

Design-Build Renovation: Request for Proposal

Part 1: Project Overview

The Estes Valley Public Library District (the Library) is seeking proposals for the Design-Build and related services to renovate and modernize our existing interior of ~18,500sf. Additional details of the project are included below in *Scope of Work*.

Qualified companies must be licensed and insured in the State of Colorado, must have comparable and verifiable experience, and shall have been in business for no less than five years.

Proposal deadline is 5 pm Mountain Standard Time (MST) on July 27, 2023.

Background and History:

The Estes Valley Library, located at 335 E. Elkhorn Avenue in Estes Park, CO, was built in 1991 with a second floor added in 2002. Various spaces have been partially remodeled between 2007 - 2017.

Recent trends have shown a decrease in the circulation of DVDs and periodicals, and an increase in digital and nontraditional items. Trends further show increased demand for program services.

Scope of Work:

The areas of the existing facility to be considered for improvements are listed below. However, we are open to other recommendations to improve the library space:

1. To integrate safety features throughout the building, including additional exterior glass doors, replacing interior walls and doors with glass, improving sightlines, relocating the Youth Room entrance, and possibly moving staff offices off the main floor.
2. To install play-based early literacy features that allow preschoolers to learn and families to interact in the Youth Room.
3. To expand adult collection retailing in stacks and mobile displays, including new lighting.
4. To update easy-to-maintain seating that better meets community expectations, both in reading and meeting areas.
5. To add a dedicated Teen space, as the only such space in the community.
6. To update staff work and break rooms.
7. To cosmetically refresh the first floor meeting room and reconsider Quiet Room use.

8. To add video-conferencing to all study rooms.
9. To reevaluate the front entrance in order to improve our Main Street presence.

Additional Requests:

While the Library seeks to modernize, we also wish to retain and reuse the following:

- Carpet squares installed in 2007, 2008 and 2017, to install in the staff work area.
- Custom end panels and existing metal shelf components for repurpose, as possible.
- Fireside Theater components that move to accommodate high-attendance programs.

Part 2. Schedule & Timing

Bids are due by 5 pm MST on July 27, 2023. Upon selection of a design-builder and approval of an agreement, Library intends to immediately begin the design phase of our interior space.

The library may remain open during the project, and installation work that can be scheduled outside the library's hours of operation is preferred. Any work that must be done during open hours will require scheduling around existing patron meetings and/or library programs.

By submitting a proposal, the proposer guarantees they can work within the overall project schedule, including any mutually agreed upon partial closure dates.

RFP Schedule:

- **Request for Proposals Published - June 30, 2023**
- Company **Site Visits** *by Appointment* - July 10 thru 19, 2023
- Q&A Period Closes - July 21, 2023
- **Proposal Due - July 27, 2023**
- Notification of Final Decision - August 22, 2023
- Project commences - No earlier than August 22, 2023
- Project completion - **Design by November 31, 2023; Build by May 31, 2024**

Point of Contact:

Requests for an onsite visit, questions and/or clarifications regarding this RFP may be submitted to Claudine Perrault, Library Director at cperrault@estesvalleylibrary.org, (970) 586-8116 x 811.

Estes Valley Public Library District | **Design-Build Request for Proposal**

Our physical and mailing address for your reference is as follows:

Estes Valley Public Library District
335 East Elkhorn Avenue / PO Box 1687
Estes Park, CO 80517

Proposal Submissions:

Bids should be submitted as a pdf attachment to Claudine Perrault, Library Director at cperrault@estesvalleylibrary.org no later than 5 PM on July 27, 2023.

A complete submission includes responses for all sections of the company's [Proposal Template in Part 5](#) below. Any bid received that does not include all of these sections will be disqualified.

Proposals received after 5 pm MST on July 27, 2023 will be rejected.

Part 3: Requirements

Tax Exemption:

The Library, as a local government entity, is exempt from sales and use taxes. Bidders shall inform all prospective subcontractors and suppliers, as necessary, from whom they expect to obtain services or supplies of the tax-exempt status of the Library. Following the contract award, an exemption certificate will be furnished by the Library if the company requests.

Expenses:

The Library assumes no liability for payment of expenses incurred by proposers in the preparation and submission of proposals in response to this invitation.

Governing Law:

The laws of the State of Colorado shall govern any contract executed between the successful proposer and the Library. Further, the place of performance and transaction of business shall be deemed to be in the County of Larimer, State of Colorado, and in the event of litigation, the exclusive venue and place of jurisdiction shall be the State of Colorado, and more specifically, Larimer County, Colorado.

Insurance and Bonding Requirements:

The successful proposer shall have and provide evidence of general liability insurance (minimum \$1,000,000.00) and worker compensation insurance.

Bonding requirements will include (but may not be limited to) both a performance bond and a payment bond at commencement of the project.

Confidentiality:

All Materials submitted in response to this RFP become the property of the Estes Valley Public Library District, upon delivery, and are to be appended to any formal documentation that would further define or expand any resulting contract.

Proposals are public information. Companies should not include any confidential or proprietary information in their responses. Companies should assume that any information provided to the Library may be subject to release to the public under the Colorado Public (Open) Records Act found at Title 24, Section 72, Colorado Revised Statutes.

Indemnification:

The company shall indemnify, defend and hold harmless the Library, its members, directors, officials and employees from and against any and all claims, demands, suits, actions judgments, losses, damages, injuries, penalties, costs, expenses (including attorney's fees) and liabilities to the extent they are alleged to arise from the intentional misconduct or negligent acts or omissions of the company or the company's sub-contractors and/or employees.

The obligations of this indemnification shall survive termination of the Agreement.

Part 4: Proposal & Selection

By submitting a proposal, the proposer guarantees that its proposal is genuine and is not made in the interest of, or on behalf of, any undisclosed person, company, or corporation.

All proposals shall be valid for a period not less than 90 calendar days after the proposal due date.

Criteria for selection:

| Criteria | Weight |
|--|---------------|
| Experience and qualifications of the company | 25% |
| Experience and qualifications of the key individuals assigned to project | 30% |
| Proposed fees and other Library objectives | 20% |
| Proposed project approach and timeline | 25% |

An evaluation team will judge the merit of proposals received in accordance with criteria defined above. The recommendations of this committee will be forwarded to the Board of Trustees for final approval and execution at their regular meeting in August.

Part 5: Company's Proposal Template

The company's proposal must include the following information to be considered complete:

SECTION 1: Experience

- A. Provide a summary of company and staff experience for this type of project.
- B. Provide examples of at least one (1) and no more than three (3) recent projects of similar type, size, scope, and complexity. Include a detailed description of the project and services provided, and contact information for the customer's owner or project coordinator as a professional reference.

SECTION 2: Insurance

The vendor will include proof of worker compensation insurance, and general liability insurance (minimum \$1,000,000.00).

SECTION 3: Cost Proposal

Provide detailed, fixed price bids for all work described in the Scope of Work in [Part 1: Project Overview](#)

SECTION 4: Timeline

Provide a timeline of the work, including start and finish dates, as well as suggested dates where partial closures of public areas may be required. The Library is open seven (7) days a week.

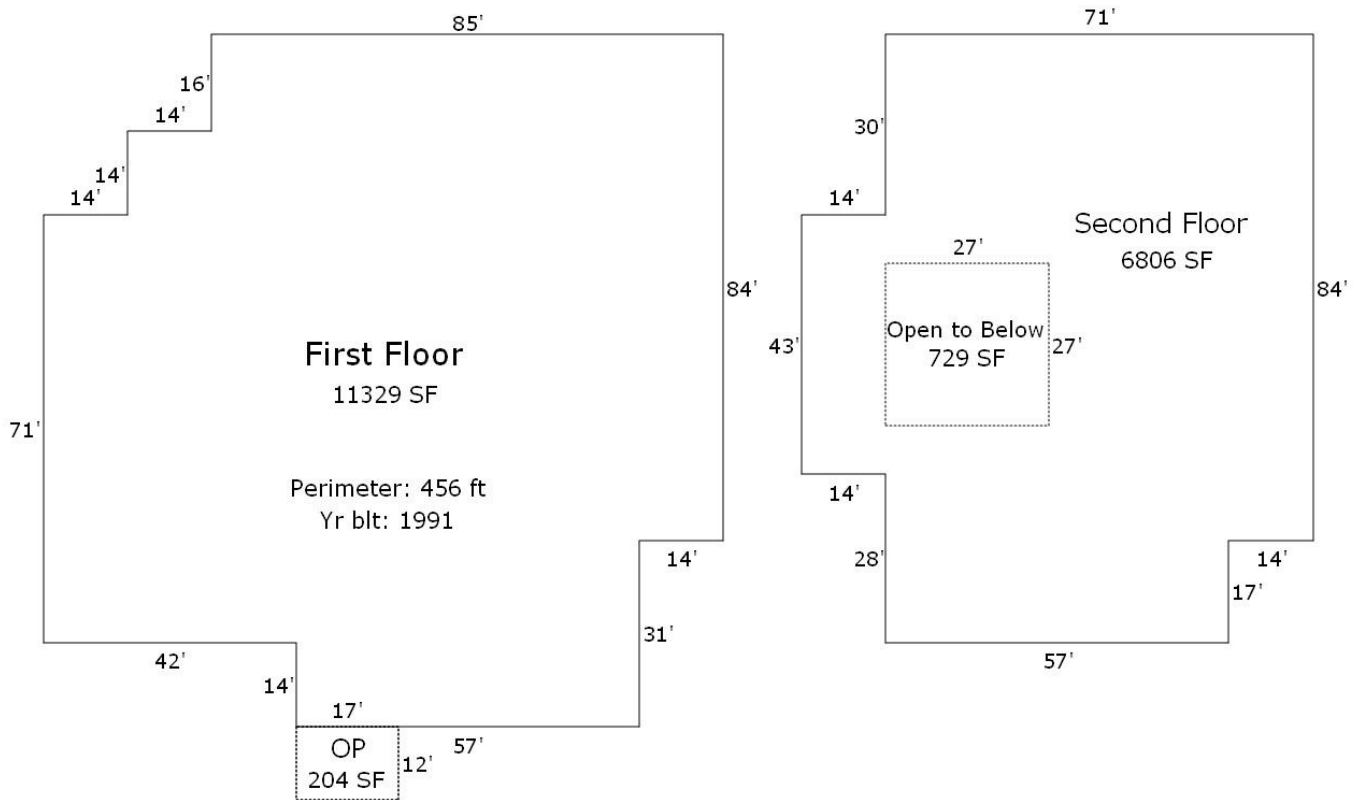
SECTION 5: Proposed Modifications

Provide any proposed modifications to the work that the company desires to include, along with reasons why such changes would provide the Library with a better value or outcome based upon the scope of work and additional requests outlined in [Part 1: Project Overview](#).

SECTION 6: Additional Information

Include any additional information about the company that the company believes relevant and that was not specifically requested in this request for proposal.

Library Floor Plan



Sketch by Apex Medina™