

**REQUEST FOR PROPOSALS  
FOR  
PROFESSIONAL ARCHITECTURAL SERVICES**

**I. Introduction**

The Athens Regional Library System Board of Trustees requests proposals for professional architectural services in the design of the Oconee County/Watkinsville Branch Library, 1080 Experiment Station Road, Watkinsville, Georgia 30677. However, the new facility will be housed in an existing structure located at Wire Park, 111. S. Barnett Shoals Road, Watkinsville, Georgia 30677.

The new Oconee County/Watkinsville Branch Library is funded through the State of Georgia Capital Outlay funds and funds from the Oconee County Board of Commissioners. Architectural responsibilities will include building design, interior design, and construction administration. Architectural responsibilities will also include working closely with Athens Regional Library System Director, library personnel, Oconee County personnel, and the Georgia Public Library Services Director of Library Planning and Construction.

One original, seven (8) hard copies, and two (2) electronic copies of the proposal should be mailed or hand delivered to Athens Regional Library System, Attn: Director, 2025 Baxter Street, Athens, Georgia 30606. Proposals are due no later than **4:00pm Monday, June 21, 2021**. Proposal packages will be evaluated by library staff, representatives from the Oconee County Board of Commissioners, Athens Regional Library System Board, and Oconee County Library Board. Finalists will be requested to interview and make a presentation to an advisory committee made up of representatives from the parties named above.

**June 10<sup>th</sup> at 2:00 pm** we will conduct a visit site tour of the future library location in Wire Park. This site tour is mandatory for respondents. Questions regarding the scope of services to be provided should be directed to Valerie Bell, Library Director. Respondents interested in visiting the current Watkinsville Branch, 1080 Experiment Station Rd Watkinsville, Georgia 30677, may do so during regular open library hours.

All costs related to the preparation, submittal, or presentations of this proposal are the responsibility of the respondent and will not be assumed in full or in part by the Athens Regional Library Board of Trustees.

The Library is a Public Agency. Any information submitted to the Library is subject to release as provided for by the governing authorities. The Library will take reasonable efforts to protect any information marked "confidential." It is understood, however, that the Library will have no liability for disclosure of such information. Any proprietary or

otherwise sensitive information contained in or with any Submittal is subject to potential disclosures.

This solicitation does not commit the Athens Regional Library System to award a contract, to pay any cost incurred in the preparation of the Qualification, or to procure or contract for goods or services. It is the responsibility of each submitter to see that the Library System receives all materials on or before the specified closing date and time. No Submittals will be accepted thereafter. The Library assumes no responsibility for delivery of proposals that are mailed. The Library Board reserves the right to reject any or all qualifications, to waive any informalities and technicalities, and to accept the Submittal deemed to be in the best interest of the Library. Fee proposal will be but one factor in grant award.

## **II. Background**

The current Oconee County/Watkinsville Branch Library, which has outgrown its 17,500 sq. ft. space, was constructed in 1975, renovated and expanded in 1987 & again in 1997. The library should be planned to house 50,000 – 60,000 volumes. The Wire Park site is being planned as a destination with a housing complex and additional shopping and recreation activities. The Library will also provide many services including books in various formats, wifi, special events programming, and a full range of children's services. With the growth of Oconee County and its surrounding areas and with the high use of technology, it has become necessary to look for creative methods to provide additional space for services to the community.

In consideration of a new building examples of areas where improvements can be made:

- A dedicated Teen Area
- A larger Children's Area, including a workroom.
- The addition of a Maker Space/Creative Hub to allow for innovative technology, collaborative work, and detailed instruction for patrons.
- Programming/meeting rooms that can be divided into three separate rooms and/or opened fully to accommodate large crowds.
- Study rooms, both large and small for individual and small group work.
- A genealogy Room.
- An area for public computer use.

### **Other features to be considered:**

- LED lighting and technology
- HVAC
- Parking is limited and additional parking should be included in the plan.
- Adequate storage
- Use of an envelope service.
- ADA compliance

### **III. Scope of Work**

The Athens Regional Library System Board of Trustees and the Oconee County Board of Commissioners have allocated a total project budget of \$3,200,000.00 to include all work including all fees and FF&E for the creation of a new library 20,000 – 25,000 facility in this existing building.

Anticipated building design includes but is not limited to: architectural design of the interior, design of all building electrical, mechanical, and plumbing systems; estimation of project construction costs; and interior design services. Architect shall provide all drawings, specifications, and bid documents necessary for meeting the schematic and design development requirements in compliance with Georgia Public Library Services guidelines. Architect shall be prepared to present plans and specifications at several Library Building Advisory Committee meetings and at Oconee County Board of Commissioner Meetings. The architect shall be briefed by the Library Director and the Building Advisory Committee to project initiation and shall be expected to prepare minor architectural changes based upon inspection of these plans by these groups. All architectural plans and purchase of furniture and equipment for this project shall be subject to approval by the Athens Regional Library Board of Trustees and the Building Advisory Committee. All communication regarding the project will be with the Library Director or her designee.

The architectural contract should include surveys and site design. The project should also include plans for telephone, electric, data communication, and gas service to the building; design of landscape planting; design of vehicular and pedestrian circulation system if changes are necessary; design of exterior security and pedestrian system lighting; and interior finishes, and interior design services.

The owner is seeking a solution that maximizes energy efficiency and that corrects existing building problems, which may include upgrading all utilities and/or replacing the roof. The Firm must demonstrate experience working on library design projects; work can include planning, library design, consulting work such as sustainable design/consulting, and an envelope service of the library portion of the building, consulting, and interior design. Special attention will be given to firms that can demonstrate extensive library building experience. Emphasis will be placed on roof repair and building waterproofing, preferably with in-house technical expertise.

### **IV. Requirements**

The project design and/or approval procedures to be utilized for this project shall adhere to the applicable Georgia Public Library Service (GPLS) Construction Project Review Requirements.

**I. Submittal Requirements are as follows:**

All information requested is required. Submission of a proposal is certification to the factual truth of all information presented:

1. A cover letter, signed by authorized representative of the firm, confirming the firm's interest in the project and its availability to accomplish the project and to complete the project in a timely manner. The letter shall include: a) Firm Name b) Business Address c) Primary Contact Name, Telephone Number, Email Address and Year Established d) Type of Ownership e) Firm's Insurance Coverage f) Who will be assigned to this project and in what capacity g) Who will be the architect of record.
2. Certificate of Insurance at least \$1million property and \$2 million death.
3. Narrative and illustrative materials that adequately describe the firm's relevant project experience, including projects that meet the evaluation criteria along with references.
4. List categories in which the firm is legally qualified to do business. Include licenses and registrations where applicable.
5. Has the firm defaulted on a contract, failed to complete any work awarded, or been involved in work-related litigation? If yes, please explain.
6. Describe and give examples of how the firm supervises and inspects the work on a project to insure quality workmanship and conformity to the contract documents.
7. Estimate the number and types of drawings that you will generate in the performance of the project.
8. What process and/or procedure does the firm use to keep the owner informed as to the status of the project?
9. How does the firm assist the owner in obtaining corrective measures, when necessary, during the warranty period?

**V. Fee Proposal**

Provide a fee proposal, separately in a sealed envelope. This is to be a flat fee, not a percentage of construction cost. The total fee proposed shall be considered to be inclusive of all fees, including travel and interior design package, which will be generated by the primary architect and all sub-consultants whose consulting services are required to complete the work described in Section III, Scope of Work. If the architect anticipates that services will be required to complete the work which will involve consulting services not outlined in the Scope of Work, the Fee Proposal should describe these services in a distinct line item. The architect shall describe completely any expected reimbursable expenses and

provide rates and/or per diem fees if applicable. The Library Board of Trustees will expect a package of deliverables which will include: a color rendering of the project; three 18" x 30" color photos of the rendering; the negative or digital file used to produce the addenda items; an electronic file of the as-built construction documents; three bound sets of all equipment operation manuals and warranties; and an electronic set of stamped and signed original drawings. This package is to be above and beyond the deliverables required by any other State, County, or City agency. All labor and materials provided by the architect to satisfy the requirements of any such reviewing or permitting agency are to be included in the base fee and will not be considered for further reimbursement. The architect shall include the provisions of the above-described deliverables package in the fee for the work and shall not be further reimbursed for these deliverables.

## **VI. Screening of Respondents to be Qualifications Based Rather than Fee Based**

Each responding firm shall document with submittals the following qualifications.

1. A portfolio and references of completed projects that demonstrate applicable qualifications.
2. A proven ability to develop creative solutions for square footage utilization that maximizes workflow, storage, and supervision requirements.
3. A proven ability to develop aesthetic solutions that reflect the tastes of the Library Board of Trustees, staff, and Building Advisory Committee.
4. A proven ability to successfully performs all phase of work for library projects of comparable size and scope.
5. A proven ability to adhere to program and budget requirements.
6. A proven ability to integrate interior design considerations with building schematic and design development solutions.
7. A proven track record of integration and follow-through of Owner input and concerns pertaining to details.

Proposals shall be evaluated based on their relative responsiveness to the criteria described above and with the criteria weighted as shown:

25%	Firm history of Public Library design and construction projects
25%	Experience of the design team, project managers, and consultants designated to be responsible for design and coordination from conception to project completion
25%	Evaluation of previous design work and references

- 25%      Other considerations including (but not limited to) fee proposal, additional expenses, and firm reputation for budget overruns and change orders for basic services and/or base bid items

## **VII.      Reservations**

The Athens Regional Library Board of Trustees reserves the following rights:

- Rejection of any and all proposals
- Negotiation of changes in the Scope of Work
- Negotiation of services to be provided
- Negotiation of fee proposal
- Waive any and all technicalities

## **VIII.      Additional Information**

If there are any questions or should the respondent require additional information, contact Valerie Bell, Library Director, Athens Regional Library System, 2025 Baxter Street, Athens, Georgia 30606 at 706-613-3650, fax 706-613-3660, e-mail [ybell@athenslibrary.org](mailto:ybell@athenslibrary.org).

## **IX.      General Comments**

1. This is a Request for Proposal and is in no way to be misconstrued as a commitment to purchase on the part of Athens Regional Library System.
2. Respondents are requested to refrain from contact with the identified principals, except as described in this document.
3. Any cost incurred by respondents in preparing or submitting a proposal for the project shall be the respondent's sole responsibility.
4. All responses, inquiries or correspondence relating to this RFP will become the property of the Library when received.
5. Athens Regional Library System has sole discretion and reserves the right to reject any and all responses received with respect to this Request for Proposals and to cancel the process at any time prior to entering into a formal agreement.
6. The Library reserves the right to request additional information or clarification of information provided in the response without changing the terms of the Request for Proposals.
7. In addition to evaluating the Respondent's proposal as submitted, the Library may make such reasonable investigations and evaluations as deemed proper and necessary to determine the ability/capability of the Respondent to perform the services/furnish the goods.
8. Any proposal received after the proposal due date and time as detailed on the first page of this document will not be accepted or considered.

9. If the Library declares a weather or emergency closing, scheduled receipt of proposals will be extended to the next business day.
10. Oral proposals or proposals delivered by electronic means such as fax and email will not be considered.