



REQUEST FOR PROPOSALS AND QUALIFICATIONS (RFPQ)
for
Professional Architectural Consulting Services
For Renovations of the Mason Library in Mason, MI

PURPOSE:

The Mason Library is housed in a building constructed in 1939. Since then it has had two additions estimated to date in the 1950's or earlier. The Library is a centerpiece of the community located at 145 W. Ash Street in the City's downtown Historic District. When it first opened it was lauded as a building of the highest quality and architecture of its time. However, at nearly 80 years of age, the building is in need of renovations to address structural concerns, deferred maintenance, improve functionality, and comply with the Americans with Disabilities Act (ADA).

SCOPE:

In keeping with the community's vision to maintain the library in its current location, the City of Mason (property owner) and the Capital Area District Library (CADL) (library operator) are looking for a qualified firm to prepare a feasibility study and proposed design to determine the necessary improvements needed to renovate the existing space to be an efficient and functional library for the Mason area for years to come.

Required Outcome:

1. Interviews with key stakeholders (City, CADL) and a written summary of their recommendations and requirements
2. Evaluation of previous studies and plan:
 - Mason Hall Memorial Library Addition and Alterations, David W Osler Associates Inc, October 10, 2002
 - Mason Library Survey, The Focus Group, October 2005
 - Capital Improvement Plan Study, Capital Area District Library, September 19, 2007
 - City of Mason Master Plan, 2014
3. Evaluation of the current facility and equipment to determine necessary renovations
4. Conceptual design that incorporates the most efficient use of the space:
 - Including evaluation of ADA compliance, including new bathrooms on site that comply and may be publicly accessible during days and times when the library is closed.
 - Building code, local ordinances, and other appropriate regulations.
5. Recommendations for phasing construction of project to accommodate available financing.

The City of Mason and CADL will work with the selected architectural team to determine the best approach for renovations that meet the current and future needs of the library. The process may also require engagement with stakeholders including but not limited to the CADL Board of Trustees, City Council and Planning Commission members, Downtown Development Authority and Historic District Commission members, and other decision makers, library staff, library users and the general public.

SUBMISSION REQUIREMENTS AND ASSESSMENT CRITERIA

Submissions should be included **five (5) copies** provided no later than

Thursday, May 31, 2018 at 3:00 P.M. to:

City of Mason, Attn: Clerk's Department 201 W. Ash Street Mason, MI 48854

As a minimum, submissions should include:

General Information (Required to be complete):

1. A letter of transmittal containing the name, title, address, telephone and email of the person authorized to represent the firm.
2. The firm's profile, including:
 - A. Full name and address of Organization;
 - B. If applicable, any branch office(s) or other subordinate elements that will perform or assist in performing the work, including the number of professional staff by classification;
 - C. Indicate whether you operate as an individual, partnership, or limited liability company or corporation. If a corporation or limited liability company, indicate the state in which you are incorporated;
 - D. State that you are licensed to operate in the State of Michigan and/or provide a list of your staff members that are; and
 - E. Include the names, telephone numbers and e-mails of those persons in your organization authorized to negotiate the proposed contract with the City of Mason.

Organization's Applicable Experience (10 points):

Provide a brief description of five (5) projects of similar scope your firm has completed within the last 10 years. Highlights from example design and/or construction projects, and other work products may be included. Identify client contacts for each project.

Project Staffing Plan (5 points)

1. Include the number of professional personnel by skill and qualification that will be employed in the work;
2. Indicate where these individual personnel will be physically located during the time they are engaged in the work; and
3. Indicate which of these individual personnel you consider key to the successful completion of the project and include their resumes.

Understanding of and Approach to the Project (25 points):

1. A brief discussion outlining the firm's understanding of the requested services.
2. Describe in narrative form your technical plan for accomplishing the work. Explain the choice of methodology including its strengths and weaknesses. Note any innovative approaches incorporated into the projects.
3. Provide a Gantt Chart detailing the overall project timeline, individual tasks and key decision points in your work plan.
4. A communication plan addressing how the firm/project manager will communicate with the City and engagement of stakeholders.

One Sealed Price Proposal

Bid should be specific to cost related to tasks. Bid will not be opened until end of process.

Additional Information

The firm may also include any additional information and/or comments believed to be pertinent but not specifically requested elsewhere in the document.

SELECTION:

The City reserves the right to accept or reject all or any proposals and to make the selection in any manner deemed to be in the best interest of the City. Selection will be based on the above Assessment Criteria. The City reserves the right to interview the top ranked firms for clarification on their proposal as part of the evaluation process.

Based upon the City's assessment of the Qualifications, the City may negotiate a fee with the selected firm if the scope needs to be reduced.

QUESTIONS:

Questions or requests for additional information should be directed, in writing, to the City Clerk Sarah Jarvis at sarahj@mason.mi.us. All inquiries must be submitted by May 22, 2018. Answers to all inquiries received will be provided in an Addendum format to all interested firms by May 24, 2018. Site visits of the library can be scheduled upon request to the City Clerk.