

**REQUEST FOR PROPOSALS  
FOR  
PROFESSIONAL ARCHITECTURAL SERVICES**

**I. Introduction**

The Henry County Public Library System Board of Trustees (“Library”) requests proposals for professional architectural services for the interior renovation of the McDonough Public Library, hereinafter referred to as the “Project.”

The Project will be constructed with the State of Georgia Capital Outlay funds, with local matching funds from the Library Board of Trustees from the Henry County Special Local Optional Sales Tax. The Project has an existing budget of \$1,000,000 for all costs including consulting fees, design, permits, furniture, and equipment. Architectural responsibilities will include design and construction administration for all aspects of the Project. Architectural responsibilities will also include working closely with Henry County Library System personnel and the Georgia Public Library Services Construction Consultant.

Proposals are to be mailed or hand delivered to the Henry County Public Library System administrative offices; ATTN: Kathryn E. Pillatzki, Director, 1001 Florence McGarity Blvd., McDonough, GA 30252. Proposals are due before 5:00 PM on Monday, November 28, 2022. Proposals must be submitted in a sealed envelope or package with the name of the firm and “Architectural Services” on the front of the package. Proposal packages will be evaluated by staff, and finalists may be requested to interview with the panel. Presentations to the Library Board of Trustees may be requested as part of the process. Proposals will be opened on Monday, December 5 at 5:30 PM at the McDonough Library administrative meeting room, 1001 Florence McGarity Blvd., McDonough, GA, 30252. All interested parties and the general public are welcome. Names of submitting firms will be read aloud. Selection of architect will be made at a later date pending evaluations of all proposals submitted.

Respondents must refrain from contacting any member of the Library Board of Trustees about this project. Unauthorized contact will be grounds for disqualification from the selection process. A respondent interested in visiting the project site or with any questions about the scope of services to be provided may contact Kathryn E. Pillatzki, Library Director, or Dr. Adam Townes, Assistant Director, at 678-432-5353.

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 Henry County Library System Board of Trustees.

Prior to commencing work, the selected firm shall provide proof of liability insurance.

The selected firm must provide an affidavit stating that they comply with E-Verify.

The Library is a Public Agency. Any information submitted to the Library is subject to release as provided for by 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 disclosure.

This solicitation does not commit the Henry County Library System to award a contract, or to pay any cost incurred in the preparation of the Proposal, or to procure or contract for good or services. It is the responsibility of each submitter to see that the Library receives all materials on or before the specified closing date and time. No submittals will be accepted thereafter. The Library assumes no responsibility for non-delivery of proposals that are mailed. The Library Board reserves the right to reject any or all Proposals, to waive any formalities and technicalities in the bidding, and to accept the Proposal deemed to be in the best interest of the Library.

## **II. Background**

The current McDonough Library was designed and constructed in the late 1990s and opened to the public in 2000. Although built on one level, there are numerous elevation changes throughout the building to accommodate elevated flooring sections that provide electrical service and Internet cabling to the public access computers. The elevation changes have proven to be a safety/tripping hazard.

Two public restrooms in the Library have enclosed cabinetry around the sinks, which are noncompliant with the requirements of the Americans with Disabilities Act. The cabinetry needs to be removed and the sinks brought into ADA compliance.

Since the Library was originally designed, usage patterns and patron needs have changed. The Library has also outgrown the area designated for Young Adult Services, while other areas of the Library are underutilized. A creative approach to the use/redistribution of available space to accommodate Young Adult Services and define a makerspace or computer lab area will be necessary to address the challenges of the current facility.

Because of the unique challenges presented by the current building, a site visit is strongly encouraged.

## **III. SCOPE OF WORK**

**Anticipated building design includes but is not limited to:** evaluation of the structure of the current facility; design of remediation plan for known problems with the current design including electrical and mechanical systems; estimation of construction costs; interior design services; any furniture and equipment bid

documentation. Architect shall provide all drawings, specifications, and bid documents necessary for bidding and completing the development and construction of the project. Architect shall be prepared to present plans and specifications at meetings of the Library Board of Trustees. Meetings will occur with the Library Board of Trustees and library staff. The architect shall be briefed by these individuals prior to project initiation and shall be expected to prepare minor architectural changes based upon inspection of submitted plans by these groups. All architectural plans and purchase of furniture **and equipment for this project will be subject to approval by the Henry County Board of Trustees.**

**Anticipated site design:** none.

**Anticipated construction administration services include but are not limited to:** acquisition of building development permits (this does not mean paying associated fees); attend pre-bid conferences as required; evaluate bids and provide a recommendation for contract awards; conduct pre-construction conferences as required; conduct regular site inspections and attend scheduled site meetings; provide observation of contractor's operations and determine compliance with plans and specifications, quality of workmanship and progress including a written report to be submitted to the Library Director every two weeks at minimum until final acceptance of work; provide shop drawings and review other necessary contractors' submissions; process payments applications, lien waivers, permit acquisition; occupancy certificates; and warranty packages; provide revised plans to compensate for construction problems that may arise during the course of the project; evaluate requests for changes in the project, exclusive design services, and if necessary recommend supplemental agreements; participate in the final inspection of the project for compliance with contract documents including all mechanical systems.

#### **IV. REQUIREMENTS**

The project design and/or approval procedures to be utilized for this project shall adhere to the applicable GPLS Construction Project Review Requirements.

#### **V. PROPOSAL SUBMISSION INSTRUCTIONS**

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

Name of Firm

Address

Name and Title of Respondent

Number of Years in Business

Date of Incorporation

State of Incorporation

Firm's Insurance Coverage

1. List names and addresses of all officers.
2. List categories in which the firm is legally qualified to do business. Include licenses and registrations where applicable.
3. Has your firm defaulted on a contract, failed to complete any work awarded, or been involved in work-related litigation? If yes, please explain.
4. List the firms that present officers have been associated with as officers during the past ten years.
5. What is your current workload, and what do you anticipate in the near future?
6. Please provide three references for each of the following:
  - a. Owner
  - b. Engineer
  - c. Contractor
7. Please provide a brief resume for each member of your firm that you anticipate working on the project, including educational training and experience with particular attention to the design, construction, or renovation of public library facilities.
8. Please provide information on any projects completed within the past five years with a similar budget as this project, involving the renovation of a public library space.
9. Please give examples of how your firm provides construction administration to ensure quality workmanship and conformity to contract documents.
10. What processes and/or procedures do you use to keep the owner informed as to the status of the project?
11. Illustrate, with examples, your diligence in seeing that punch list items are completed in a timely manner.
12. Describe your method of space analysis on a renovation project.
13. Will you work with independent interior designers?

## **VI. FEE PROPOSAL**

Provide a fee proposal, under separate cover and in a sealed envelope, on the basis of percentage of construction cost, to cover all consulting fees needed to compete the work. The total fee proposed shall be inclusive of all fees 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. 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 packed in the fee for the work and shall not be further reimbursed for these deliverables. Fee proposals must state that the proposal is firm for a period of 90 days from the closing date for submission.

## **VII. SCREENING OF RESPONDENTS TO BE QUALIFICATIONS BASED RATHER THAN FEE BASED**

Each responding firm shall document with submittals the following qualifications:

1. A proven ability to design and oversee construction of public library facilities.
2. A proven ability to design and oversee building renovation projects that includes phasing of work to minimize disruption of ongoing services and operations.
3. A portfolio and references of completed projects that demonstrate applicable qualifications.

At the interview, each responding firm shall address their expertise concerning the following qualifications:

1. A proven ability to address problems inherent to the existing facility that pertain to structural, mechanical, power and data distribution, acoustics, and low-maintenance and/or low life-cycle cost solutions.
2. A proven ability to develop creative solutions for improved square footage utilization that maximizes workflow, storage, and supervision requirements.
3. A proven ability to develop esthetic solutions that reflect the taste of the Library Board of Trustees and library staff.
4. A proven ability to successfully perform all phases 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 adhere to 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.
8. A proven track record of adhering to applicable GPLS construction procedures.

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

Rank initial 75% of criteria prior to opening separate fee proposal:

25% Firm's history of Public Library design and construction projects and

history of renovation design and construction projects with continued and ongoing operations.

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.

Rank final 25% if criteria after opening separate fee proposal:

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.

### **VIII. RESERVATIONS**

The Henry County Library System Board of Trustees reserves the following rights:

- To reject any and all proposals
- To negotiate changes in the Scope of Work
- To negotiate services to be provided
- To negotiate fee proposal
- To waive any and all technicalities.

### **IX. ADDITIONAL INFORMATION**

If there are any questions or should the respondent require additional information, contact:

Kathryn E. Pillatzki, Director

1001 Florence McGarity Blvd. McDonough, GA 30252

[director@henrylibraries.org](mailto:director@henrylibraries.org)

678-432-5353