



**RFP Architectural Services
Renovation of Library**

Weber County Library

409284

2 November 2012

WEBER COUNTY LIBRARY BOARD OF DIRECTORS

Request for Proposal(s)

Renovation of Main/Central Library
Renovation/Expansion of North Branch Library
Construction of Headquarters Library
Completion of Parking Space at the Ogden Valley Branch Library

Scope:

Weber County Library Board of Directors is seeking qualified, licensed, architectural and/or other professional services providers for the purpose of:

- Assisting the Library Board of Directors in preparing and presenting community based programs to gather public input, explain design criteria, and justify cost projections for their capital plan.
- Preparing basic site plan(s) and conceptual drawings/renderings required to inform voters of the needs and uses of funding to be requested through a general obligation bond election to complete one or more of the following capital projects:
 1. Renovation of the Main/Central Library, 2464 Jefferson Avenue, Ogden, UT
 2. Renovation and expansion of the North Branch, 475 E 2600 N, North Ogden, UT
 3. Construction of a Headquarters Library on a site yet to be determined/announced.
 4. Construction of a parking lot at the Ogden Valley Branch, 131 S 7400 E, Huntsville, UT

Subject to voter approval of a general obligation bond, the professionals selected will be responsible for all phases of design, engineering, construction drawings, preparation of bidding documents, supervision of construction, and such other services as may be negotiated upon final selection of the team(s).

Please note that one or more architectural firms and teams of consultants may be selected as a result of this RFP process.

Description of Projects:

Main Library:

The Main Library is a 55,000 sq. ft. facility located on a 2.14-acre lot at 2464 Jefferson Ave., in downtown Ogden. The facility has been in continual operation since 1968, when it first opened to the public. HVAC systems have reached the end of their useful life cycle, with some units permanently taken off-line. The building electrical supply is not adequate to meet current needs, and is augmented during the day with uninterruptable power supplies that are recharged over- night. Meeting room and community gathering space is inadequate, as is study and classroom space for the many literacy-based programs the Library provides. The Library data center is located on an abandoned portion of the loading dock with cabling and connectivity to

the floors above running through janitorial closets and gaps between walls and ceilings. Storage has been maximized using a variety of systems, including high-density shelving, but storage and many employee office areas are packed floor to ceiling with operational files and supplies. Parking is inadequate to accommodate patrons and there is no secure outdoor performance or program presentation area.

For all its shortcomings, the Main Library is a beautifully designed northern Utah icon. The modern architecture and Herman Miller furnishings have accommodated more than 21,000,000 visits, as patrons have completely worn out five sets of front doors. In spite of its extensive use, the high quality of the original design and the consistent cleaning and maintenance provided by Library employees have resulted in a building that still looks . . . presentable. Even the casual observer will notice, however, soiled ceilings that cannot be easily addressed because of asbestos content, mismatched carpet resulting from continual replacement in high traffic areas, and damaged wall coverings and threadbare furnishings that hint at the age and heavy use of the facility. Restrooms are scrubbed down and sanitized each day, but retain the odor of bodily fluids that have seeped into cracks and crevices. The building does not meet current Codes, nor does it meet Americans with Disabilities Act standards.

A recently completed feasibility study recommended renovation, rather than replacement, of the Main Library, assuming Library System support services can be relocated to a new Headquarters Library, positioning the Library to serve as a Central Library. As a Central facility, the renovated Library will be designed to serve the residents of Ogden and surrounding communities not served by a branch library for another forty-fifty years.

The renovated facility should include but, subject to community input, may not be limited to:

- Adequate space designed for children, teens and adults, including book and AV storage; computer access; study, program, and lounge areas
- One-150 seat auditorium/meeting room; one public serving kitchen; one medium (75-100 seat) and two small (20-35-seat) public meeting/classrooms;
- Art gallery/display area
- Outdoor community gathering and reading garden areas
- Commercial lease space for a coffee/soda shop
- Employee work and office space
- Storage for property management equipment; e.g., lawn, snow removal, and garden equipment
- Storage for library processing, business office, and janitorial supplies
- Employee break area
- Large truck accessible delivery/loading dock
- Adequate parking to meet codes and accommodate the programs and services to be offered by the renovated facility, as well as landscaped green space
- Environmentally controlled and highly secure area for Special Collections materials
- Data service infrastructure capable of supporting current and future delivery of information resources in various and changing formats

The renovated building will seek a gold level LEED (leadership in energy and environmental design) certification.

North Branch Library

The 20,000 sq. ft. North Branch opened to the public in 1983 with only one-half of the space (the 10,000 sq. ft. main floor) made ready for public occupancy. One full, unfinished lower level has since been used only for Library System storage. The North Branch currently serves approximately 50,000 area residents living in northern Weber County. By 2030, the Governor's Office of Planning and Budget projects the population in this

service area will increase to approximately 75,000. Youth services areas are particularly cramped for space, computers have been located between bookshelves, and valuable collections and seating have been removed from the building to leverage badly needed space. There is no janitorial service area on the main floor, and the elevator has never been installed in the existing shaft, requiring that water and other cleaning supplies be carried up the stairs each day.

Once materials stored in the lower level of the North Branch are relocated, this additional 10,000 sq. ft. of space will finally be finished and made available for public service as intended by the original design. Non-essential walls on the main floor will also be removed and the entire area refurbished, opening it up for additional computer and other public services. Together, the two floors will accommodate the following services (programming will be completed after an architectural firm is selected to participate in the process):

- Adequate space designed for children, teens and adults, including book and AV storage; computer access; study, program, and lounge areas
- One-150 seat auditorium/meeting room; one public serving kitchen; two small (20-35-seat) public meeting/classrooms
- Art gallery/display area
- Outdoor community gathering and reading garden areas
- Commercial lease space for a coffee/soda shop
- Employee work and office space
- Storage for property management equipment; e.g., lawn, snow removal, and etc.
- Storage for library processing, business office, and janitorial supplies
- Employee break area
- Truck accessible delivery/loading area
- Adequate parking to meet codes and accommodate the programs and services to be offered by the renovated facility, as well as landscaped green space
- Data service infrastructure capable of supporting current and future delivery of information resources in various and changing formats

The renovated building will seek a gold level LEED certification.

Parking for Ogden Valley Branch Library and Training Center

The Ogden Valley Branch Library opened to the public during 1996 with only 24 regular parking stalls, two handicapped stalls, and two small motorcycle-parking slots. Auxiliary, after-school- hours parking was provided across the street from the Library at Ogden Valley Elementary School. When the School closed almost three years ago, the parking area was demolished, making the hosting of community-wide programs impossible without creating a dangerous situation for attendees, especially during winter months. Accordingly, Library staff have been required to limit much of their program planning and service for the public.

Closing of the elementary school also changed use patterns at the Branch as classes no longer come across the street for study and educational support programs during the school day. Preschool children and their caregivers, adults who telecommute, and retirees (who also enjoy hot lunch services provided by Weber County Aging Services at the Branch), now make up the bulk of patrons from 10 a.m. until late afternoon.

In order to offset some of the fixed costs associated with the continued operation of this facility, the Ogden Valley Branch was “reinvented” by adding the infrastructure necessary to allow it to serve as a small group retreat and training center as well as a Branch Library. The added data and audiovisual connectivity, conference tables and chairs, upgrading of the commercial kitchen, and other improvements are an added benefit to the residents of Ogden Valley but, because of inadequate parking, have not yet been utilized as

needed to help offset operating costs.

Assuming property can be made available to the Library, funding provided by a general obligation bond, if approved, will be used to complete an adequate parking area and leverage full use of this facility.

Headquarters Library

A Headquarters Library, which will replace the Southwest Branch, will be located on a site of approximately seven acres. The 17,000 sq. ft. Southwest Branch opened in 1976 and is the oldest in the County System. The Branch was designed and constructed on a site, and in an inflexible manner, that prohibit renovation and upgrading the facility to support modern library services. The building does not meet current Codes, nor does it meet Americans with Disabilities Act standards.

In addition to providing the space and infrastructure needed to serve the 100,000+ residents currently living on the west side of Weber County, the Headquarters Library will also provide space to relocate Library System support services including, but not limited to:

- Data Center Services
- Technical Services
- Maintenance Services
- Administrative Services
- Production and Printing Services
- System Storage

Relocation of these support services is a prerequisite to renovating the Main Library and finishing the lower level of the North Branch for public service.

The Headquarters Library will accommodate the following basic services (programming will be completed after an architectural firm is selected to participate in the process):

- Data center adequate to meet the needs of the Library System for the next 50 years
- Electrical generating capability to provide a redundant power supply
- Adequate space designed for children, teens and adults, including book and AV storage; computer access; study, program, and lounge areas
- One-200 seat auditorium/meeting room; one public serving kitchen; two medium (75-100 seat) and two small (20-35-seat) public meeting/classrooms
- Art gallery/display area
- Outdoor community gathering and reading garden areas
- Commercial lease space for a coffee/soda shop
- Employee work and office space
- Storage for property management equipment; e.g., lawn, snow removal, and garden equipment
- Storage for library processing, business office, and janitorial supplies
- Employee break area
- Semi-truck accessible delivery/loading dock
- Adequate parking to meet codes and accommodate the programs and services to be offered by the renovated facility, as well as landscaped green space
- Data service infrastructure capable of supporting current and future delivery of information resources in various and changing formats.

The renovated building will seek a platinum level LEED certification.

Interested Architects and/or Other Firms Should Submit the Following:

- Letter of interest stating willingness and ability to complete the project(s) on behalf of the Board.
- Statement of qualifications of the Architect, staff, and consultants.
- A timetable indicating the earliest date the Architect could begin work, the time required to complete the basic site plan(s) and conceptual drawings for use in bond election/voter education campaigns.
- Experience in gathering design input from the community that is vital for a voter education program associated with a general obligation bond election.
- A table detailing similar public library or extremely relevant projects, listed in chronological order, starting with the most recent, and including the date, name of project, owner, location, description, and if applicable, the general contractor, original bid price, final contract price, square footage, cost per square foot, and contact person, sample photographs and other supporting documents, including references.
- A fee schedule for the feasibility/voter education portion of the project(s) as well as any in-house, or in-kind, contributions that will be made available to the Board. If the proposed fee is time based, an estimate of the time needed to complete the project and a statement as to a “not to exceed” contract provision. If a fixed fee is to be charged, the total cost of any items, such as deliverables not covered, should be detailed.
- A fee schedule for the design, bid, and construction portions of the projects. If additional fees apply, the total cost of any items, such as deliverables not covered, should be detailed.

Submissions, including all supporting documents, are limited to twenty-five (25) pages.

Procedure for Selecting Review Team:

All applications and statements of qualifications will be reviewed by selection team consisting of three members of the Weber County Library administrative team and the Library professional property manager. The firm(s) that makes it through this preliminary screening will be invited to present their proposal(s) to this selection team. The team will recommend a firm for each of the four projects. The firm(s) recommended will be invited to present to the Library Board of Directors on December 18, 2012.

Following the presentation(s) on December 18th, the Board will determine if they wish to negotiate a final agreement based upon the AIA standard contract. Subject to successful contract negotiation(s), and an “approval to proceed” granted by the Board of Weber County Commissioners, the contract(s) will be signed and work will commence by mid-January, 2013 and progress as guided by a previously agreed upon schedule.

Selection will be based upon cost, experience, qualifications, demonstrated understanding of the project(s), and ability to perform the tasks and meet the deadline(s) required. The Library Board of Directors reserves the right to reject any or all offers, and to select the firm(s) that they believe best meets the stated qualifications and who will best serve the interests of the Library and the residents of Weber County.

It should be noted that the firm(s) selected must be able to complete the basic plans and renderings needed for a voter education campaign by February 28, 2013.

Where and How to Apply:

Interested parties must respond to this Request for Proposals by submitting nine (9) copies of the information requested above to: Annette Jacobs, Purchasing Agent, 2380 Washington Blvd., Ste 320, Ogden, UT 84401 (801-399-8856). **Do NOT deliver your packets to the Library.**

A mandatory walk-through of the Main Library, North Branch, and Ogden Valley Branch is scheduled for 10 a.m., Thursday, November 15, 2012. Interested companies are to meet at the main entrance of the Main Branch, 2464 Jefferson Ave, Ogden UT 84401.

Deadline.

Applications for consideration will be accepted until **2 p.m. on Wednesday, November 28, 2012**. Envelopes must be marked "Interest, Qualifications, & Proposal: Weber County Library Capital Plan Project(s)."

Mail or hand deliver Proposals to:

Weber County Purchasing
2380 Washington Blvd, Ste 320
Ogden Ut 84401

Questions regarding specifications contact:

Lynnda M. Wangsgard, Library Director
Weber County Library
801-337-2616

**WEBER COUNTY PURCHASING DEPARTMENT
TERMS AND CONDITIONS**

1. **RIGHT TO REJECT:** Weber County Corp. reserves the right to reject or accept this bid, or any portion thereof, and to reject and call for new bids if their interests or convenience is better served by such a course. If any portion of the above terms are not acceptable it is the bidders responsibility to so state in writing.
2. **PREPARATION OF BIDS:**
 - (a) Failure to examine any drawings, specifications and instructions will be at bidder's risk,
 - (b) All prices and notations must be printed in ink or typewritten. No erasures permitted. Errors may be crossed out and corrections printed in ink or typewritten adjacent and must be initialed in ink by person signing bid.
 - (c) Price "each item separately. Unit price shall be shown and total price shall be entered for each item bid. (d) Time of delivery is a part of the bid and must be adhered to.
 - (e) Prices quoted are firm for complete delivery of quantities specified. (f) In case of error in extension, unit price will govern.
 - (g) Wherever in these forms and specifications an article or material is defined by using a trade name and/or the name and catalog number of a manufacturer or vendor, the term "or approved equal," if not inserted therewith, shall be implied. It is to be understood that any reference to a particular manufacturer's product, either by trade name or by limited description, has been made solely for the purpose of more clearly indicating the minimum standard of quality desired, unless "No Sub" has been entered. In the event "No Sub" is entered, the bid must be for the specified item with no substitution allowed.
3. **FAILURE TO BID:** Failure to bid or to advise the County Purchasing Department that future invitations for bids are desired may result in removal of your name from the bidders list.
4. **SUBMISSION OF BIDS:**
 - (a) Bids must be signed and in sealed envelopes with the "Requisition Number" and bid opening date written on the envelope.
 - (b) Bids and modifications or corrections thereof received after the closing time specified will not be considered.
 - (c) Only Bids submitted on bid forms furnished by the County will be considered unless the request for bid specifies otherwise. Bids transmitted by facsimile machine prior to the closing time specified will be accepted, providing that any documentations or material required to accompany the bid, and that cannot be transmitted by fax, is received within two working days following the closing date of the bid. The County Purchasing Agent must be notified one hour prior to closing time that is specified on the bid, that bid form is being sent by facsimile machine.
 - (d) No charge for delivery, drayage, express, parcel post, packing, cartage, insurance, license fees, permits, cost of bonds, or for any other purpose will be paid by the County unless expressly included and itemized in the bid.
5. **BONDS:** The County reserves the right to require a bid bond, a payment bond and/or a faithful performance bond from the vendor in an amount not to exceed the amount of the contract.
6. **SAMPLES:** Samples of items, when required must be furnished free of expense to the County and if not destroyed by tests may, upon request made at the time the sample is furnished, be returned at the bidder's expense.
7. **WARRANTY:** Seller warrants that the merchandise will conform to its description and any applicable specifications, shall be of good merchantable quality and for the known purpose for which it is sold. This warranty is in addition to any standard warranty or service guarantee given by Seller to Purchaser.
8. **APPROVAL:** Only purchase orders placed, or contracts that have written approval by the Department of Purchasing and County Commission will be binding upon the Weber County as result of bid.
9. **AWARD OF CONTRACT:**
 - (a) Contracts and Purchases will be made or entered into with the responsible bidder making the lowest bid, or best offer meeting specifications, expected quality, and suitability for intended use. Determination of best offer shall be at the sole discretion of the County subject to County's right to reject any or all bids.
 - (b) Unless the bidder has specified otherwise in this bid by stating that individual unit prices are valid only if all items are accepted by the County, the County may accept any item or group of items of any kind and split or divide the order.
 - (c) The County reserves the right to reject any or all bids and waive any informality or technicality in bids received in the interest of the county.
 - (d) The acceptance by the Board of County Commissioners of this quotation shall create a binding and enforceable Contract of Sale with Weber County, dating from the time of said acceptance, without further action by either party and even though a written purchase order has not been furnished to or received by the successful bidder. Said created Contract of Sale shall include all of the provisions and specifications of the request for quotation, offer, acceptance and purchase order relating thereto. Said contract shall be

interpreted, construed and given effect in all respects according to the laws of the State of Utah and the Ordinances of Weber County and shall not be assignable by the vendor in whole or in part without the written consent of the County.

10. **RIGHT TO WITHDRAW:** The County reserves the right to cancel and/or withdraw this invitation to bid at any time that it shall be in the best interest of the County to do so. If invitation to bid is withdrawn, notice will be mailed to the prospective bidders as soon as possible.
11. **DEBARMENT:** The bidder certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction (contract) by any governmental department or agency. If the bidder cannot certify this statement, attach a written explanation for review by Weber County.
12. **CERTIFY REGISTRATION AND USE OF EMPLOYMENT "STATUS VERIFICATION SYSTEM":** The Status Verification System, also referred to as "E-verify", only applies to contracts issued through a Request for Proposal process, and to sole sources that are included within a Request for Proposal.

12.1 Status Verification System

1. Each offeror and each person signing on behalf of any offeror certifies as to its own entity, under penalty of perjury, that the named Contractor has registered and is participating in the Status Verification System to verify the work eligibility status of the contractor's new employees that are employed in the State of Utah in accordance with UCA Section 63G-12-302.
2. The Contractor shall require that the following provision be placed in each subcontract at every tier: "The subcontractor shall certify to the main (prime or general) contractor by affidavit that the subcontractor has verified through the Status Verification System the employment status of each new employee of the respective subcontractor, all in accordance with Section 63G-12-302 and to comply with all applicable employee status verification laws. Such affidavit must be provided prior to the notice to proceed for the subcontractor to perform the work."
3. The County will not consider a proposal for award, nor will it make any award where there has not been compliance with this Section.
4. Manually or electronically signing the Proposal is deemed the Contractor's certification of compliance with all provisions of this employment status verification certification required by all applicable status verification laws including UCA Section 63G-12-302.

12.2 Indemnity Clause for Status Verification System

1. Contractor (includes, but is not limited to any Contractor, Design Professional, Designer or Consultant) shall protect, indemnify and hold harmless, the County and its officers, employees, agents, representatives and anyone that the County may be liable for, against any claim, damages or liability arising out of or resulting from violations of the above Status Verification System Section whether violated by employees, agents, or contractors of the following: (a) Contractor; (b) Subcontractor at any tier; and/or (c) any entity or person for whom the Contractor or Subcontractor may be liable.
 2. Notwithstanding Section 1. above, Design Professionals or Designers under direct contract with the County shall only be required to indemnify the County for a liability claim that arises out of the design professional's services, unless the liability claim arises from the Design Professional's negligent act, wrongful act, error or omission, or other liability imposed by law except that the design professional shall be required to indemnify the County in regard to subcontractors or subconsultants at any tier that are under the direct or indirect control or responsibility of the Design Professional, and includes all independent contractors, agents, employees or anyone else for whom the Design Professional may be liable at any tier.
13. **PROPRIETARY INFORMATION:** Suppliers are required to mark any specific information contained in their bid which is not to be disclosed to the public or used for purposes other than the evaluation of the bid. Each request for nondisclosure must be accompanied by a specific justification explaining why the information is to be protected. Pricing and service elements of any bid will not be considered proprietary. Bids submitted may be reviewed and evaluated by any person at the discretion of the County.
 14. **TRADE/PROFESSIONAL LICENSING:** The State of Utah requires any person engaging in a construction trade or professional occupation, or acting as, or representing oneself as a contractor or professional for which licensure is required to be licensed before engaging in that trade professional activity. It is unlawful for any unlicensed person to submit a bid for any work for which a license is required. Any person who violates this provision cannot be awarded or accept a contract for the performance of the work.
 15. **EMPLOYMENT PRACTICES CLAUSE:** The bidder agrees to abide by the provisions of the Utah Anti-discrimination Act, Title 34 Chapter 35, U.C.A. 1953, as amended and Title VI and VII of the Civil Rights Act of 1964 (42USC 2000e), which prohibits discrimination against any employee or applicant for employment or any applicant or recipient of services, on the basis of race, religion, color, or national origin, and further agrees to abide by Executive Order No. 11246, as amended, which prohibits discrimination on the basis of sex; 45 CFR 90 which prohibits discrimination on the basis of age, and Section 504 of the Rehabilitation Act of 1973, or the Americans with Disabilities Act of 1990 which prohibits discrimination on the basis of

disabilities. Also, bidder agrees to abide by Utah's Executive Order, dated March 17, 1993, which prohibits sexual harassment in the work place. Bidder must include this provision in every subcontract or purchase order relating to purchases by the County to insure that the subcontractors and vendors are bound by this provision.