

March 12, 2017

Request for Proposals



UNCLE REMUS REGIONAL LIBRARY SYSTEM

RFP# 2017MWCLrfp

PROJECT: Renovation of the Monroe-Walton County Library

PROJECT LOCATION: Monroe-Walton County Library  
217 West Spring Street  
Monroe, GA 30655

AUTHORIZED PROJECTS TO BE CONSIDERED UNDER THIS REQUEST:

Renovate the Monroe-Walton County Library (the “Library”) to remove interior walls (opening current meeting room, storage, and kitchen to main space) while maintaining structural integrity of roof support. Construction of air-lock main entrance with overhead, automatic entry doors. Installation of new carpet (tile) throughout after removal of old flooring. Relocation of shelving per schematic to be provided upon awarding contract. Painting interior walls throughout.

The Uncle Remus Regional Library System (the “Library System”), headquartered in Madison, GA, is accepting proposals from qualified project management consultants (the “Proposer”) to provide professional project management services for a Major Repair and Renovation (MRR) project for the Library. Information about the proposed project and the scope of services desired under this proposed contract opportunity are provided in detail in the RFP packet.

Copies of the RFP packet are available at the Monroe-Walton County Library, the Uncle Remus Regional Library System Regional Office, and at:

<http://www.uncleremus.org/2017MWCLrfp.pdf>

All proposals are due at the Uncle Remus Regional Library System Regional Office no later than 2:00 PM prevailing time on 4/10/2017:

ATTN: Ben G. Carter, Director  
Uncle Remus Regional Library System  
Regional Office  
1121 East Avenue  
Madison, GA 30650

Mandatory, pre-proposal meeting held on March 16, 2017, at 10:00 AM at the Monroe-Walton County Library.

The Library System is soliciting proposals to deliver a renovation project approved and funded through local and state sources. The purpose of this project will be to deliver a ready-for-use, turnkey project to the Library System; managing the scope, schedule, and budget throughout the design, bid, construction, and contract close-out phases. A traditional, design-build delivery method is assumed and specific deadlines have been established for this project. The successful firm will be assigned work on a task-order basis for projects in order of priority to the Library System.

The remainder of this document provides additional information that will allow a prospective consultant to understand the scope of the effort and develop a proposal in the format desired by the Library System.

## INFORMATION & INSTRUCTIONS

Submission Requirements The complete Request for Proposal (RFP) must be submitted in a sealed package. Proposers shall file all documents necessary to support their submission and include them with their proposal. Proposers shall be responsible for the actual delivery of proposals, during business hours, to the Uncle Remus Regional Library System Regional Office by deadline. It shall not be sufficient to show that the proposal was mailed in time to be received before scheduled closing time.

Responsibility It is the sole responsibility of the submitter to ensure that they have received the entire RFP.

Mandatory Pre-Submission Meeting Proposers shall attend a mandatory pre-submission meeting to be eligible to submit proposals. The mandatory, pre-submission meeting is scheduled for March 16, 2017, at 10:00 AM at the Monroe-Walton County Library.

Changes or Modifications to RFP Proposers attending the mandatory pre-submission meeting will be notified in writing via addenda of any change in the specifications contained in this RFP. Addenda will also be posted to both the website and at the Monroe-Walton County Library.

Interpretations No verbal or written information that is obtained other than through this RFP or its addenda shall be binding on the Library System. No employee of Library System is authorized to interpret any portion of this RFP or give information as to the requirements of the RFP in addition to that contained in or amended to this written RFP document.

Right of Rejection and Clarification The Library System reserves the right to reject any and all submissions and to request clarification of information from any Proposer. The Library System is not obligated to enter into a contract on the basis of any proposal submitted in response to this document.

Request for Additional Information Prior to the final selection, Proposers may be required to submit additional information which the Library System may deem necessary to further evaluate the Proposer's qualifications.

Exclusion of Reimbursement The Library System will not reimburse Proposers for any costs associated with the preparation and submittal of any proposal, or for any travel and/or per diem costs that are incurred.

Gratuity Prohibition Proposers shall not offer any gratuities, favors, or anything of monetary value to any official, employee, or agent of the Library System for the purpose of influencing consideration of this proposal.

Right of Withdrawal A proposal may not be withdrawn before the expiration of ninety (90) days from the proposal due date.

Right of Negotiation The Library System reserves the right to negotiate with the selected Proposer the fee for the proposed scope of work and the exact terms and conditions of the contract.

Exceptions to the RFP It is anticipated that Proposers may find instances where they may take exception with certain requirements or specifications of the RFP. All exceptions shall be clearly identified via written explanations which shall include the scope of the exceptions, the ramifications of the exceptions for the Library System, and a description of the advantage to be gained or disadvantages to be incurred by the Library System as a result of these exceptions.

Indemnification The Proposer, and its heirs, executors, administrators, successors, directors, officers, employees, and agents, at its own expense and without exception, hereby releases, waives, discharges, indemnifies, defends and will pay all damages, costs, expenses, including attorney fees, and otherwise hold harmless the Library System and its successors, assigns, libraries, directors, officers, , its employees, and agents, from any liability, claim and demands of whatever kind of nature, either in law or in equity, which arise or may hereafter arise from the services provided to the Library System.

Insurance The Proposer shall secure and maintain General Liability Insurance and Workers Compensation Insurance to protect Proposer from claims for bodily injury, death, or property damage which may arise from the performance of his services under this contract. The Proposer shall provide the Library System with evidence of said coverage. Further, the Proposer shall provide the Library System with evidence and the amount of Errors and Omissions Insurance, i.e. Professional Liability Insurance, currently in effect.

Rights to Submitted Material All proposals, responses, inquiries, or correspondence relating to or in reference to this RFP, and all reports, charts, and other documentation submitted by Proposers shall become the property of the Library System when received.

Title VI/Non-discrimination Statement No person shall on the grounds of race, color, national origin, sex, age, and handicap/disability be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity conducted by the

Library System. The Library System does further commit that it will affirmatively ensure that disadvantaged business enterprises as defined in 49 CFR Part 23 will be afforded full opportunity to submit in response to this request and will not be discriminated against on the grounds of race, color, national origin, sex, age, handicap/disabled in consideration of an award.

Qualifications Submittals shall include resumes of all professionals proposed for the project team, including the Project Manager and all other team members proposed. The project team organization and a comprehensive schedule to complete the effort shall also be included. Experience of the project team with similar projects shall be furnished, as well as an understanding and project approach.

References Please furnish names and telephone numbers of clients for whom your company has performed similar services for the past five years. Include project references with similar federal and state agency involvement.

Selection Criteria for Prospective Firms To receive consideration, the respondent's proposal should be responsive to the project requirements described in the enclosed Proposal Submission and Evaluation (Exhibit A) and Scope of Services (Exhibit B). Proposal evaluation criteria are listed below. Any Contract will be awarded to the firm determined to be the most qualified to perform the work based on the established evaluation criteria.

A selection committee designated by the Library Director will be convened to evaluate the proposals based on the following weighted criteria:

Qualifications of Team .....	20%
Previous Library Experience.....	20%
Similar Project Experience .....	20%
Reputation With URRLS .....	20%
<u>Ability to Renovate Occupied Spaces.....</u>	<u>20%</u>
TOTAL: 100%	

Upon completion of an initial evaluation by the committee, a short-list and interviews may be utilized to make a final recommendation to the Library System for approval.

Copies One unbound, original copy of the Proposal and supporting documents must be submitted in response to this RFP.

Termination of Contract The Library System may cancel any such contract resulting from this RFP process at any time for breach of contractual obligations by providing the successful Proposer with a written notice of such cancellation. Should the Library System exercise its right

to cancel the contract for such reasons, the cancellation shall become effective on the date as specified in the notice of cancellation.

Assignment The successful Proposer shall not sell, assign, transfer, or convey any contract resulting from this RFP, in whole or in part, without the prior written consent of the Library System.

Conflict of Interest The Proposer covenants that they presently have no interest and shall not acquire any interest, directly or indirectly, which would conflict in any manner or degree with the performance of the services hereunder. The Proposer further covenants that no person having any such known interest shall be employed or conveyed an interest, directly or indirectly, in the contract.

Independent Contractor The Proposer, represents itself to be an independent contractor offering such services to the general public and shall not represent himself or his employees to be an employee of the Library System. Therefore, the Proposer shall assume all legal and financial responsibility for taxes, FICA, employee fringe benefits, workers compensation, employee insurance, minimum wage requirements, overtime, and other expenses, and agrees to hereby release, waive, discharge, indemnify, and hold harmless the Library System and its successors, assigns, libraries, directors, officers, employees and agents from and against any and all loss, cost (including attorney fees), and damage of any kind related to such matters. The Proposer shall further understand that the Library System cannot save and hold harmless and or indemnify the Proposer and/or the Proposer's employees against any liability incurred or arising as a result of any activity of the Proposer or any activity of the Proposer's employees performed in connection with the contract.

Qualifications of Team This refers to the qualifications, individually and jointly, of all parties expected to participate in the renovation project. Parties include General Contractor, Architect, Structural Engineer (as needed), MEP Engineers (as needed), and various others as required by trade.

Contract The contract between the Library System and the Proposer shall consist of (1) this RFP and any amendments thereto, (2) the proposal submitted by the Proposer to the Library System in response to the RFP, and (3) executed contract between the Library System and the successful Proposer. In the event of a conflict in language between the documents referenced above, the provisions and requirements set forth and/or referenced in the contract shall govern. However, the Library System reserves the right to clarify any contractual relationship in writing with the concurrence of the Proposer, and such written clarification shall govern in case of conflict with the applicable requirements stated in the RFP or the proposal.

In all other matters not affected by the written clarification, if any, the RFP shall govern.

Compliance with Laws In connection with the furnishing of supplies or performance of work under the contract, the Proposer agrees to comply with the Fair Labor Standards Act, Equal Opportunity Employment Act, E-Verify rules and regulations, and all other applicable Federal

and State laws, regulations, and executive orders to the extent that the same may be applicable and further agrees to insert the foregoing provision in all subcontracts awarded hereunder.

Governing Law. This Agreement shall be governed by the laws of the State of Georgia. Venue and jurisdiction for all disputes arising in any way out of this Agreement shall be in the Superior Court of Morgan County, Georgia, and all parties consent to jurisdiction and venue therein and waive any objections he/it may have, now or in the future, thereto.

Funding Funding is provided for this project by the Library System and the Georgia Public Library Service. Funding is authorized and available currently.

## PROPOSAL SUBMISSION AND EVALUATION

Firms should provide the following information related to this RFP:

- Letter of interest
- Team profile and qualifications, inclusive of all licenses and Certificates of Insurance
- Project understanding
- Project methodology and delivery strategy
- Project descriptions and experience for similar projects completed with client references
- Resumes of key personnel that will be a part of the project team
- Project schedule

Responses to this request should be in the form of a written proposal not to exceed 20 pages, excluding cover letter.

The Library System will select the firm that demonstrates the best combination of qualifications. Interviews may be required; however, the Library System reserves the right to award a contract based upon evaluation of the written proposals only.

All proposals, delivered by hand or other methods, must clearly indicate on the outside of the sealed package or envelope the RFP number and project name as provided elsewhere in this document. Provide one (1) unbound, original copy of the complete proposal.

Proposers seeking a Request for Information (RFI) for additional information not included in this RFP, or clarification of information included, shall email the Library Director with a detailed request. Any additional information or clarification provided as response by the director will be published and communicated to all entities submitting a proposal in a timely manner.

Exhibit B

Request for Proposals

PROJECT MANAGEMENT SERVICES

UNCLE REMUS REGIONAL LIBRARY SYSTEM

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SCOPE OF SERVICES

1. Generally.

a. Meet with appropriate Library System staff, end user representatives (tenants, third-party stakeholders, etc.), and consultants to establish a consensus scope for the project and develop agreement among the parties about project delivery roles, metrics, and assumptions.

b. Establish a written schedule for the project using the information provided by the Library System and any necessary consultants, provide the appropriate means to keep the Library System informed as to key milestones achieved, current status, and potential delays, and accomplish project delivery according to the project deadline.

c. Prepare an increasingly detailed project budget analysis and notify the Library System when the scope begins to encroach into the established financial limits. Where quality, cost, and schedule are in competition for the same resources, the successful consultant will have authority



## Exhibit B

and the accountability for determining the prevailing driver. Monitor stakeholder expectations accordingly and maximize the value purchased in all phases.

d. Coordinate with other professional staff and consultants associated with the design and engineering activities of the projects with the responsibility for maintaining a strict adherence to schedule, milestones, deadlines, and budgets.

e. Attend meetings with the owner(s), tenant(s), or regulatory agencies to review project status, design criteria, regulatory requirements, and program requirements of the end user.

f. Maintain complete file history of all project-related documentation and coordinate delivery of same at the conclusion of the project in hardcopy and electronic formats, complying with the requirements of the open records laws of the state of Georgia. Ensure adequate and detailed record-keeping throughout the process.

### 2. Design Process and Deliverables.

a. Facilitate design process to ensure plans/construction drawings follow and are in keeping with the scope and expectations for the project.

b. Coordinate with all design entities such as Structural, MEP, Civil, and support services necessary to keep the project moving and to eliminate location conflicts. This may include consultants engaged by the tenant/end-user for security, telecommunications, and data system design and installations.

c. Monitor compliance with environmental goals for the project related to the Library System's sustainability policies and project expectations that might not be readily expressed as project requirements or regulations.

d. Promptly review pay applications for subcontractors on the project and remit payment in timely fashion.

e. Facilitate the conceptual site plan, rendering(s), study models, sketches, and elevation review process of the project with the City of Monroe's Planning & Development Department and the Library System. Submit all as the applicant on behalf of the Library System.

f. Provide a constructability, conflict-minimization, and life-cycle cost review of the project elements and monitor throughout the design phase.

g. Review any construction contract resulting from this RFP to include final site plan, building plans, construction details, contract documents, and general/supplemental conditions.

h. Coordinate with any Library System-initiated independent multi-disciplinary review of all plan sheets to help ensure a conflict, change order, and delay-resistant construction phase. Update all plan sheets and construction documents accordingly.

i. Facilitate weekly Owner-Contractor meetings and follow up on concerns expressed.

## Exhibit B

### 3. Permitting & Construction.

- a. Meet with Library System staff, end user representatives (tenants, third-party stakeholders, etc.), and/or consultants for a pre-construction conference.
- b. Manage submittals, shop drawings, material selections, and color selection review associated with the project.
- c. Coordinate with contractor for materials testing and quality assurance program, keeping records of same.
- d. Maintain all records associated with any environmental compliance, safety, or sustainability policy compliance programs (LEED, Energy Star, NPDES-storm water, etc.). Ensure compliance with all permit requirements associated with all federal, state, and local environmental and safety requirements for construction. Maintain a minimum Level IA NPDES certification for all staff assigned to the site.
- e. Review and approve all pay applications, change order requests, quantities, and workmanship on a regular basis (not less than monthly, but as progress demands more often). The successful consultant will have authority to reject substandard work identified and recommend replacement or non-payment to the owner or owner's representative.
- f. Attend a substantial completion inspection, address deficiencies (“punch list”), and follow up with the Library System. Prepare and issue the certificate of substantial completion as necessary. Notify the owner or owner's representative of same.
- g. Attend a final completion inspection, compile any remaining deficiencies and follow up with the contractor on behalf of the Library System. Prepare and issue a certificate of final completion. Notify the owner or owner's representative of same and authorize the release of retainage.
- h. Coordinate as-built record documents and all contract close-out documents. Review and approve prior to submittal to the owner.

### 5. Post Construction.

- a. Coordinate FF&E installation on behalf of the Library System and with any third parties engaged by the Library System.
- b. Coordinate tenant/end-user move-in.