



REQUEST FOR PROPOSALS

ARCHITECTURAL AND DESIGN SERVICES

**REQUEST FOR PROPOSALS
March 8, 2022**

SUBMITTALS DUE BY 3:00 p.m. local time, April 19, 2022

RFP 4-2022

1. General Information:

A. Overview: The Pueblo City-County Library District (PCCLD) is seeking proposals from firms for architectural design and related services for the renovation and expansion of the Frank & Marie Barkman Library, 1300 Jerry Murphy Rd., Pueblo, CO, and the Patrick A. Lucero Library, 1315 E. 7th St., Pueblo, CO. PCCLD intends to solicit proposals from qualified firms, evaluate the results, interview a short list, and select a firm to perform architectural and design work related to the renovation and expansion of these two public libraries. PCCLD anticipates the selected architectural firm will oversee the review and updating of existing preliminary design concepts, complete schematic design, and design development. Production of construction documents is expected to follow as well as construction administration for the renovation and expansion work under a CM/GC method for construction. Additional details regarding the scope of the current project are included below in section **5. Scope of Work**.

B. Schedule: Currently contemplated milestones for the architectural and design services are:

Architectural firm selection process

- | | |
|-----------------------------|--|
| 1. Proposals requested | 3/8/2022 |
| 2. Proposal submissions due | 3 p.m. (Mountain Time)
Tuesday, 4/19/2022 |
| 3. Evaluation period | 4/20-5/26/2022 |
| 4. Selection | 5/27/2022 |
| 5. Contract negotiated | 6/1/2022 |

C. RFP Submittal: Submittals are to be delivered via email, clearly identified in the subject line with the RFP number and title, with all attachments, no later than 3:00 p.m. local time on April 19, 2022 to:

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

Submittals delivered after the above required date and time will be received, but will not be considered and will be rejected for lateness.

Questions regarding this RFP must be addressed via email by 3 p.m., April 1, 2022 to:

Jon Walker
Pueblo City-County Library District
Email address: jon.walker@pueblolibrary.org

Questions should include the RFP number and title plus the word "Question" in the subject area of the email. Questions without this subject identification may be considered routine emails and not be properly addressed. Any responses by PCCLD that are considered to be a change in the terms, conditions, or specifications of this RFP will be posted to this website as an addendum: <http://www.pueblolibrary.org/about/requests>. No communications of any kind may be considered a change to the terms, conditions, or specifications in this RFP unless posted as an official addendum on the website.

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 interested parties are invited to submit proposals in accordance with the terms, conditions, and specifications contained herein.
- B. Tax Exemption:** PCCLD, as a Colorado local government, is exempt from sales and use taxes. Firms shall inform all prospective subcontractors and suppliers from whom they expect to obtain services or supplies of the tax-exempt status of PCCLD. An exemption certificate can be furnished by PCCLD upon request.
- C. Expenses:** PCCLD assumes no liability for payment of expenses incurred by firms in the preparation and submission of information in response to this invitation.
- D. Non-Discrimination:** The firm agrees not to refuse to hire, discharge, promote, or 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 firm and PCCLD. Furthermore, 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:** Submittals 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 submitting firm acknowledges that the firm 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, and other proprietary manners and methods of PCCLD's business and operations. The firm affirms to respect these confidential matters and only divulge these to others with the express written permission of authorized representatives of PCCLD.

3. Submittal Preparation:

- A. Exceptions and Deviations:** Any exceptions to or deviations from these terms and conditions must be identified, in writing, on an attachment to the submittal. PCCLD reserves the right to accept or reject, at its sole discretion, any exceptions or deviations by the firm.
- B. Substantive Submittals:** By submitting information in response to this RFP, the firm guarantees that (1) its submittal 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 firm or over PCCLD.
- C. Minimum Qualifications:** To be considered for selection, firms must meet at least the following minimum qualifications:
- (1) Established Business. Firms must assign qualified architect(s) to this project who are licensed to practice in Colorado. The firm must have provided architectural and design services for a minimum of five years prior to the release date of this RFP.
 - (2) Customer Satisfaction, Financial Resources and Ability to Perform. The firm 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. The firm must be in compliance with all applicable laws, rules, regulations, and ordinances of the City and County of Pueblo, the State of Colorado, and the United States.
 - (4) Insurance. The firm shall not commence work until it has procured, maintains, and provides proof of the policies of insurances and liabilities listed below. The firm will not be relieved of any liability, claims, or other obligations in conjunction with the signed agreement with PCCLD by reason of its failure to procure or maintain the necessary insurance and liabilities. Failure on the part of the firm to obtain such insurance and liabilities prior to, and during the term of the contact, will constitute a breach in which PCCLD

has the right and may immediately terminate the engagement. PCCLD reserves the right to request and receive a copy of any policy related to services provided to PCCLD.

- (a) *Commercial General Liability:* The firm 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 firm with respect to all work performed by the firm and its third party firms 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's, as well as owners' and firms' Protective Liability (OCP) coverage. The policy shall also provide coverage for contractual liability assumed by the firm under the provisions of the contract and "Completed Operations and Projects Liability" coverage.
- (b) *Workers Compensation Insurance:* The firm 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 submission: Name of firm, address, telephone number, email address, website URL, and contact person's name.

E. IRS Form W9: Firm awarded the contract must submit a completed and signed IRS Form W9 to PCCLD before contract begins.

F. Signatures: The submittal must be in ink and signed by a person qualified to bind the firm.

G. Withdrawal of Submittal: A firm may withdraw its submittal at any time prior to the due date and time as identified herein. After that date and time, no firm may withdraw its submittal for any reason. All submittals shall be valid for a period not less than 90 calendar days after the RFP due date.

4. Selection:

A. Selection: No submittal will be considered unless it is complete. All submittals will be first screened to determine minimum qualifications as outlined in this RFP. Submittals that do not meet these minimum requirements will automatically be rejected and shall not undergo further evaluation. The submittals will be ranked based the ability of each submitting firm to provide the best combination of quality and value to PCCLD. It is anticipated that the firms with highest ranking submittals will be invited for interview, and, subsequently, the firm considered to offer the best combination of quality and value will be selected for the project.

B. Negotiation: Subsequent to the RFP due date, PCCLD reserves the right to negotiate terms and conditions with firms. PCCLD reserves the right to negotiate modifications to a submittal with a single firm without obligation to negotiate similar modifications with other firms.

- 5. Scope of Work:** PCCLD is seeking proposals from qualified firms for architectural design and related services for the renovation and expansion of both the Frank & Marie Barkman Library, 1300 Jerry Murphy Rd., Pueblo, CO, and the Patrick A. Lucero Library, 1315 E. 7th St., Pueblo, CO.

By way of background, PCCLD adopted a master facilities plan in 2019 that included envisioning expansion and renovation of both the Barkman and Lucero Libraries along with similar work on other facilities owned and operated by PCCLD.

Proposers should review this plan, which is available online as the [Pueblo City-County Library District Library Facilities Master Vision](https://www.pueblolibrary.org/sites/default/files/pdf/PCCLDLibraryFacilitiesMasterVisionPlans.pdf) (June 2019):

<https://www.pueblolibrary.org/sites/default/files/pdf/PCCLDLibraryFacilitiesMasterVisionPlans.pdf>. The first project described in this plan—renovation of the Rawlings Library—is ahead of the schedule cited with the current timeline for substantial completion to occur before yearend of 2022. More information about this project is available at <https://www.pueblolibrary.org/RawlingsRenovation>. The timeline described in the plan along with budgetary considerations have undergone further review and updating, and PCCLD has determined to proceed now with work to both the Barkman and Lucero Libraries.

The design recommendations described in the plan cited above as these pertain to both the Barkman and Lucero Libraries are to be reviewed and updated as part of the scope of the current project. This is to be conducted in consultation with PCCLD and will be followed by schematic design, design development, and related services for both libraries. PCCLD desires the selected firm to complete schematic design and design development in 2022 with construction documents to be completed later followed by construction administration on one of the two buildings to commence in 2023 and the second construction project to commence later in 2024. PCCLD expects to bring a construction manager on board to the project during the design phase.

The full timeline for completing both libraries' design and construction is 2022-2025 and the current total budget for both buildings is \$6.4 million inclusive of design,

construction, furnishings, fixtures, and equipment. Construction on one of the two libraries is intended to be completed first, followed by construction for the second, with substantial completion for both by yearend 2025. No priority order for construction between the two libraries is finalized at this time and will be determined by the owner later in consultation with the design team, construction manager, and others. PCCLD anticipates library operations will continue to function at both libraries during project design and each library will close, in turn, later for construction.

The scope of this engagement is expected to include services for the renovation and expansion of the Barkman and Lucero Libraries although PCCLD reserves the right to engage the same firm for subsequent projects described in Pueblo City-County Library District Library Facilities Master Vision (June 2019) cited above.

- 6. Submittal Requirements:** List the information requested below in the same order as presented.

Item 1: General Introduction

Provide a simple, concise description of your firm and its history, not to exceed two pages. Additional information or brochures can be included under separate cover. Include in this section:

- a. Contact person for this selection process
- b. Location of the nearest office
- c. Number of years doing business in Colorado under current name
- d. Size of the firm.

Item 2: Experience

Provide a brief description of no more than three projects of a similar size, scope, and use completed within the last five years. Similar size and scope means construction of a facility approximately 10,000 square feet in size and/or renovation/expansion of an existing facility approximately 10,000 square feet in size. Similar use means the project was completed to function as a public library. Project descriptions should include:

- a. Building type
- b. Gross square footage
- c. Owner reference information
- d. Contractor
- e. Type of bid, bid amount, and final cost for the project
- f. Change order amount
- g. Design Architect
- h. Project Architect
- i. Lead Interior Designer

- j. Include resumes, certifications, education, experience, and qualifications of the above key personnel.

Item 3: Qualifications

Describe your firm's approach for completing PCCLD's project, including services provided for the design and construction phases of the work. Address your control capabilities of cost estimating, scheduling, quality control, change order management, and project closeout. What is your preferred method of dealing with the owner during the design phase and how do you address owner concerns/comments?

Provide a contemplated timeline and project schedule with key milestones.

What are the steps in the design process and how do you propose to organize the process?

PCCLD includes physical locations located throughout Pueblo County. What techniques will you employ to ensure the renovated and expanded libraries reflect a consistent PCCLD "brand" and, at the same time, respect the unique qualities of the respective neighborhoods where the buildings are located.

This project will use a budget to control the project and one that cannot be exceeded. Describe your experience in controlling "design creep", controlling costs and meeting budget and time constraints. In short, how do you propose to furnish a design that the owner can afford?

Describe professional services performed by your staff and any professional services that you would assign to others, such as civil engineering, structural engineering, mechanical engineering, acoustical engineering, electrical engineering, plumbing engineering, landscape architecture, etc. If you engage specialty consultants, how do you control the quality and timeliness of their work product? Do you accept final responsibility of services performed by others? Describe the interface, if any, of owner representative and any consultants that you may engage for required services. Provide an approximate percentage of outside professional services that you would anticipate using in this project.

Describe how you will communicate progress in the design of this project. Will models, drawings or computer animations be furnished, and if so, at what stages? Will renderings be available for presentation in our fundraising process along with presentation assistance? What role do you expect to play in construction administration during the construction phase of the project? Will you attend regular update meetings during construction and review contractor pay applications? Will you provide construction observation site visits on a regular basis and report to PCCLD any deviations from the design documents and work with PCCLD and the contractor in required corrections to work? Will you review

project closeout documentation submitted by the contractor? Will you conduct site inspection at the end of the project and create punch list items and issue a certificate of substantial completion?

Describe the technology focus of your firm. PCCLD expects the design and construction team to use an electronic, web-based project management system from design through the construction and close-out phases of the project. PCCLD expects contract documents to be furnished in electronic format that we can review. PCCLD also expects to receive record drawings at the completion of the project to be furnished in electronic format.

Describe your experience in providing professional services when a Contract Manager/General Contractor approach is used.

List the Design Architect, Project Architect, and Lead Interior Designer assigned to this project, and describe each of their respective experience in projects of similar size, type, and systems. List any other projects for which the Design Architect, Project Architect, and Interior Designer would have concurrent responsibility, assuming work starts in June 2022.

Item 4: Project Completion

For all projects completed within the last five years, identify separately:

- a. Has your firm ever filed for bankruptcy?
- b. Has your firm ever failed to complete a project or been terminated from a project before its completion?

Describe what differentiates the firm's service from that of other competitors and makes your firm the best choice for this project.

Item 5: Compensation

Describe in detail how you are compensated for professional services and how you would expect to be compensated for services rendered to PCCLD for this project and what services are included. Include a description of what party bears the cost of any redesign work required that is caused by 1. Owner changes; 2. Architect oversight/omission; or 3. Redesign required to meet budgetary constraints.

Provide a sample contract form that you would expect to use for this engagement.

7. Evaluation and Selection

PCCLD will review submittals submitted by the RFP deadline and select a short list of qualified firms for interview and final selection. PCCLD will negotiate a contract

with the selected firm. PCCLD will select the services and terms that are most advantageous to it.

8. Right of Acceptance and Rejection

PCCLD reserves the right to accept or reject any or all submittals and to waive any formalities, informalities, and deviations, which, in its opinion, best serve the interests of PCCLD. PCCLD will select the submittal that represents the best service for PCCLD.