



The City Library

THE SALT LAKE CITY PUBLIC LIBRARY SYSTEM

Request for Proposal Sprague Branch Architect of Record Salt Lake City Public Library

Introduction & Background

The Salt Lake City Public Library (the Library) plans to engage the services of an Architect, licensed in the State of Utah, to provide Architect of Record (AOR) services for the upgrade and renovation of the Sprague Branch Library. The recent [Space Utilization Study](#) revealed three different building options for the Board of Trustees to consider. The Library is considering only Option 1; a renovation of the existing footprint without an addition. The AOR will be expected to apply its best knowledge and expertise to represent the interest of the Library in providing the planning, design, and construction administration services for the project. It is required that the renovated branch library achieve a minimum LEED rating of gold.

The Salt Lake City Public Library is an urban library serving an estimated population of 190,000 residents and is comprised of a Main Library and seven community branches. In the year 2015 the Library received the distinct honor of being Utah's only Five Star Library as acknowledged by the *Library Journal* Index of Public Library Service. The residents of Salt Lake City are enthusiastic users of their public library and our goal is to offer welcoming and comfortable spaces with relevant services and collections.

The Sprague Branch's high-gabled English Tudor style building has served the Sugar House community for three generations. The building was selected by the American Library Association in 1935 as the "Most Beautiful Branch Library in America." The two-level facility was opened in 1928 and has been renovated several times including an expansion project to add a new public meeting room and remodel the building completed in April 2001, which increased the square footage to 12,550.

The branch is very busy serving nearly 18,000 patrons in a community that continues to grow. The heavily used public meeting room is used by the community more than 1,200 hours in a year, and sees more than 17,000 attendees for a variety of community programs and meetings.

Main Library 210 E 400 S, SLC, UT 84111 801-524-8200

Anderson-Foothill Branch 1135 S 2100 E, SLC, UT 84108 801-594-8611

Chapman Branch 577 S 900 W, SLC, UT 84104 801-594-8623

Day-Riverside Branch 1575 W 1000 N, SLC, UT 84116 801-594-8632

Glendale Branch 1375 South Concord, SLC, UT 84104 801-594-8660

Marmalade Branch 280 W 500 N, SLC, UT 84103 801-594-8680

Sprague Branch 2131 S 1100 E, SLC, UT 84106 801-594-8640

Sweet Branch 455 F Street, SLC, UT 84103 801-594-8651

The Salt Lake City Public Library Sprague Branch sustained significant damage during flooding in July 2017. The basement area—which included the Children’s and Teens’s collections, a large public meeting room, and staff work areas—were filled with 4–5 feet of water. The space has been fully remediated, but not remodeled.

Sprague Branch was one of three City Library branches included in the [Space Utilization Study](#) completed by Blalock and Partners and Margaret Sullivan Studios.

Facility Summary and Budgets

The Branch library is 12,550 square feet in size and has an estimated budget of \$3.8 million for renovation construction costs (inclusive of furniture, fixtures, equipment, design, and material/collection costs). Design of this facility is expected to begin in early 2018 and it is anticipated that construction will begin in the late summer/early fall of 2018.

Design and Construction Schedule

It is anticipated that the contract with the selected A/E firm will be fully approved and executed by mid-February, 2018. Design Phase services are expected to begin immediately following contract execution and span a total of seven (7) months (March–September 2018). Contractor selection is expected to occur in October 2018. Specific construction schedule to be finalized with selected architect’s input.

Selection Process

A Selection Committee for the AOR will be formed by the Library for this project. At the selection committee’s discretion, interviews may be required of the shortlisted firms. The Selection Committee will evaluate the proposals submitted by the shortlisted firms and utilize a preference ranking scoring system to rank the applicants. The top ranked applicant will be selected for contract issuance. If, for whatever reason, contract terms cannot be reached between the Library and the top ranked applicant the Library will proceed to enter into contract discussions with the next highest ranked applicant.

Shortlisted firms shall refrain, under penalty of disqualification, from direct or indirect contact with any member of the Selection Committee for the purpose of influencing the selection or creating bias in the selection process. All contact on this selection process shall be addressed to the authorized representative identified in this document. This policy is intended to create a level playing field for all shortlisted firms.

The AOR will be required to obey all federal, state, county, and municipal laws, ordinances, regulations, and rules applicable to its operations. Said laws include, but are not limited to, the Equal Employment Opportunity laws, the Fair Labor Standards Act, Occupational Safety &

Health Administration (OSHA) laws, Family Medical Leave Act (FMLA), the Americans with Disabilities Act (ADA), and the Utah Identity Documents and Verification Act (Utah Code Title 63G, Chapter 11). Any violation of applicable laws shall constitute a breach of the Professional Services Agreement and AOR will be required to hold the Library harmless from any and all liability arising out of, or in connection with, said violations including any attorney's fees and costs incurred by the Library as a result of such violation.

Selection Schedule

The tentative schedule for this selection process, which is subject to change at the Library's sole discretion, is as follows:

1. Last day for questions: November 20, 2017 by 5:00 p.m. MST
2. Addendum to RFP with responses to questions released: November 22, 2017 by 9:00 a.m. MST
3. Proposals due by December 4, 2017 by 5:00 p.m. MST
4. Interviews*: January 5, 2018, times TBD
*(*optional, may be conducted at the Library's discretion)*
5. Notification of selected AOR: January 12, 2018

General Qualifications

A statement of the firm's experience and qualifications to meet the requirements of The City Library as outlined herein. Include a general overview and history of your company, number of years in the business, number of employees, corporate headquarters location, and type of business.

Detail your firm's experience in providing the services requested herein with dates of performance and/or completion, customer name, contact person, and telephone number(s). By providing such references you agree that neither The City Library nor the clients referenced shall have any liability regarding the provision of such references or The City Library's use of such references in making selections under this request for proposals.

The Library reserves the right to reject any or all proposals or to waive any informality or technicality if deemed to be in the best interest of the Library.

Services Agreement and AOR will be required to hold the Library harmless from any and all liability arising out of, or in connection with, said violations including any attorney's fees and costs incurred by the Library as a result of such violation.

Technical Proposal Information

Submitting firms should review the [Sprague Branch Space Utilization](#) document prepared by Margaret Sullivan Studios and Blalock and Partners. Each submission is required to contain a technical proposal specifically addressing the following topics:

Describe, in detail, your strategy for renovating the Sprague Branch Library including your planned approach for achieving “buy-in” from the owner, end user, and community of the final design product.

What is your professional vision for this project?

- 1. Describe your team’s approach to collaborating and interacting with the entire project team including the owner, owner’s project manager, contractor, and end users.**
- 2. How does your firm create high quality construction documents and specifications, which will ultimately minimize change orders, help to contain construction costs, and maintain schedules?**

The current project is estimated to be a building of 12,550 GSF. The project budget is estimated as follows:

\$2,734,064 Building, site work, and enhanced sustainability construction

- \$ 117,726 Construction fees**
- \$ 286,000 FFE**
- \$ 163,150 Shelving/componentry**
- \$ 69,025 Technology**
- \$ 62,750 Data/Security**
- \$ 27,341 Art**
- \$ 253,804 A/E Fees**
- \$ 85,234 Contingency**

- 1. Describe your team’s strategy, process, and methods for working within and not exceeding the stated budgets. Specifically indicate if, from your professional expertise, you see any problems with these budgets and what recommendations you would make to correct those problems.**

Fee Proposal

Applicants shall submit a cost proposal in a separate sealed envelope for their entire scope of work as represented in this proposal. The cost proposal shall be a lump sum fee with a separate “not to exceed” allowance included for reimbursable expenses. The fee proposal shall be broken into identifiable work scopes representing the AOR’s planned execution of the project (i.e. Schematic Design, Design Development, Construction Documents, Construction Administration, etc.).

Following the evaluation of the technical proposals and ranking of the firms, only the top ranked firm’s fee proposal will be opened. The Library will attempt to negotiate and award the contract to the top ranked firm. If the Library, for any reason, is unsuccessful in negotiating a contract with the top ranked firm, the Library will continue the process with the next highest

ranked firm. The Library is currently carrying a budget of \$260,000 (no addition) for the AOR's scope of work and does not anticipate awarding a contract amount in excess of that budget for these services.

Submittal Requirements

1. Ten (10) copies of the submittal are required to be submitted to Jennifer Beaty, Executive Assistant for the Salt Lake Public Library, 210 East 400 South, Salt Lake City, UT 84111. Submissions must be received by 5:00 p.m. Mountain Standard Time on December 4, 2017. Late submissions will not be considered.
2. Applicants are hereby advised that all proposals shall become the Library's property at the time of submission. Information contained in the proposals will be available to the public upon inquiry immediately following the execution of a written agreement with the selected AOR by the Library.
3. Any costs incurred by potential AOR candidates in the preparation and delivery of this Proposal are the sole responsibility of the submitting firm. The Library assumes no liability for any expenses incurred by any potential AORs or AOR teams throughout this entire selection process.

Questions and Clarifications

Deborah Ehrman, The City Library Deputy Director, has been designated as the official contact person for the selection process. All inquiries, questions and information regarding this Request for Proposals should be directed to Deborah Ehrman in writing. Written questions will be accepted if received not later than 5 p.m., Mountain Standard Time, November 20, 2017. If by letter, email or facsimile, the written questions are to be addressed and delivered to Deborah Ehrman, Deputy Director, Salt Lake City Public Library, dehrman@slcpl.org, 210 East 400 South Salt Lake City, UT 84111, fax 801-322-8194. The composite answers to all useful and relevant written questions received not later than 5 p.m. Mountain Standard Time, November 20, 2017, will be transmitted by email to all firms. In all instances, the source of the question will not be revealed.

Proposal Response Cover Sheet
Sprague Branch Architect of Record Services
Salt Lake City Public Library

We offer to furnish to the Salt Lake City Public Library services requested in accordance with the specifications described herein:

Proposer: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Telephone: _____ Email: _____

Name: _____

Title: _____

Signature: _____