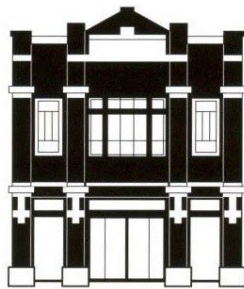


REQUEST FOR PROPOSALS

ARCHITECTURAL SERVICES
FOR NEW LIBRARY BUILDING



City of Frontenac, Kansas

313 E McKay St. | Frontenac, KS 66763 | Ph: (620)231-9210 | Fax: (620)231-1421

Issue Date: December 20, 2022

Responses Due: January 30, 2023 by 12:00 p.m.

SECTION I: INTRODUCTION

The City of Frontenac, Kansas is seeking proposals from qualified architectural firms to develop the initial conceptual design(s) and provide cost estimates to build a new facility that will house a public library, community space, and historical collection.

The City of Frontenac has no library building but has dedicated funds to provide for the design and building of a new library as well as creating a sustainable fund for future operations. The new library will be built in downtown Frontenac to serve the approximately 3,400 residents of Frontenac as well as the students in the nearby Frontenac school district.

SECTION II: PROJECT CHARACTERISTICS/SCOPE OF WORK

The proposed location of the new library is an 81' x 170' lot on the corner of McKay St. and Crawford St. It is currently the site of Frontenac Town Hall and Municipal Court, a 3,000 square foot CMU-type structure attached to an adjacent post office building. The City intends to build a new 8,000 - 12,000 square foot facility to house a library, community space and historical collection which has a modern interior and an exterior which compliments the historic brick features of downtown Frontenac.

Elements of the project which have a high priority include:

- A centrally located information desk visible to customers when they enter the main area of the library
- Teen room with computer access and quiet study areas
- Easily accessible high-use collection areas of new books, DVDs, CDs, large type publications, fiction and non-fiction
- "Coffee area" with access to daily publications; newspapers, magazines, etc.
- Large children's book and activity room
- STEAM/Makers Space room for crafts
- Large area for genealogy and historical collections
- Community room for gatherings of <50 people
- Flexible space with movable walls/fixtures to make best use of limited space

Elements of the project that may be considered include:

- Multiple story building
- Community storm shelter and basement/underground storage
- Adjacent green space outdoor educational programming

It is important that the design of our library take into consideration the following criteria:

Accessibility: It is important that the Frontenac Public Library is and is perceived to be accessible, welcoming, and comfortable to all our patrons.

Sustainability: Because the Library can only be a resource when it is open for our community, it is a goal of the Frontenac Public Library to incorporate as many sustainable features as we can afford. Our hope is to both lessen our environmental impact and economic impact on our community.

Differentiated spaces: We would like to make spaces available to our public that are age appropriate, comfortable, and flexible. We intend to make use of limited space by creating multi-use spaces which can change day-to-day to address our community's needs. Our goals go beyond providing a service to our residents. With the location only one block from Frontenac schools, the library will serve as an alternative

learning environment and recreational space for to the students of Frontenac.

Safety: Our new library will be working with limited funds and limited staff as we assess the programming and functionality of the building. The new building must make use of features to allow our staff to monitor multiple locations with relative ease.

SECTION III: SCOPE OF SERVICES

Services Included

The following services are to be included as part of this project proposal:

Building Program Review: The architect will work with the designated representatives to create a preliminary building program and develop a design with a goal of maximizing benefits to the community while providing the most cost effective and efficient program.

Conceptual Design: The architect will work with City staff to develop conceptual design options with enough detail to evaluate the building and site relationships, program functional relationships, floor plans, elevations and cross sections, as well as three-dimensional project massing. Preliminary site investigation to verify zoning, parking, stormwater retention and other site requirements and impact on Library design and layout.

Cost Estimates and Schedule: The architect will prepare a detailed building construction cost estimate and a total project cost estimate for each of the conceptual designs developed. The total project cost estimate will be developed in conjunction with the client and will include all appropriate fees, furnishings fixtures & equipment, and contingencies, as well as a direct project cost. The architect will prepare a design schedule.

Develop Renderings: The architect will develop a minimum of three (3) sets of renderings based on the selected conceptual design to be used for marketing purposes. Interior and exterior renderings shall be included to best showcase proposed Library features and overall design.

Schedule of Payment: The architect will provide a schedule of expected payments for the design and construction process.

Schematic Design Drawings: The architect will prepare a set of schematic design drawings to facilitate meetings with city staff and Governing Body. Drawings shall include: site layout, floor plan, mechanical, exterior elevations, preliminary building / wall sections and renderings.

Construction Administration: Throughout all Phases, prepare and update on an interval that is mutually agreed upon, an Estimate of Construction Cost consistent with the City's funding requirements in a format acceptable to the City. The Estimate of Construction Costs shall document approved change orders (CO's) and any and all anticipated changes to the construction cost on an individual prime contract basis and indicate contingency balance. Recommend necessary or desirable changes (adds and credits) to the City, review requests for changes, submit recommendations to the City. If they are accepted, review change orders for the City's authorization. There shall be no change in the scope of the work or in materials specified by the Architect until approval for such change has been given in writing by the City.

SECTION IV: CONTENTS OF PROPOSAL

Special consideration will be given to proposers that demonstrate public library architectural design and public library building experience. The following information is required to be included in the proposal:

1. Name and address of firm.
2. Demonstrate and describe experience with public building architecture and design, specifically, library design within the last 5 years. This should include project completion date, location, total square footage, and budget.
3. Include any experience in “green” building practices.
4. Describe a potential timeline for the project.
5. Description of how the firm would approach the project and gather information to develop the design(s).
6. Describe how the firm determines potential growth and how it is designed into the space.
7. Describe how the new library would be integrated into the neighborhood as well as the downtown aesthetic.
8. Provide a list of team members that would actively participate in the design process and their experience in library design. This should include all necessary personnel needed to complete the work as listed in the Scope of Services.
9. Provide three (3) to five (5) references which may be contacted by the City.
10. Discussion of whether the firm would oversee the project or would propose hiring a project manager.
11. Proposed fee for this project shall be a Time and Materials not to exceed amount. Please include a rate sheet with hourly billing rates.
12. Provide a description and rates for reimbursable expenses.

SECTION V: TIMELINE AND SUBMISSION PROCEDURES

The City anticipates the following general timeline for this RFP. The anticipated schedule may be changed if it is in the City’s best interest to do so.

RFP Advertised - December 20, 2022
Proposal Due Date - January 30, 2023
Notify Short list of Firms Selected - February 6, 2023
Site Visits and Interviews - February 13 - 24, 2023
Evaluation and Recommendation to Governing Body - March 6, 2023

Copies of the request for proposals are available at Frontenac City Hall located at 313 E McKay Street, Frontenac, KS 66763, and the office hours are 8:00 AM to 4:00 PM Monday through Friday. The RFP is also available on the City’s website (www.frontenacks.net).

Qualified applicants shall submit one (1) original copies of the proposal in a sealed envelope and labeled:

City of Frontenac
2023 Library RFP
Attn: John Zafuta, City Administrator
313 E McKay
Frontenac, KS 66763

Proposals shall be stamped received no later than 12:00 PM on January 30, 2023

SECTION VI: EVALUATION CRITERIA & SELECTION PROCESS

Proposals will be evaluated based on what is deemed to be in the best interests of the City, including such factors as the bidder's experience in public library design, clarity and creativity of the proposal, recommendations of entities for which the bidder has previously provided services, the persons to be assigned to the project by the bidder, and total cost. Cost will not be the sole factor in evaluating bids. Any firms submitting a proposal may be required to provide additional detailed information. The award of contract will be at the sole discretion of the City Council based upon the recommendation of the City Administration.

City staff expects to recommend a firm to the Frontenac City Council for approval by March 6, 2023. If necessary, the City may extend the selection period

Selection as the firm with the preferred proposal does not provide any contract rights to that firm. Any such rights shall accrue only if and when the City and the firm execute a binding contract. The City reserves the right to negotiate with the successful firm in any manner necessary to best serve the interests of the City. If the City fails to reach an agreement with the successful bidder, the City may commence negotiations with an alternative bidder or reject all bids and reinstitute the RFP process.

SECTION VII: ADDITIONAL REQUIREMENTS

Insurance

Provide a description of the firm's insurance coverage applicable to the services described herein. Such coverage must be adequate to sufficiently cover the services described herein and must include at a minimum, general liability insurance coverage and professional liability insurance coverage. Include insurance certificates summarizing such insurance coverage.

Right of Refusal

The City reserves the right to reject any and all proposals without qualifications. Proposals will be considered only in their entirety. The City reserves the right to add or deduct any specific requirements and associated costs from the selected proposal.

SECTION VIII: QUESTIONS

Questions

Questions may be addressed to:

John Zafuta, City Administrator
City of Frontenac
313 E McKay St.
Frontenac, KS 66763
johnz@frontenacks.net