

Request for Proposal
Sparta Free Library Add-Alter Concept Development

Project Name: Sparta Free Library, Sparta, Wisconsin
Location: Sparta Population 9,741
Service Population 17,623

Project Size:

The estimated space needs of an additional 11,532 square feet will result in a completed library of approximately 23,000 square feet (these are not guaranteed and may change as per the advice and consultation with the community and selected professionals) is based on the 2016 space needs study available at: <http://www.spartalibrary.org/wp-content/uploads/2010/10/Sparta-Space-Needs.pdf>

Key design concerns from strategic planning completed in 2015:

Accessibility, Technology Lab, Programming Space, Collaborative Spaces and Small Group Meeting Rooms, Quiet Reading Space, Staff Work Space, Storage and Delivery Space.

The complete strategic plan can be found at: <http://www.spartalibrary.org/wp-content/uploads/2010/10/Sparta-Strategic-Plan-Draft-Public-Plan-October-12-2015-FINAL-DRAFT.pdf>

The vision of this project is to expand the Sparta Free Library at 124 W. Main St. Sparta, WI, on its current site complimenting the neoclassical architectural style of the original structure.

Project Purpose: The library task force is requesting qualification packages from qualified teams to develop a conceptual plan including space plan and architectural renderings. This will ultimately result in the development of an expanded public library. The completed concept development products such as floor plans and renderings will be used to promote community buy-in and will also be used to facilitate fund raising.

The successful team will be expected to have a full range of professional services to support the development of the community vision for this complex including expertise in:

Current and appropriate acquisition concepts
Business attraction for a community destination point.
Technological resource installation and acquisition.
Green construction and LEED certification.
Capital campaign assistance with the ability to work with the city treasurer.

The library is a physical, cultural, and virtual resource for Monroe County in Southwestern Wisconsin. In addition, it is an essential educational connector to other parts of the world.

The expanded facility must provide a harmonious balance of public service areas and the necessary support spaces. It is anticipated that the library, as measured by checkouts, customer visits, and electronic access, will show that there is a continued emphasis on books and reading in the service area. However, any library that expects to serve its residents in the 21st century must also provide a healthy array of information technologies, creative and stimulating programming, and public meeting spaces. Therefore, there must be considerable adaptability within the design to permit adjustments for new services, furnishings, and equipment over time.

Selection Process: A three-stage process for final selection of a qualified team will be used.

Stage 1 will consist of a qualifications package submitted by those teams interested in being considered. The library task force will select up to five (5) short listed teams based on an evaluation of past performance with an emphasis on expanding historic properties. Short-listed firms will be asked to submit full proposals.

Stage 2 will be an invitation for verbal and multimedia in person presentations from the short-listed teams.

Stage 3 will consist of the selection of one to three finalist firms following stage 2. The Task Force will invite the finalist to submit a draft proposal and scope of work. If negotiations are unsuccessful, the Task Force will enter into this process with another short-listed team.

Contract Document: Upon final selection, the successful team will be sent a master contract for Execution of the concept development. The contract will be drafted around the key proposal points that were proposed and amended as part of any negotiation. Said another way, his requirement will reward the most creative team. This RFP is only a guideline. Offerors are encouraged to think outside the box, and offer the most imaginative solutions while remaining cost effective.

When the contract is executed by both parties, the Concept Development Contractor will be instructed to commence providing the work outlined in the contract. All information, data, documents, photos, computer records and other material of any kind developed by the team pursuant to this project shall become the property of the City of Sparta and the library task force.

Submittal Requirements:

- Qualification packages shall include the following:
- Brief history of firm including areas of expertise and technical capabilities.
- Descriptions of relevant previous projects that key project staff have played a central role in developing.
- General project approach which demonstrates an understanding of project goals, local issues and needs.
- Names and qualifications of specific project staff that will play the primary role(s) in this project, name of project manager included and sub-contractors as needed.
- No more than five (5) references for similar projects. References must include current

contact name and phone number.

- At least one (1), but no more than three (3) sample products from similar previous Products that are relevant to the most creative aspects of the proposal
- Additional information that will assist the library task force in considering the evaluation criteria outlined below.
- Ten (10) color copies of the qualifications package to be submitted.
- One copy submitted electronically on a flash drive or dvd.
- Materials should be no more than 15 pages of text and 5 pages of project samples including pictures. Teams may submit references to web page links, but projects to be considered must be part of the submission package.

Sealed Proposals, marked "RFP - Sparta Free Library" addressed to Steve Thiry, Library Director, Sparta Free Library, P. O. Box 347, Sparta, WI 54656. will be accepted until 5:00 PM, December 5, 2016

Contacts: Steve Thiry Library Director (608) 269-2010 Ext 4. E-Mail spartalibrary@wrlsweb.org
The RFP will be made available on the Sparta Free Library and City of Sparta webpages.
Library: <http://www.spartalibrary.org/> City: www.spartawisconsin.org

All inquiries and requests for information affecting this RFP must be submitted in writing to the library director as listed above. The Task Force reserves the right to determine whether any questions should be answered. If responses are provided, the responses will be written and provided to all. Copies of the written responses will be issued via an addendum and available on the city and or library websites. No negotiations, decisions or actions shall be initiated by any respondent as a result of any verbal discussion with any consultant of the library task force or with any library or city employee.

Evaluation Criteria (140 points)

Consultants will be evaluated on the basis of the following criteria:

1. Key project personnel: individual qualifications and previous related work, particularly with regard to working with facilities, municipalities of similar size, government structure and issues. (15 points)
2. Team: qualifications and previous related work, particularly with regard to working with facilities, municipalities of similar size, government structure and issues. (15 points)
3. Understanding of project goals and local issues and needs. (15 points)
4. Firm's ability to perform work in a reasonable time line, considering the team's current and planned work load. Provide estimated time line for completing the project assuming full financing secured (10 points)
5. The demonstrated ability of key project personnel to organize and lead effective, productive public meetings and in-house project meetings. (15 points)
6. Quality of sample materials and qualifications package submitted. This includes renderings and other descriptive material (10 points)
7. Ability to deliver current and future technological and programming needs. (10 points)

8. Ability to incorporate green and energy efficiency standards. (20 points)
9. Ability to design an adaptable facility. (10 points).
10. Ability to integrate design of original structure with expansion. (20 points)

The Sparta Free Library Task Force reserves the right to reject any or all qualification packages submitted, to waive technical or legal deficiencies, and to accept any qualification packages that it may deem to be in the best interest of the library. By submitting a qualification package, the team members hereby authorize the Task Force to contact references and make such further investigations as may be in the best interest of the Task Force including credit, and or legal background searches.