal Preparation:

A. Exceptions and Deviations: Any exceptions to or deviations from these Terms & Conditions must be identified in writing on an attachment to the proposal submittal. PCCLD reserves the right to accept or reject at its sole discretion any exceptions or deviations by the proposer.

B. Substantive Proposals: By submitting a proposal, the vendor guarantees that (1) its proposal is genuine and is not made in the interest of, or on behalf of, any undisclosed person, firm, or corporation; (2) it has not directly or indirectly induced or solicited any other respondent to put in a false or sham bid; (3) it has not solicited or induced any other person, firm, or corporation from proposing; and (d) it has not sought by collusion to obtain for itself any advantage over any other vendor or over PCCLD.

C. Minimum Qualifications: To be considered for selection, vendors must meet at least the following minimum qualifications.

(1) Established Business. Vendor must have been engaged as a place of business 5 years prior to the release date of this RFP.

(2) Customer Satisfaction, Financial Resources and Ability to Perform. Vendor must be able to show proof that they have an established satisfactory record and have sufficient financial support, equipment, and organization to ensure that they can satisfactorily execute the services to be performed per this RFP.

(3) Legal Compliance. Vendor must be in compliance with all applicable laws, rules, regulations, and ordinances of the City of Pueblo, the State of Colorado and the United States.

(4) Insurance:

The vendor shall not commence work until it has procured, maintains, and provides proof of the policies of insurances and liabilities listed below. The vendor will not be relieved of any liability, claims, or other obligations in conjunction with the signed agreement with the Library by reason of its failure to procure or maintain the necessary insurance and liabilities. Failure on the part of the vendor to obtain such insurance and liabilities prior to, and during the term of the contact, will constitute a breach of contract in which the Library has the right and may immediately terminate the signed agreement. The Library reserves the right to request and receive a copy of any policy related to services provided to the Library.

(a) *Commercial General Liability:* The vendor shall secure and maintain, during the term of agreed contract and for such additional time for service being performed, Commercial General Liability Insurance issued to and covering

the liability of the vendor with respect to all work performed by vendor and its third party vendors under the contract, to be written on a comprehensive policy form. This insurance shall be written in amounts not less than \$1 million for each occurrence and aggregate for personal injury including death and bodily injury and \$1 million for each occurrence and aggregate for property damage. This policy of insurance shall name the Pueblo City-County Library District, its agents, officers and employees as additional insured. This policy shall have all necessary endorsements to provide coverage without exclusion for explosion and collapse hazards, underground property damage hazard, blanket contractual coverage, as well as Owners' and vendors' Protective Liability (OCP) coverage. The policy shall also provide coverage for contractual liability assumed by the vendor under the provisions of the contract and "Completed Operations and Projects Liability" coverage.

- (b) *Workers Compensation Insurance:* The vendor shall procure and maintain Workers Compensation Insurance, fully complying with the provisions of the Worker's Compensation Act of the State of Colorado, during the period of this contract and for such additional time as work on this project is being performed

D. Submission Information and Documents: The following information and documents shall be included in the proposal submission:

- (1) Name of vendor, address, telephone number, email address, and contact person's name.
- (2) Vendor awarded the contract must submit a completed and signed IRS Form W9 to PCCLD before the contract begins.

E. Signatures: The proposal must be submitted with signature by a person qualified to bind the vendor.

F. Withdrawal of Proposal: A vendor may withdraw its proposal at any time prior to the proposal due date and time as identified herein. After that date and time, no vendor may withdraw its proposal for any reason. All proposals shall be valid for a period not less than 90 calendar days after the proposal due date.

4. Selection:

A. Selection: No proposal will be considered unless it is complete. All proposals submitted will be first screened to determine minimum qualifications as outlined in this RFP. The proposals will be ranked based on the ability of the vendor to provide the best combination of service and financial advantage to PCCLD.

B. Negotiation: Subsequent to the proposal due date, PCCLD reserves the right to negotiate terms and conditions with vendors. PCCLD reserves the right to negotiate modifications to a proposal with a single vendor without obligation to negotiate similar modifications with others.

5. Key Personnel: PCCLD prefers a single account relationship manager. In the proposal, list names, titles, and locations of the primary and backup employees who will be assigned to PCCLD's account. Also include relevant qualifications of pertinent personnel. Regular meetings with the PCCLD team (in person, by telephone or using virtual meeting platforms) are an integral part of the overall process and must be included in the project schedule. These meetings will report on and track the design and fabrication process, and establish and implement mechanisms for ongoing communications.

The PCCLD point of contact for this project will be:

Maria Kramer - Youth Services Manager, 719-562-5618, maria.kramer@pueblolibrary.org.
In case of emergency or extended leave of absence, the PCCLD point of contact will be Amy Nelson, Rawlings Library Director, (719) 553-0205, amy.nelson@pueblolibrary.org.

6. Competitive Position: Describe what differentiates the vendor's service from that of other competitors. Include in the discussion how the vendor keeps abreast of current and future trends. Discuss the vendor's approach to communication.

7. References: Please provide a portfolio that shows examples of work and references from at least three (3) customers to which the vendor has provided the services required under this RFP. These should be recent customers with needs comparable to those of PCCLD. Select a mix of long-standing and new customers. Library or other governmental references are preferred. References should include a contact name and phone number and address of reference.

8. Scope of Work:

A. Overview

PCCLD seeks a qualified vendor to design, fabricate and install a feature exhibit in the Children's Services area at the Rawlings Library, 100 E. Abriendo, Pueblo, Colorado. The budget for this project may not exceed \$75,000, to include all associated material and staffing costs for design, fabrication and installation.

The Rawlings Library is a public library that is approximately 109,000 square feet in size located in an urban, business setting. PCCLD intends to engage a vendor for this purpose. The space for the exhibit is currently being designed by a qualified architectural team as part of an extensive renovation to the entire Rawlings Library. A general contractor has been hired for construction services for the renovation project. The building renovation is expected to begin during the fall of 2021 with substantial completion by August 2022.

PCCLD intends to select a vendor in April 2021 to commence design of the exhibit and involve the vendor in final design, fabrication and installation considerations with the owner (PCCLD), architects and general contractor.

B. Specifications

The floor space in the Children's Services area is approximately 18' x 20' in two areas that are currently designated as potential locations for the exhibit. There may be some flexibility around the exact location of the exhibit and proposals may include more than one component to enhance the overall impact and functionality of the exhibit. There are additional owner provided furniture and casework components that will also inhabit that space but they are flexible and may be adjusted to work with the design of the exhibit. Ceiling height ranges from 13'-6" to 14'-6". The footprint of the exhibit can measure 6'x6' or more. The exact dimensions of the exhibit may be refined during the design phase for this project. The target audience for this exhibit is toddlers and young children ages 2-9.



Floorplan Diagram of Children's Services Area and Family Zone

C. Design

The selected Vendor shall furnish all labor, materials and equipment required to perform design, fabrication and installation of a permanent, interactive learning and play-based exhibit. The installation itself will be permanent, however, a design that incorporates modular elements that can be altered or exchanged periodically may be preferred. The design should pay particular attention to:

- i. Aesthetics – An installation that serves as a visual highlight or feature 'monument' that draws visitors to the new, renovated space
- ii. Longevity - An installation that will remain beautiful, functional and fun for a long time.

- iii. Inclusivity - An installation that is sensory-friendly, accessible, bilingual, and represents the diverse peoples of the community served by the library
- iv. Community - An installation that celebrates Pueblo's unique character.
- v. Imagination - An installation that is transformable, multi-purpose, and encourages imaginative play.

D. Fabrication

- i. Prepare and submit for review final shop drawings detailing fabrication and installation to include: technical data for this project, drawings, diagrams, schedules, templates, patterns, instructions, measurements and materials.
- ii. Submit periodic control samples. Samples include both fabricated and un-fabricated physical examples of materials, products and units of work. Samples may be both complete units and smaller portions of units of work.
- iii. Fabrication shall be completed off-site and will be brought onsite to install upon completion.
- iv. Fabrication shall be high quality with particular attention paid to durability and ease of maintenance.
- v. If the selected vendor is unable to fabricate all elements of the exhibit in-house, it is the vendor's responsibility to identify the services that must be outsourced, select subcontractors, and pay subcontractor fees for fabrication services. These additional costs must be included in the proposed project budget.

E. Installation

- i. Installation will require cooperation with the architects and construction company that will be renovating the Rawlings Library.
- ii. The selected vendor shall be responsible for setup and installation of all on-site installation elements and materials.

9. Proposal Requirements

- a. Describe your qualifications and experience in providing exhibit services for similar institutions and similar circumstances. Please provide descriptions and sample images of previous work
- b. Describe your firm's approach to providing services to PCCLD as described in the "Scope of Work" and elsewhere in this RFP. Please provide sketches or drawings, as well as a written description that outlines the proposed exhibit concept, medium, materials and size.
- c. Please describe your approach to the stakeholder engagement process and collaboration with the renovation project team to include the owner (PCCLD), architects and general contractor.
- d. Provide a proposed timeline for the three phases of this project to include design, fabrication and installation.

- e. Provide a sample engagement document to include costs to PCCLD for the services as proposed.

10. Evaluation and Selection

PCCLD will review proposals submitted by the RFP deadline and select a winning proposal. PCCLD reserves the right to interview a short list of vendors. PCCLD will negotiate a contract with the selected vendor. PCCLD will select the proposed services and terms that are most advantageous to it.

The following criteria will be used for screening and selection of the vendor for this project:

1. Cost proposal and ability to work within the \$75,000 budget set for the installation.
2. Proposed design adequately addresses all five areas laid out in the Scope of Work – Aesthetics, Longevity, Inclusivity, Community and Imagination.
3. Established record of design, fabrication and installation excellence. Quality of work product as demonstrated through submitted work samples.
4. Experience in designing, fabricating and installing projects of a similar scale and complexity.
5. Experience in working in a collaborative environment.
6. Experience and availability of key individuals proposed for the project.
7. Reputation for thoroughness, credibility, and client responsiveness as demonstrated through references.

11. Right of Acceptance and Rejection

PCCLD reserves the right to accept or reject any or all proposals and to waive any formalities, informalities, and deviations, which, in its opinion, best serve the interests of PCCLD. PCCLD is not bound to accept the lowest priced proposal, but will select the proposal that represents the best value for PCCLD.