

Request for Proposals

Highgate Library and Community Center Feasibility Study *Town of Highgate, Vermont*

Project Schedule:

Monday, May 15, 2017	RFP published and advertised
Tuesday, May 23, 2017	Deadline for submission of questions
Thursday, May 25, 2017	Response to questions
Wednesday, June 7, 2017	Proposal deadline
Week of June 12, 2017	Interviews for top candidates (<i>if necessary</i>) and consultant selected
Wednesday, December 31, 2017	Project completion

I. INTRODUCTION:

The Town of Highgate has received a Municipal Planning Grant to evaluate the current library space and to develop conceptual layouts/costs for either remodeling the current building or constructing a new building within the designated village center.

The Highgate Public Library, originally built in 1941, is located at 17 Mill Hill in the village center of Highgate. With a growing population and increased use of the library, the current space no longer meets the current and future needs of the community. The library is a well-used resource in town, but the facility's physical limitations reduces operational efficiencies and hinders the expansion of programming. While the library does have an ADA compliant ramp on the outside of the building, the inside is not fully ADA compliant.

The library serves as the main public internet and computer resource for the community and is used for online job searches, public benefit applications and student tutoring sessions. It is used as temporary office space for visiting nurses and other local businesses working within the community. Other community uses include (but are not limited to) story times, supervised family visits; group and individual speech and language therapy, and tobacco cessation classes.

II. SCOPE OF WORK:

This project will evaluate the current library space to develop conceptual layouts/costs for either remodeling the current facility or building a new facility within the designated village center. The new space (either from a remodeled library or a new building) will address the space and limitations of the current facility.

- 1) The consultant will evaluate the existing library building and develop conceptual plans for remodeling the existing facility and develop cost estimates.

- 1 2) The consultant will develop conceptual plans and cost estimates for a new building. With
2 input from the Study Committee, the consultant will evaluate potential locations for a
3 new library and community center. Site selection criteria will include the following:
4 location in the village center, walkability from other village services, project cost, and
5 availability for development/redevelopment.
6
- 7 3) The consultant will participate in a public meeting to present the potential alternatives for
8 a remodeled or new facility. Based on public input, the consultant will revise the
9 conceptual plans.
10
- 11 4) The consultant will participate in a public meeting to present the preferred alternative and
12 associated costs.
13
- 14 5) The consultant will work with the Study Committee to identify next steps, and a potential
15 timeline for design/construction.
16
17

18 **III. STANDARDS AND DELIVERABLES:**

- 19 1) Except for appendices, all reports are to:
20
 - 21 • Be presented for ease of readability by the average citizen;
 - 22 • Include charts, graphs and other graphics as appropriate;
 - 23 • Include executive summaries or abstracts suitable for broad distribution;
 - 24 • Include a glossary of technical terms, and a list of references or citations for all
25 sources of data and information.
26
- 27 2) All documents should be emailed.
28
- 29 3) All reports and documents, including drafts, should be provided to the Study Committee.
30
- 31 4) All data, databases, reports, programs and materials created under this project shall
32 become property of the Town of Highgate.
33

34 **IV. PROPOSAL FORMAT:**

35 Content and Organization

36 All proposals submitted **must be double-sided**, where possible, must be no longer than 10
37 double-sided pages (*including attachments*), and should include and will be evaluated on the
38 following information:
39

- | | |
|---------------------------|--|
| 40 | |
| 41 Understanding | Describe briefly your understanding of this project, including tasks to be performed, and the issues and needs to be addressed, and also how you propose to coordinate activities with the Town of Highgate. |
| 42 of the Project: | |
| 43 | |
| 44 | |
| 45 Technical | Detail the procedures you would use to complete each task. These should |

- 1 **Methodology:** be organized into a proposed work program framework with clearly
 2 defined tasks and milestones.
 3
- 4 **Deliverables:** Identify specific products to be delivered, and when.
 5
- 6 **Schedule:** Identify the specific schedule you propose to follow in completing the
 7 tasks, and benchmarks for evaluating progress. A chart should be
 8 included to present proposed time lines by tasks and milestone dates.
 9 **Work on the Feasibility Study must be completed by December 31,**
 10 **2017.**
 11
- 12 **Organizational** Identify persons who will be involved in the project and their respective
 13 **Chart:** roles and/or functions. The project manager and task leaders should be
 14 clearly identified.
 15
- 16 **Qualifications:** Consultant/firm qualifications should include a brief list of relevant
 17 projects demonstrating specific expertise in recreation facility
 18 planning, design and/or management. At least three references should be
 19 provided, including client contact names, addresses, and phone numbers.
 20 Qualifications in the form of resumes for all key personnel also should be
 21 attached.
 22
- 23 **Cost Proposal:** Present a detailed cost proposal for the work to be performed based upon
 24 the person hours by task and including personnel, overhead, other direct
 25 costs, subcontractor costs, etc.
 26
 27

28 Submission Requirements

29 The proposal must be received by **3:00 PM on Wednesday, June 7, 2017** to:
 30 Karen Fortin, Highgate Library & Community Center Trustee, by email -
 31 thefolks@cbmaplefarm.com
 32

33 All questions pertaining to the RFP should be submitted to Karen Fortin by email to
 34 thefolks@cbmaplefarm.com no later than **3:00 PM on Tuesday, May 23, 2017** Responses to all
 35 questions will be distributed by Thursday, May 25, 2017 via email.
 36

37 All proposals upon submission become the property of the Town of Highgate. The expense of
 38 preparing, submitting, and presenting a proposal is the sole responsibility of the consultant. The
 39 Town of Highgate retains the right to reject any and all proposals received, to negotiate with any
 40 qualified source, or to cancel in part or in its entirety this RFP as in the best interest of the town.
 41 *This solicitation in no way obligates the Town of Highgate to award a contract.*
 42

43 **V. CONTRACTING PROVISIONS**
 44

45 All consultants, and any sub-consultants, must comply with any and all applicable laws, statutes,
 46 ordinances, rules, regulations, and/or requirements of federal, state, and local governments and
 47 agencies thereof, which relate to or in any manner affect the performance of this agreement.

1 This project will be completed through a "firm fixed-price" contract to cover the performance of
2 all-eligible services, expenses, and materials. The amount and timing of payments will be
3 determined during contract negotiations.

4
5 All rights, titles to and ownership of the data, material, and documentation resulting from this
6 project and/or prepared pursuant to this contract shall remain with Town of Highgate.

7
8 The consultant contract will be subject to the terms of the Attachment D of the Municipal
9 Planning Grant Agreement (Procurement Procedures and Other Grant Requirements).