
Shaker Heights Public Library

Owner's Representative Request for Proposals

ISSUED: Wednesday, November 28, 2018

PROPOSALS DUE BY: Wednesday December 19, 2018 by 12:00 noon.

A. INTRODUCTION

The Shaker Heights Public Library Board of Trustees is seeking Owner's Representative services for the design and renovation of the Main Library.

The Board intends to hire an Owner's Representative prior to contracting with an Architectural firm and a Construction Management firm and plans for the Owner's Representative to participate in the selection of the Architect and Construction Manager in early 2019. The Owner's Representative will work closely with the Architect and Construction Manager during all phases of work.

The Owner's Representative will work with the Shaker Heights Public Library Board of Trustees, Architect, Construction Manager, a planning committee, and library staff to develop a Building Program and Construction Project which incorporates prioritized improvements within budgeted funds.

B. LIBRARY MISSION STATEMENT

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

C. BACKGROUND

Shaker Library was established as a school district library in 1937. It currently is an independent library system with a 1,039,852 item collection – 214,068 physical items and 825,784 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/. Information about our facilities studies is available at <https://shakerlibrary.org/category/library-facilities/>.

D. SCOPE OF SERVICES

General

1. Provide oversight and coordination of the project on behalf of the Owner to effectively balance costs, time and quality.
2. Working with the Owner, Architect, and Contractor, help identify and prioritize building needs and develop a Building Program.
3. Assure that the renovation conforms to the established Building Program and priorities of the Library.
4. Meet monthly with the Library's planning committee.
5. Report to the Board regarding project progress each month at regularly scheduled Board meetings. Board meetings are generally held on the third Monday of each month at 6:30 p.m.
6. Act as liaison between the Project Team members and assist in the obtaining of building permits, other governmental approvals, authorizations and sign-off's as necessary for the design, construction and operations of the project.
7. Estimate and monitor construction costs.
8. Review all applications for payment and generate monthly draw request for Library.
9. Assist Owner in processing needed approvals and responding to Requests for Information in a timely manner.
10. Maintain comprehensive project records for Owner's use.
11. Advise Library on resolution of claims and disputes.

Phase I: Pre-Design/Planning

1. Manage Architect selection, including advertising, generating Requests for Proposals (RFPs), checking references, analyzing fees, managing the interview process and attending interviews.
2. Manage Construction Manager selection process including advertising, generating RFPs, checking references, analyzing fees, managing the interview process and attending interviews.
3. Develop contracts in conjunction with legal counsel for the Architect and Construction Manager.
4. Review all insurance documents and worker's compensation policies from all members of the Project Team.
5. Work with the Project Team to perform an updated building assessment for the Main Library and the Bertram Woods branch, including but not limited to, inspection of all mechanical and electrical systems, elevators, life safety systems, façades, and roof systems as well as ADA compliance.
6. Prepare a preliminary project budget to be maintained and updated regularly throughout the project.
7. Work with the Project Team to outline critical design goals for a successful project and refine the scope of work to be within Library's budget.
8. Help coordinate and plan four public forums to facilitate the receiving and processing of public feedback on the design process for the renovation of the Main Library.

Phase II: Design and Documentation

1. Facilitate the development of design documents for the renovation and repair of the Main Library.
2. Attend weekly Project Team design meetings. Coordinate attendance at these meetings with members of the library planning committee as needed.
3. Review Design Documents through each phase of development for conformance to Building Program, the Americans with Disabilities Act, local building codes, Shaker Heights building standards for public buildings, and Library requirements. Provide timely feedback on these issues to the Owner and the Project Team.

Furniture and Equipment

4. Coordinate the bid process for acquisition of furniture, equipment, and other services.

Phase III: Construction Administration

1. Facilitate the construction of the renovation and repairs for the Main Library.
2. Serve as primary contact for the Owner during construction and facilitate obtaining all necessary approvals from the Owner.

3. Review final Construction Documents for compliance with the Building Program and Library requirements.
4. Review preliminary and final construction schedules.
5. Attend weekly construction meetings.
6. Review and monitor construction administration activities of the Architect, including the following:
 - a. Technical review and approval of material submittals and samples,
 - b. Resolution of Requests for Information that may arise during construction,
 - c. Processing of change orders, subject to Owner approval,
 - d. Processing of Payment Applications, subject to Owner approval
7. Monitor progress of construction work to determine compliance with the Contract Documents and provide weekly Site Visit Reports during construction.

Furniture and Equipment

8. Review and approve furniture and equipment drawings submitted by vendors to determine conformance with the building program.
9. Prepare and maintain a furniture and equipment purchase and delivery schedule and monitor the performance of vendors against that schedule.
10. Manage the installation of the furniture and equipment.
11. Review invoices for furniture and equipment and recommend payment to the Library.

Phase IV: Close-Out and Post-Construction

1. Perform the punch list inspection in conjunction with the Project Team.
2. Review and recommend to the Library the approval of the issuance of the Certificate of Substantial Completion.
3. Verify that the corrective work described on the punch list is completed, recommend to the Library the approval of the issuance of the Certificate of Final Acceptance and approval of the final payment to the contractor.
4. Prepare final report on budget and schedule performance.
5. Obtain and review all operating and maintenance manuals and close-out submittals including As-Built Drawings.

E. EVALUATION CRITERIA

The proposal will be evaluated on the following criteria:

1. Completeness – The proposal should include all the information included in the submission requirements (Section F). Information should be complete and clear.
2. Qualifications and Previous Project Experience – It is important that the owner's representative possess excellent communication skills; familiarity with the local construction community, permitting, design approvals, and City of Shaker Heights departments and staff; owners representative experience; knowledge of construction costs; and an ability to understand and represent the Library's interests.
3. The Library will examine the requested previous projects documented in the proposal and will contact references. While not a prerequisite, experience with public entities is preferred.
4. Proposed Fee for Services for Project Phases I, II, III, and IV.
5. Interview

F. PROPOSAL SUBMISSION REQUIREMENTS:

Proposals must be emailed in PDF format no later than 12:00 noon on Wednesday December 19, 2018. The proposal should be signed by an officer authorized to make a commitment for the firm. Submit proposals to:

Amy L. Switzer
Director
Shaker Heights Public Library
16500 Van Aken Blvd
Shaker Heights, OH 44120
director@shakerlibrary.org

Include the following in the proposal (in the order listed below):

1. Title page that shows the name of agency/firm, address, telephone number, email address, name of contact person, date and the subject: REQUEST FOR PROPOSAL FOR OWNER'S REPRESENTATIVE SERVICES- ' _____ ' (FIRM).
2. Cover letter. Indicate what value you have added to similar projects such as improved functionality, cost savings, etc. Why should you be selected?
3. Type of organization (individual, partnership, corporation, or other).
4. Principles of firm, length of association and a concise statement of general background.
5. The professional biography of the individual(s) who will be the Owner's Representative and others who may be involved in the project

6. References/completed projects. Please identify at least three completed public library and/or comparable projects, which the Owner's Representative has done individually or collectively within the past ten years, which best represent your firm's present level of ability to manage this project.
 - a. Brief description of project and date of completion
 - b. Gross square feet
 - c. Cost of construction and/or interior modifications and furnishings
 - d. Design Architect, project Architect, interior designer
 - e. General Contractor/Construction Manager, contact person and phone number
 - f. Client contact—name, position, address, phone number, and email address
7. Current and anticipated work load of team member(s).
8. Describe the firm's experience in cost estimating and the management of project budgets. Provide a complete list of completed projects from the past five years, showing final construction cost estimate, bid accepted and % bid was over or under estimate and % related to change orders.
9. Recommended fee structure for each portion of the scope of the work and reimbursable expenses with a "not to exceed" estimate of the total cost.

G. ANTICIPATED SCHEDULE

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| November 28, 2018 | RFP distributed |
| December 6, 2018 | Submit questions in writing via email to director@shakerlibrary.org (by 5:00 p.m.) |
| December 10, 2018 | Responses will be distributed to all respondents |
| December 19, 2018 | Proposals due (by 12:00 noon) |
| Early January | Candidate Interviews |
| January 22, 2019 | Owner's Representative recommended for approval to Library Board of Trustees |

The Shaker Heights Public Library Board of Trustees intends to award a contract to the firm that best satisfies the design and project needs of the library. This request for proposals does not commit the Library Board to award a contract or share in the expense of preparing a proposal.

Shaker Heights Public Library

Addendum: Candidate Questions and Answers December 10, 2018

1. Do you have a preliminary schedule for the project in terms of your expectations for durations of Phases 1 – 4?

The library plans to select Owner's Rep and form the Building Committee by the end of January 2019 and hopes to select Architect and Construction Manager in March 2019. We anticipate 8-10 months in design and 12-16 months in phased construction.

2. Is there a budget set for these services?

The project budget is \$12.4M for both buildings, with approximately \$10.4M at the Main Library and approximately \$2M for the branch.

3. Are you looking for full time services or part time services?

The library expects that part-time OR services will be sufficient, with the understanding that there may be heavier weeks than others.

4. I am assuming that it is your intention to start moving forward rapidly with your project as soon as you select an Owner's Representative as opposed to moving forward slowly.

Yes.

5. The back-up information on library facilities implies that a significant portion of the scope will be deferred maintenance based on a to be updated assessment of both Bertram Woods and the Main Library branch including updates and renovation of interiors. Do you have a preliminary program available for the desired renovations?

A facility assessment of both buildings was conducted in 2014. The last major renovation of the Main Library was in 1993, with additional work done in 1998 and 2011. In the 2014 assessment the roof and HVAC were flagged as needing replacement. An updated facility assessment is part of the scope of service (Phase I, #5).

This project must to address the maintenance issues identified as well as update the library to be a 21st Century library.

HBM Architects did the 2014 facility study. HBM also did some concept work as part of the 2016 facility study. This was in preparation for the operating levy that passed in May. Priorities include:

Goals for 21st Century Library Buildings

- Make our library easily accessible to everyone, especially children and the mobility-impaired
- Embrace technology
- Anticipate future needs

Renovation Features & Benefits

- New spaces for library users of all ages
- Welcoming and engaging areas for children and families
- More inviting and accessible space for teens at Main Library
- Flexible meeting rooms that support the latest technology
- Updated and accessible computer center on Main Library's first floor
- Features to make Shaker Library's collection more accessible and easier to use and explore
- Creation space for investigating, inventing, and collaborating
- Seating options to meet a variety of needs and privacy requirements
- Student-friendly spaces for collaboration and study groups
- These renovation features, along with the enhanced services and programs they will facilitate, are designed to create a welcoming "Community Center" environment

6. The main branch is on the National Register, do you anticipate any exterior scope that may trigger a review process with the National Parks Department?

Neither Shaker Library building is on the National Register, so there is no issue with the National Parks. However, a full design review by the City of Shaker Heights Building Department AND Architectural Review Board should be anticipated.

7. General Scope, item #7, estimate and monitor construction costs, does the library anticipate the Owner's Rep will provide a peer estimate?

The Owner's Rep shall work with the Construction Manager and Architect to develop and track the construction cost estimates AND shall provide an independent review of the construction cost estimates to flag and investigate anything that appears outside typical and/or published construction cost data.

8. At what phase does the library anticipate engaging a Construction Manager?

In the pre-design/planning phase.