

**SHAKER HEIGHTS PUBLIC LIBRARY**  
**RFQ for Design Professional Services**

The Shaker Heights Public Library (“SHPL” or “Library”) announces its intent to contract for professional design services to provide design and related construction administration services (referred to as “design services”) for improvements to the Shaker Heights Public Library main library building and potentially future renovations to the Bertram Woods Branch Library, in the Library’s discretion. The planned improvements to the Main Library have an overall project budget of \$10,400,000; an additional \$2,000,000 is budgeted for the Bertram Woods Branch renovations (the Main Library renovations and the Bertram Woods Branch Library renovations are all referred to as the Project). The Library reserves the right to add other improvements to the scope of services if sufficient funds are available. It is anticipated that the work will be performed using the construction manager at risk project delivery method for public construction in Ohio. The Library has retained RFC Contracting as an owner representative for the Project. A summary of the Library’s goals for the Project dated February 2019 is attached to and included in this RFQ. The anticipated duration of the Project is 26 months, with additional time to be added should it be required if the Library moves forward with the Bertram Woods Branch Library renovations.

SHPL invites design firms interested in providing design and construction administration services for the Project to submit their qualifications for consideration. Qualifications will be reviewed, evaluated, and ranked to determine the firm best qualified to provide the needed services for the Project.

Qualifications received will be retained in the file maintained by the Library for design professional qualifications, unless the firm specifically requests not to be included in this file; each firm is requested to provide annual updates to the qualifications to keep them current. The file will be used for projects or design needs for which design fees are estimated to be less than \$50,000.

Qualifications

Include the following in the firm’s statement of qualifications:

1. Information about the firm’s history;
2. Education, technical training, and experience of owners and key personnel;
3. The firm’s experience with design and construction of improvements similar to those described for the SHPL project in Ohio and elsewhere and particularly with renovations to library facilities;
4. Ability of the firm to provide services on the time-line proposed; to assist the evaluation of the firm's staff and resource availability, include a list of all current master planning and design/construction of renovations to library facility improvements, including projects for which the firm has submitted statements of qualification and is being considered to provide design services, and the status of each (*i.e.*, what stage of master planning and/or design and/or construction, the estimated dates for completion of master planning or design and construction, and the staff assigned to each of the listed projects);
5. The firm’s equipment and facilities;

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6. List of consultants used to provide services not performed by the design firm; provide names of consultants who will provide services for MEP, structural, civil and building envelope services or indicate who on staff will provide any of these services;
7. Past performance as reflected in evaluations of previous and current clients with respect to factors such as effectiveness of master planning, control of costs, quality of work, and meeting deadlines. The firm should include a list of five (5) relevant projects involving similar master planning work and design/construction for public libraries of a similar size to SHPL, which the firm has designed during the past five years. Include the following information for each project:
  - a. Project owner, name of project and location;
  - b. Brief description of the project;
  - c. Year completed or anticipated completion date;
  - d. Construction cost;
  - e. Other relevant information about the project and the firm's services;
  - f. Reference contact person and phone number;
8. The firm's past experience with the Library, if any;
9. The ability of the individuals identified by the firm who will be responsible for document production and communication with SHPL during the Project to communicate with the Library.

*Additional Information Requested for the Project*

In addition to the qualifications and information listed above, include the following in the firm's submittal:

1. Identification of the partner in charge of the overall master planning effort and, for design and construction administration, the Project Executive and the Project Architect, as well as any other personnel assigned to the Project, together with the education, technical training, and experience of these individuals, to the extent it has not been provided in the firm's qualifications.
2. Description of the steps the firm will take to coordinate the master planning process with the Library administration and staff and Library patrons, including a preliminary schedule of activities for the master planning process.
3. Description of the process the firm follows for design and work on any improvements subsequently identified through the master planning efforts for which funding is secured and how it will coordinate with Library administration with respect to scheduling the improvements included in the Project, maintaining the construction schedule, and close-out of each stage of the Project.
3. The firm's practices with respect to site visits and oversight of the Project.
4. Proposed internal timeline for completion of both master planning and design/construction of improvements and the various services to be provided by the firm for master planning, pre-construction (programming and design), construction,

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and close-out phases of improvements included in the overall Project (including the Bertram Woods Branch Library renovations).

5. Provide specific information on project budget development and the firm's experience over the past 5 years with preparing project estimates for the project and construction costs, monitoring project costs, and completing the project within the initial budget.
6. Explain the firm's approach to incorporating energy efficiency into Library improvements that will enhance the design and contribute to energy savings and long-term maintenance and operations of systems for the capital program that aligns with the overall strategic plan developed for the Library. SHPL does not anticipate seeking LEED certification for any of the improvements included in the Project.
7. List a maximum of four (4) specific and unique qualifies that set the firm apart from others as it relates to the required services for master planning and design/construction of library facilities and related improvements.
8. Provide specific information regarding any litigation that the firm has been involved with during the last five (5) years, whether as a named party or as the design firm for a library or other project owner that initiated a lawsuit related to a project issue or that was named as a defendant in a lawsuit brought by another party.
9. Provide specific information about any claims asserted against the firm or its professional liability carrier within the last five (5) years, including the resolution of the claim.
10. Provide information about the insurance coverages carried by the firm, including professional liability insurance. Please submit a certificate of insurance showing the coverages carried by the firm with limits, including professional liability, with the qualifications submittal.

Services to be Provided.

1. In addition to design and construction administration services, the selected firm will be expected to prepare an estimate of construction cost, independent of the estimate prepared by the CMR, for both the design development and construction documents design phases. If this service will be provided through a consultant, include the identity of the consultant and responsible individual in the qualifications submittal.
2. The firm selected will participate in the evaluation of CMR qualifications and technical and pricing proposals to determine the best value firm for the Project.

Firms submitting statements of qualifications for the available contract will be evaluated and ranked in order of their qualifications. Following this evaluation, the firms determined to be most qualified may be asked to meet with Library representatives to present the firm's qualifications and proposed approach for the requested services before final selection is made. Upon selection of the firm determined to be most qualified to provide the requested services, a proposal for cost of services and how services will be delivered will be requested, and a design services agreement prepared for the services to be provided. The initial form of agreement is anticipated to a modified AIA Document B101-2017 or B133-2014, with modifications for Ohio public construction,

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once funds are in place to proceed with design. The agreement will cover both the Main Library renovations and those at the Bertram Woods Branch Library; cost of services is to include both locations, with individual costs given for each. The Library reserves the right to determine if it will move forward with the renovations to the Bertram Woods Branch Library and remove this scope of services from the agreement if the decision is made not to proceed with all or a portion of the Bertram Woods Branch Library renovations.

SHPL wishes to begin design services as soon as a firm is selected. Design professionals wishing to submit a statement of qualifications for the Project must do so in writing before **4 p.m. on March 22, 2019**. **Three (3) paper copies** and one electronic copy of the firm's qualifications and statement of interest in the Project must be submitted to:

Amy Switzer, Director  
Shaker Heights Public Library  
16500 Van Aken Boulevard  
Shaker Heights, OH 44120

Direct questions concerning the Project to Roger Riachi, RFC Contracting (440.572.9444 or [rriachi@rfccontracting.com](mailto:rriachi@rfccontracting.com)).

Attachment: Summary of the Library's goals for the Project (dated February 2019)

# Shaker Heights Public Library

## Library Mission Statement

Shaker Heights Public Library strengthens our community and transforms lives by bringing together people, information, and ideas.

## Background

Shaker Library was established as a school district library in 1937. It currently is an independent library system with a 1,203,966 item collection – 211,038 physical items and 992,928 digital items. The library is governed by a seven-member Board of Trustees that is appointed by the Shaker Heights Board of Education. The Board acts on behalf of the tax payers of Shaker Heights and functions as the Owner in all contracts.

The library's original building opened in 1951 and a branch library, Bertram Woods, opened in 1960. In 1993 a new Main Library, located at 16500 Van Aken Boulevard in Shaker Heights, was dedicated in the renovated Moreland Elementary School building. This building, the current location of the Main Library, was built in 1926 and is 65,179 square feet (including basement).

The Main Library is owned by the City of Shaker Heights and is leased by the Shaker Heights Public Library. According to its lease agreement with the City, the Library is responsible for all maintenance, improvements, and repairs of the leased premises. The Bertram Woods Branch Library building and adjacent property are owned by the Library. Built in 1960, the Woods Branch is 11,903 square feet (including basement).

In May 2018 the library passed an operating levy, its first in ten years. The operating levy will allow the library to spend \$12.4 million to renovate and update both library buildings. The Main Library will be renovated first, with a budget of just over \$10 million, followed at a later date by a renovation of the Bertram Woods Branch.

More information about our library can be found at [www.shakerlibrary.org/](http://www.shakerlibrary.org/). Information about our facilities studies is available at <https://shakerlibrary.org/category/library-facilities/>.

## Housing a 21<sup>st</sup> Century in Shaker Library's Existing Buildings

To serve as the home of a 21<sup>st</sup> Century Library, Shaker Library's facilities must be renovated to satisfy three criteria that are common to new library construction:

1. **Maximize accessibility, especially for children and the mobility impaired.** Critical library services must be easily accessible at all times to these service groups.
2. **Embrace technology.** Traditional media are not going away, but technology is changing how customers use libraries. Library design must accommodate these

changes - not just by providing appropriate technology, but by accommodating the ways technology changes how customers use physical library space (e.g., collaborative work and multimedia content production)

3. **Anticipate future change.** Continued changes in the use of physical library space are inevitable. Static thinking for uses of space is an expensive impediment to future adaptation.

## Renovation Goals:

In addition to addressing maintenance needs in both buildings, renovations will create:

1. **New Spaces for Library Users of All Ages** that meet current learning and collaboration needs of users and that can be reconfigured to meet future needs with minimal disruption and cost. These will include:
  - o Spaces that offer privacy and quiet.
  - o Appealing reading spaces throughout the library.
  - o Spaces where users can easily collaborate and that provide access to cutting-edge technology.
  - o Flexible furniture to encourage creativity, collaboration, and concentration.
  - o Space and furniture with multiple types of access to power and connectivity that allow library patrons to easily use their own tools.
2. **Spaces for Children** that are inviting and engaging, will help create a love of reading, learning, and exploration, and will help prepare kids for success in school and beyond. These will include:
  - o Spaces where parents and children can read and learn together.
  - o Interactive play spaces that encourage learning through play.
  - o Spaces for cozy reading and play.
  - o Spaces for both quiet and collaborative work.
  - o Family-friendly computer space at Main.
  - o A larger, more flexible program room at Main.
3. **A More Inviting and Accessible Space at Main for Teens** that:
  - o Is located on the first floor.
  - o Is open all hours the library is open, instead of the limited hours of the current Teen Center.
  - o Provides better access to Main Library's computers and the collection, with the entire teen collection in one place
  - o Includes flexible, inviting spaces to collaborate on projects, study with groups, or socialize to create a sense of community.
4. **Better "Community Center" space** with meeting and activity rooms of varied sizes at Main Library. These will include:
  - o More quiet study rooms that can accommodate 4 people, instead of the current 2.
  - o Renovated, flexible meeting rooms that support the use of cutting-edge technology and collaboration

- Meeting rooms that integrate audiovisual equipment and support electronic presentations.
  - Co-working and creation spaces.
5. The addition of **Quiet Study rooms at Bertram Woods Branch**, which are consistently requested by customers.
  6. **An Updated Computer Area on the Main Library First Floor** that can accommodate changing technology needs and that is readily accessible, particularly for user with mobility issues.
  7. **New Features to Make Shaker Library's Collection More Accessible and Easier to Use and Explore**, such as lower shelving for better visibility, modern displays, and face-out shelving.
  8. **More Efficient Library Operations** by
    - Moving administrative offices to the second floor
    - Moving the maintenance workroom and Friends sorting room from the second floor to the basement.
    - Creating work space for public service staff with areas designed for collaborative and quiet work, rather than being divided by department.
    - Creating customer service points that are efficient to staff.