

**REQUEST FOR PROPOSALS
ARCHITECTURAL SERVICES
FOR THE ADDISON TOWNSHIP LIBRARY**

Proposal Due Date: Friday, March 8, 2019

at 11:00 A.M. EST

Issued By:
Addison Township Library
1400 Rochester Road
Leonard, MI 48367

OBJECTIVE:

The Addison Township Library ('The Library') is hereby soliciting proposals for the purpose of selecting a qualified firm to provide architectural services for the purpose of constructing a new approximately 5,000 SF library on a 3.8-acre parcel across from the existing Library location. The Library is seeking professional services to design a cost-effective new building.

PROPOSAL SUBMISSION:

All Proposals are due and must be delivered to the Addison Township Library on or before March 8, 2019 by 11:00 A.M. (local time).

Each Respondent must submit one (1) original Proposal, and four (1) additional Proposal copy. Proposal shall be clearly marked '**Architectural Services Proposal**' and list the Respondents name and address.

Proposals must be addressed and delivered to:

Addison Township Library
1400 Rochester Road
Leonard, Michigan 48367

All Proposals received on or before the due date will be opened and recorded. No immediate decisions are rendered.

PRE-QUALIFICATION:

To be considered as eligible to submit a Proposal, Bidder must have an established track record of successful project experience in similar commercial building design services.

SELECTION CRITERIA:

Responses to the RFP will be evaluated based on qualifications, completeness of the proposal, thorough understanding of scope requirements, schedule to complete and cost effectiveness. Specific item includes (but are not limited to) the following:

1. Qualifications and experience of the proposer
2. Ability of proposer to provide quality and timely products and services
3. Quality of information presented in the proposal
4. Reference checks
5. Knowledge of the Library's Strategic Plan
6. Demonstrated knowledge of the history of the Library and its specific challenges with moving the Library forward
7. Availability to accommodate any required meetings
8. The proposer's compensation proposal for the project
9. Proposed time lines
10. Other factors determined to be in the best interests of the Library

The final selection shall be made at the sole discretion of the Library Board. The Board may request additional information from proposers or request personal interviews with one or more proposers.

SCOPE OF WORK:

Description – The Addison Township Library is soliciting architectural services for the purpose of constructing a new approximately 5,000 SF single story new structure on a 3.8 acre site. Proposals shall be broken into Schematic / Design Development (phase I) and Permit / Construction Set (phase II) with services as listed below. The intention of the Library is to conduct a test fit / budget phase (Phase I). Upon successful completion and satisfactory project budget establishment, documents will be completed for construction (Phase II).

The proposal shall include basic schemes to:

- 1) Design a new construction building on land owned by the Library: 3.8-acre parcel of land located across from the existing library on Rochester Road.
- 2) Civil Engineering services are under contract with Nowak & Fraus and are not to be included in this proposal.
- 3) MEP systems will be 'design / build' by contractors. Do not include engineering cost associated with MEP systems. The architect shall as part of finish packages, select lighting fixtures and plumbing sinks / faucets.
- 4) Work in harmony with Construction Manager (The Alan Group) to design to the project budget.
- 5) Design shall utilize the library new building program (attachment 'A') as a design intent and guideline for the project.
- 6) The Library estimates the approximate building size needed to support adequate library service for the Township at 5,000 square feet, with the possibility of future expansion up to 2,500 square feet.
- 7) Architectural styling shall represent the community.
- 8) At minimum, all schemes shall include the following desired features:
 - a. Vestibule
 - b. Circulation Desk
 - c. Directors office
 - d. Community room
 - e. Mechanical room
 - f. Youth / children's programming Area
 - g. Adult books and multi media
 - h. Restrooms
 - i. Multiple study / media areas
 - j. Staff offices, workspaces and processing areas
 - k. Coffee / Café station
 - l. Multiple opportunities for art and displays
- 9) Provide conceptual, schematic, design development and construction / permit phasing plans as required. Include meetings with library and board through process as required.
- 10) Include site plan approval and associated regulatory requirement plans for the building (sitework by others).
- 11) Provide construction administration including attending meetings, answering RFIs, issuing bulletins / addenda, project punch and certification.

ATTACHMENT 'A'

Addison Township Public Library Building Program

Addison Township Library
1400 Rochester Road
Leonard, Mi. 48367

Date: February 22, 2019

The following building programmatic outline is intended to set forth the planning and design intent for a new library facility to be constructed on Library Parcel A as described in the work authorization agreement prepared by Nowak & Fraus Engineers, Civil Engineers retained to document and evaluate the proposed undeveloped 3.8 acre site. The program outlined below is subject to change based upon site constraints, project funding, project timeline adjustments and any other factors that affect the final outcome of the project. Target date for final completion of the project is September 2020.

PROGRAM DESCRIPTION

Site Development:

- Public site access limited to Rochester Road.
- Estimated 0.2 acre designated for the structure and surrounding access and landscape areas.
- Estimated 0.4 acre designated for vehicle parking and access driveways. Plan for between 40 and 50 parking spaces.
- Estimated 0.75 acre designated for outdoor public space.
- Estimated 0.4 acre for septic system and secondary septic system.
- Estimated 1.0 acre for property setbacks, easements and rights of way.
- Estimated .65 acre undeveloped perimeter area used for buffering to adjacent properties.
- Estimated 0.4 acre designated for potential future building expansion.
- Storm water detention shall comply with local and state requirements. Provide gravity fed, open water detention basin system with natural disbursement method as designed by the civil engineer.
- Preserve as many of the mature trees as possible.
- Plan and situate the building such that the main public areas have the best orientation for natural light and extended views of the site.
- Provide screened dumpster with direct access for service vehicles, located within a reasonable distance from the building. Provide two dumpsters, one for waste and one for recycling materials.

- Landscape space located immediately adjacent to the building. Landscape features may include site lighting, open space, picnic benches, paved patio and unpaved pathways, landscape art, indigenous plants and other natural site amenities.
- Site lighting shall be controlled to avoid light pollution onto adjacent properties. Use of LED type lighting whenever possible. Provide low-level site lighting for pedestrian way finding.
- Ground mounted signage located at site entrance. Sign may include digital information feature.
- Provide vehicle access for drive-up book drop at the building.
- Provide bicycle rack, minimum 10 bicycles, in close proximity to main entrance.
- Provide one 25' aluminum flag poles near main entrance with in-ground illumination.

Structure:

- Reinforced concrete spread footings with two inch rigid foam insulation applied to the interior surface below grade.
- Reinforced concrete slab-on-grade, minimum 6 inch thickness placed over compacted granular base, vapor barrier and minimum 2 inch thickness rigid foam insulation.
- Structural system shall be free of interior columns and bearing walls to greatest extent possible.
- Exterior envelope shall be designed to be energy efficient with insulated glazing to capture significant exterior views and natural light. Roof structure shall be designed for low maintenance taking into account the existing surrounding forest and storm water runoff conditions.
- Gross Area of the new building shall be approximately 5,000 sf.

General Architectural:

- All spaces shall be acoustically treated to control sound.
- Architectural style shall represent the community with rural accent materials and details.
- The entire development shall offer multiple opportunities for the display of art of all types.

Main Entrance:

- Provide air lock vestibule with motorized doors for handicap accessibility.
- Provide book drop feature in vestibule (if drive-up book drop option is not feasible).
- Provide public drinking fountains.
- Main entrance should be visible from vehicle parking area with easy access for elderly and handicap visitors. Provide sloped, well illuminated sidewalk approaches.
- Provide toilet rooms as required per building occupancy.

Circulation desk / Administration Area:

- Locate circulation desk immediately in front of or adjacent to main entrance with direct access to Library Director's office and staff administration area.
- Equipment to include phones and networked computers.
- Provide short term storage for files, books, mail, etc.
- Circulation desk shall include transaction counter and desk-height work counter. Design for a maximum of three staff. Provide adequate outlets for power, communications and data.
- Position circulation desk and director's offices to have visual control of main library areas and main entrance.

Multi-purpose Room.

- Minimum room approx. 500 sf.
- Direct access to main vestibule and public toilet rooms with lockable side access from library area.
- Optional folding, acoustic partition at mid-point of room (allow for room to be divided into 2 spaces).
- Locate along exterior wall with glazing feature.
- Provide audio, video and data accessible features. Ceiling mounted digital projector, wall and floor accessible data ports.
- Provide portable or built-in drymark surface.
- Room will also serve as the library board conference room. Minimum seating for ten plus additional seating for six guests (16 total).

Adult Library Area:

- 500 linear feet of book storage
- Provide up to five worktables with seating for four at each table.
- Provide space for up to six media stations.
- Provide up to five private, screened workstations fitted with data ports.
- Provide lounge seating near exterior windows.
- Provide open floor space for special set-up presentations.
- Estimate space at 1 ,000 sf.

Teen Library Area:

- 50 linear feet of book storage.
- Located between Tween and Adult section.

Tween Library Area:

- 20 linear feet of book storage.
- Located between Youth and Teen section.

Youth Library Area:

- Scale all furniture to accommodate average height of children. Possible to have two sizes of furniture. One for ages 4-8 and one for ages 9-14.
- Book stacks shall be scaled for children. Approximately five to six feet high.
- Provide open space for floor activities with soft seating and low tables.
- Provide space for up to four media stations.
- Provide accommodations for adult supervision.
- Estimate space at 600 sf.

General Audience DVD Area (PG-13 and up):

- 50 linear feet of DVD storage

Children and Family DVD Area (up to PG):

- 50 linear feet of DVD storage

Audio Book Area:

- 50 linear feet of audio book storage

Staff and I. T. Areas:

- Staff lounge with small kitchen space with microwave oven, sink, overhead and lower cabinets and maximum 5 cu.ft. refrigerator.
- Staff lounge with table and chair seating for up to 4.
- Staff work area adjacent to staff lounge with open shelf storage, work counters and waste management.
- Storage room space shall be approximately 200 sf (can be total from two rooms)
- I.T. room shall be a secured, temperature-controlled space. Room dimensions shall be approximately 6' x 8'. Room shall house all communications, data, fire alarm controls and security system controls and main electrical distribution panel. Use of fiber optic technology is desired.
- Staff restroom

- Estimated space at 500 sf.

Interior Finishes, Furnishings and Equipment:

- Tables shall be durable, aesthetically pleasing and sized to accommodate multiple needs. Ganging of tables is a desirable feature. Chairs shall be upholstered, stackable type.
- Book stacks shall be adjustable metal type, with a maximum height of seven feet to the top shelf.
- Study carrels shall have privacy dividers, data and electrical outlets and uniform lighting.
- Interior finishes shall be chosen with the intent of excellent aesthetics, durability and low maintenance.
- Library and administrative spaces shall be carpeted, with painted walls and suspended acoustic ceiling. Ceiling may be punctuated with skylights or clearstory glazing when the application suits the function.
- Staff work room, staff lounge and storage rooms shall have vinyl floors and base, painted walls and suspended acoustic ceiling.
- Ceiling shall be a blend of hard surface and suspended acoustic systems.
- Walls shall be generally painted gypsum board.
- Accent materials may include drymark wallcovering, wood paneling, and ceramic tile.
- Storage rooms shall be fitted with heavy-duty metal storage racks.
- Toilet rooms shall have tile floors and base, painted walls and suspended acoustic ceilings.

Mechanical, Electrical and Janitorial:

- HVAC systems shall be natural gas fired and electrically cooled and shall operate without distracting noises.
- Lighting shall be uniform in open areas and controlled in select areas for study and special presentations. Use LED lighting whenever possible. Lighting controls shall be centrally located and programmed whenever possible for daily operation, special presentations and night time operation with special focus on energy conservation.
- Plumbing systems shall include filtered / treated domestic water drawn from a well.
- It is the intent to not have fire suppression systems.