



The City of Grove City, Ohio

4035 Broadway • Grove City, Ohio 43123

(614) 277-3000

Owner Request for Qualifications

Purpose

Procure design services to build a new public library on a site located in the downtown of Grove City. Building program to be based on the space study conducted in 2012. The project should include drive-up pick-up and drop-off services as well as at-grade pedestrian entrance(s). The design should utilize sustainable design and construction strategies to include day-lighting, locally supplied materials, energy saving systems and more. The design process should engage key community stakeholders to participate in the development of unique spaces, displays and collections reflecting history and values of the Grove City area. Parking to be included on site as well as street parking.

Background

The existing Grove City Library, the main facility for the Southwest Public Library system, is located on Park Street, one-half block east of Broadway, the main urban corridor in Grove City. The existing building contains approximately 30,000 square feet of space on two levels, the main first floor and a basement level. A parking lot is committed to the library directly to the east in addition to spaces across the alley to the south. A municipal parking lot to the west is also utilized but is shared with other businesses in the area. Street parking on the surrounding urban street grid is also utilized for library patrons.

The existing building was constructed in 1952 as a library with two later additions to accommodate growth. It provides space for public services and administration with administration accounting for 50% of the total area. Grove City functions as the administrative and support center for the Southwest Public Library system and houses the system's IT infrastructure, shipping and receiving, Business Office, Technical Services functions, Outreach and Maintenance.

This library is a heavily used asset within this community and serves as an invaluable resource. With a 30% increase in population in Grove City over the last ten years, projections call for upward of 54,000 residents by 2024, the planning horizon for this study. Similar strong growth in the surrounding areas that contribute to the library service area will contribute to the need for enhanced library facilities.

Scope of Services

The scope of architectural design and engineering services may include, but is not necessarily limited to, the following:

- Evaluate, assist in the revision of, and interpret the Building Program/Space Analysis and provide initial square footage estimates of the required facility size.
- Creation of a design aligned with Downtown Design guidelines.
- Site planning.
- Civil engineering, including but not limited to topographic and boundary survey.
- Traffic study if required by Grove City.
- Utility design and coordination.
- Architectural design.
- Structural engineering.
- Mechanical, electrical, and plumbing design.
- Fire sprinkler.

- Sustainable design.
- Interior design or retail space design, including furniture selection.
- Landscape design.
- Lighting design.
- Communications / Data systems.
- Audio / Visual systems.
- Zoning and architectural review board.
- Zoning analysis and approval.
- Building code / ADA consulting.
- Security systems design.
- Cost estimates.

It is the library's desire to have all of the above services provided by the architect either through the architect's staff or through consultants retained by the selected design professional.

The following roles and responsibilities are based on a preliminary assessment of the needs of the library and are subject to change at the time of final negotiations.

- Assist library with programming development.
- Schematic design.
- Design development.
- Construction documents.
- Assist CMAA with cost estimates.
- Assist library and CMAA with bidding.
- Assist CMAA with construction administration.
- Assist library and CMAA with FF&E planning & bidding.
- Assist CMAA with post construction close out.

Proposal Requirements

To facilitate comparison of proposals, please format the proposal as follows:

- Sized to 8 ½" X 11".
- Each page of the proposal should state the name of the firm and Grove City Library.
- Include page numbers.
- Order the proposal as listed below with individual tabs.

ALL FIRMS INTERESTED MUST SUBMIT THE FOLLOWING INFORMATION:

- A. RFQ cover sheet signed by an officer of your company.
- B. One page description of your firm's vision for the future of the public library.
- C. Statement as to the firm's particular abilities and qualifications related to the project, including the number of years the firm has been in business, the geographical area of operations and professional affiliations. Please also indicate the principals of the organization and the size and composition of the organization.

- D. Provide the name of all team members that would be assigned to the project and the role that they will play. Include a brief description of certifications, skills, and abilities of each team member. Please also indicate the individuals or positions within the firm that may be called upon for future projects, understanding the specific individuals may or may not be with the firm in the future.
- E. A statement, in clear terms, of your understanding of the proposed project and description of your approach to the project, including a proposed work plan. Describe what you consider visionary and innovative about your firm's approach to library design.
- F. Provide information that demonstrates experience and knowledge of local building code, including all applicable rules and regulations related to the City of Grove City, Franklin County, and the State of Ohio. Include information about the firm's experience with sustainable design and LEED certification of any buildings constructed based upon the firm's design.
- G. Provide a portfolio of your most innovative work, including any recent innovative experiences on projects with which your firm was involved with that highlight energy efficient designs and any other pertinent design characteristics that may be relevant to the project.
- H. Provide a minimum of three projects on which the firm has provided service of a similar size and scope. For each project, include name and contact information for clients/ owners, a construction manager if any and for major contractors that performed work for the project.
- I. Describe the firm's approach and methodology related to the progress meetings and presentations to key stakeholders.
- J. Describe any special equipment, software or procedures available to the firm which will facilitate completion of the project.
- K. Include any information documentation believed to be pertinent, but not specifically mentioned in this RFQ that may be useful and applicable to the project.
- L. Disclose all information concerning any suits filed, judgments entered or claims made against the firm during the last five years with respect to architectural services provide by the firm or any declaration of default or termination for cause against the firm with respect to such services. In addition, state whether during the past five years the firm has been suspended from submitting proposals for or entering into any government contract.

Evaluation of Proposal

The evaluation team will evaluate responses received to the RFQ.

In addition, information obtained through subsequent meeting with firms identified as qualified to provide the required design services that will result in the best design and construction for the library will be included in the evaluation process.

The firm selected for the project will be the firm determined most qualified to provide the required design services and will be design firms that possess that ability to perform successfully under the agreed to terms and requirements.

The City reserves the right to waive irregularities in any proposal submission, to request additional information from any firm that submits its qualifications and a proposal for consideration, and to reject any or all submittals.

Selection Process

- The complete RFQ will be e-mailed in Portable Document Format (PDF) to firms identified by the City to be included on the distribution list and to anyone requesting a copy. In addition, the notice of the RFP will be published in the Columbus Dispatch, and the Library’s website.
- The selection team will review all proposals, identifying firms that best meet the requested qualifications. Of the qualified firms, the selection team will identify which firms will be considered as a finalist for the project. Each finalist will then be required to meet in person, with the selection team, for an oral interview.
- The selection team may perform site visits as part of the evaluation process before recommending the most qualified design firm to the City as the architect for the project.
- The selection team will then recommend the most qualified design professional firm to the City for final selection and authorization to enter into contract negotiations. The most qualified architect may be requested to make a presentation to the City.

Schedule

11/25/2013	RFQ mailed to distribution list, published and posted.
12/16/2013	RFQ due by Noon EST
12/23/2013	Short listed firms notified
01/06/2014	Finalist Interviews

- Each firm must submit a proposal clearly marked: “Architectural and Engineering Services, Grove City Library “.
- One original, completed and signed in blue ink, and ten copies are required, as well as one, electronic copy. Please size the proposal 8 ½” X 11”. Please use tabs to identify each section.
- Proposals are due no later than: 12/16/2013 by Noon EST
- Proposals submitted by email or fax are not acceptable and will not be considered.
- Proposal must be submitted to:
 - City of Grove City
 - Attn: Charles W. Boso, Jr
 - 4035 Broadway
 - Grove City, Ohio 43123
- The City will return unopened any proposals that are received after the deadline.

Contact Information

Every effort has been made to include enough information within this RFQ to enable consultants to prepare a response that thoroughly and fairly represents their respective capabilities to meet the City’s requirements. If there are any questions concerning the

contents of this document, the City is willing to provide responses in as timely manner as possible.

Submit all questions via email to:

Name: Charles W. Boso, Jr.

Title: City Administrator

Email Address: cboso@grovecityohio.gov

To avoid conflicts of interest or unfair competitive advantage over competing consultants/consultants on future projects, the City will share the detailed results of any and all research along with conclusions and recommendations made by the selected consultant with anyone interested in working with the City on future projects and as public records laws require.