



ARCHITECTURAL DESIGN SERVICES REQUEST FOR PROPOSAL (RFP)

Date Released: May 1, 2019

Responses Due: June 15, 2019

RFP Submitted By: Cindi Galabota, Development Officer

NOTICE TO RESPONDENTS

(A respondent is defined as a company or individual that responds to this RFP.)

NOTICE IS HEREBY GIVEN that proposals and qualifications are being solicited by the Upper San Juan Library District (“Owner” or “Library”) to obtain architectural design services as described herein for the Ruby M. Sisson Memorial Library. Individuals or firms responding to this Request for Proposal should have extensive experience, a knowledgeable background and qualifications in the provision of the services described herein.

Proposals shall be received by June 15, 2019 no later than 5:00PM at the Ruby M. Sisson Memorial Library located at 811 San Juan Street. Proposals may be mailed to PO Box 849, Pagosa Springs, CO 81147 or hand delivered during regular business hours (9:00 am to 6:00 pm Monday and Wednesday; 9:00 am to 7:00 pm Tuesday and Thursday; 9:00 am to 5:00 pm Friday and Saturday). All proposals will be reviewed by a committee which consists of members selected by the Upper San Juan Library District Board of Trustees and the Ruby M. Sisson Memorial Library Foundation Board of Directors.

Interested respondents shall submit one (1) original and two (2) copies of their proposal for further copying (if necessary). These RFPs can be emailed to ruby@pagosalibrary.org or hand delivered.

PROJECT DESCRIPTION

The Ruby M. Sisson Memorial Library has determined the need to expand its facility to create more space for its collections, while also building a new, large classroom/meeting room space that will accommodate approximately 100 people and be available for public use when not being used by the Library. Renovations will also be completed in the existing library as necessary.

DESCRIPTION OF SERVICES

A written report would address the following space and functional issues:*

- Description of various uses with square footage requirements.
- Description of intended multi-use areas required to meet various community needs.
- Conceptual layout identifying all uses and building functionality.
- Operations and maintenance considerations.
- Storage, equipment, and security considerations.
- Consideration of renovating and building to meet LEED or other environmental qualifications.
- Description of renovations of current facility.

*It is expected that the architectural consultant selected will approach the renovations and new build project in the most efficient manner possible. A written report must detail cost estimates by component, estimated renovation and construction time frame and potential problems that might be encountered in the renovation and construction process.

All proposals submitted must include at a minimum 1) name, address and telephone number of firm or individual submitting the proposal; 2) an explanation of the consultant's general approach to the project; 3) a scope of work with step-by-step breakdown of the tasks to be undertaken and the costs of each; 4) a schedule of work; 5) a description of the firm, its size, personnel, use of subcontractors, etc; 6) a description of the consultant's qualifications including staff capabilities and experience with similar projects; 7) resumes of those proposed to do the actual work; 8) a list of references; 9) a list of all similar projects completed in the last 48 months by client name and brief project description.

All proposals will be evaluated by a committee including members selected by the USJLD Board of Trustees and the Ruby M. Sisson Memorial Library Foundation Board of Directors. Selection will be based on 1) knowledge and experience of the firm doing the work; 2) satisfactory recommendations from past clients; 3) cost; 4) detail and understanding of the scope of work as demonstrated in the proposal.

TIMEFRAME

The firm will be chosen after a DOLA Administrative Planning Grant has been awarded to the Ruby M. Sisson Memorial Library. The Upper San Juan Library District expects to award a contract to the successful architectural firm by August 1, 2019. A draft report will be provided to the USJLD Board of Trustees by September 15, 2019.