

AZALEA REGIONAL LIBRARY SYSTEM

REQUEST FOR QUALIFICATIONS

and

REQUEST FOR PROPOSALS

To Provide

Design and Professional Services

for

**O'Kelly Memorial Library
New Facility**

**363 Conyers Road
Loganville, GA 30052**

**O'Kelly Memorial Library Board of Trustees
Lisa Luttrell, Chair**

Solicitation Issue Date: Tuesday, August 1, 2023

Mandatory Site Visit: Thursday, August 17, 2023, at 10:30am

Question submission deadline: Thursday, August 17, 2023

Questions may be submitted prior to the Mandatory Site Visit on August 17, 2023; however, no answers will be provided and/or circulated prior to that date.

Qualifications Packages Due: Monday, August 31, 2023, by 5:00 pm

RFP Evaluations Begin: September 08, 2023-September 12, 2023

Interviews of Short List of Firms: Week of September 13-15, 2023

Contract Negotiations: Week of September 18-22, 2023

Notice to Proceed: To be scheduled

INVITATION TO SUBMIT PROPOSAL

1. Introduction

The Azalea Regional Library System and O’Kelly Memorial Library Board of Trustees request proposals for professional architectural services in the design of a new facility for the O’Kelly Memorial Library, to be located on Main Street in downtown Loganville.

The O’Kelly Memorial Library’s new facility will be constructed with funds from State of Georgia Capital Outlay funds with matching funds coming from the City of Loganville, Walton County Board of Commissioners, and local donations from community stakeholders. The project has an existing budget of \$5,700,000.00 for all costs including consultant fees, permits, furniture, equipment, construction, and site development. An active fundraising campaign is underway to raise additional funds to go toward the construction project, with a goal of raising an additional \$2,000,000.00. Architectural responsibilities will include building design and site design as well as construction administration for all aspects of the project. Architectural responsibilities will also include working closely with Azalea Regional Library’s Executive Director and personnel, O’Kelly Memorial Library Board of Trustees, AZRLS Construction Committee, and the Georgia Public Library Service’s construction consultant.

Proposals are to be mailed or hand delivered to Azalea Regional Library System, 1121 East Ave, Madison GA 30650, Attn: Stacy Brown, Executive Director. **Proposals are due no later than Monday, August 31, 2023, at 5:00PM.** Proposal packages will be evaluated by Azalea Regional Library System administration, O’Kelly Memorial Library Trustees, GPLS, and select local consultants. There is a mandatory site visit scheduled for all interested architects on Thursday, August 17, 2023 at 10:30am. Once finalists have been chosen, they will be requested to interview and make a presentation to a committee made up of representatives from the parties named above during the week of September 13-15, 2023.

Any respondent interested in visiting the O’Kelly Memorial Library or with any questions about the scope of services to be provided may contact Stacy Brown via email at sbrown@azalealibraries.org or by telephone at 706-342-4974 ext. 1010.

All costs related to the preparation, submittal, or presentations of said proposal are the responsibility of the respondent and will not be assumed in full or in part by the O’Kelly Memorial Library Board of Trustees or the Azalea Regional Library System.

The O’Kelly Memorial Library is a Public Agency. Any information submitted to the O’Kelly Memorial Library is subject to release as provided for by the governing authorities. The O’Kelly Memorial Library will take reasonable efforts to protect any information marked “confidential.” It is understood, however, that the O’Kelly Memorial Library will have no liability for disclosure of such information. Any proprietary or otherwise sensitive information contained in or with any Submittal is subject to potential disclosures.

This solicitation does not commit the Azalea Regional Library System to award a contract, to pay any cost incurred in the preparation of the Qualification, or to procure or contract for goods or services. It is the responsibility of each submitter to see that the Library System receives all materials on or before the specified closing date and time. No Submittals will be accepted thereafter. The O’Kelly Memorial Library assumes no responsibility for delivery of proposals that are mailed. The Azalea Regional Library System and the O’Kelly Memorial Library Board of Trustees reserves the right to reject any or all Qualifications, to waive any informalities and technicalities, and to accept the Submittal deemed to be in the best interest of the O’Kelly Memorial Library. The fee proposal will only be but one factor in the grant award.

2. General Project Information

Project Background and Description

The O’Kelly Memorial Library, built in 1989 and one of the busiest libraries in Walton County, serves an expanding and rapidly growing population in Loganville and Walton County. Presently, the library is struggling to meet patron needs due to only 7,162 square feet of usable space. This cherished hometown library of over 30 years will also be significantly impacted by a future GDOT roadway expansion project that will encroach on the library’s footprint, impede growth and accessibility, and eliminate parking and green space. The City of Loganville has committed to relocating and rebuilding the library on City owned property in downtown Loganville.

In 2021, Azalea Regional Library System contracted with McMillan, Pazdan, Smith Architecture to provide a Feasibility Study for the O’Kelly Memorial Library. The area that the O’Kelly Memorial Library serves has a rapidly growing population, and the library is struggling to serve within its capacity. The goal of the Feasibility Study was to address the future needs, examine the utilization of the existing space, and make recommendations for how to maximize the library’s space and site for its best and highest purpose: moving into the future. Architects met with the Executive Director, O’Kelly Memorial Library Board of Trustees, and library staff, toured the building, and evaluated the existing facility. Conversations focused on the quality and condition of existing spaces, how programs are affected by current library limitations, how the library could be re-envisioned, and what additional functions and programs the library should contain to meet the ongoing needs of the community and staff. As a result of these meetings, the following goals were identified:

- Increase the children’s area and provide dedicated programming space.
- Update the public restrooms and shelving to be ADA compliant.
- Incorporate more meeting spaces such as study rooms and a larger conference room.
- Create a dedicated Young Adult and makerspace area.
- Additional spaces for storage.
- Define an outdoor programming area in context to the site that is safe and welcoming.
- Enlarge the staff workroom to accommodate workflow and processing needs.

The Feasibility Study included a high-level assessment of the existing library, and documented the current shortcomings and challenges, as well as provided a recommendation on how the library can achieve the required growth necessary to host the community needs. After conducting an analysis of the library's existing site, and considering future adjacent developments, MPS recommended that the O'Kelly Memorial Library should pursue a new site to best accommodate the future needs of the library for the following reasons:

- The O'Kelly Memorial Library is currently serving a population that is larger than it can accommodate within its existing footprint. The library currently serves a population of 31,869. To determine the required square feet for that population a .6 multiplier (GPLS standard space requirement multiplier) had been applied, resulting in the conclusion that the library will need to grow to at least 19,122 SF or more. Therefore, the library would require an addition to accommodate this necessary growth. However, the existing site does not have the available square feet necessary to allow for expansion. Furthermore, the projected growth of the population would require an even larger facility that the current site will not be able to accommodate.

- The library is currently located at the intersection of two major vehicular corridors, that are slated for expansion. The future GDOT plan for the vehicular expansion significantly encroaches on the library's site and will further limit any potential growth on the site. In addition, the library's proximity to this major vehicular intersection is currently a safety concern (Hwy 78/20), prohibiting secure outdoor programming, and will be exacerbated by the expansion. The library is also bordered by protected wetlands and a sub pump station.

3. Design Professional Services Requirements.

Anticipated building design includes but is not limited to:

- Architectural design of the building.
- Design of all building electrical, mechanical, and plumbing systems.
- Estimation of project construction costs.
- Interior design services.
- Furniture and equipment bid documentation.

The architect shall provide all drawings, specifications, and bid documents necessary for bidding and completing the development and construction of this project. Architect shall be prepared to present plans and specifications to the AZRLS Executive Director, O'Kelly Memorial Library Board of Trustees, GPLS, and local consultants. The architect shall be briefed by the AZRLS Executive Director and the Construction Committee to project initiation and shall be expected to prepare minor architectural changes based upon inspection of these plans by these groups. All architectural plans and purchase of furniture and equipment for this project shall be subject to approval by the O'Kelly Memorial Library Board of Trustees and the AZRLS Executive Director.

4. Scope of Services.

The scope of required architectural, engineering, interior design and design project management services is summarized below:

- 1) Services required include architectural design, engineering, interior design, project management, and landscape design.
- 2) Obtain the services of other specialists, subcontract, or partner with others as necessary.
- 3) Meet with Regional Administration, O’Kelly Memorial Library Staff and the O’Kelly Memorial Library Board of Trustees to review any specific needs, objectives and/or requirements.
- 4) Meet with representatives of the City of Loganville and Walton County to ensure compatibility with city or county requirements for land utilization and construction standards.
- 5) Review permit requirements of the Georgia Public Library Service rules and meet these requirements throughout entirety of the project.
- 6) Develop a preliminary schematic design, schedule, and budget within the limits of the available funding and regulatory requirements. Obtain approval from the O’Kelly Memorial Library Board of Trustees and the AZRLS Executive Director.
- 7) Submit intermediate design development drawings for approval from the O’Kelly Memorial Library Board of Trustees and the AZRLS Executive Director.
- 8) Develop final construction documents to include architectural, mechanical, electrical, landscaping, and site drawings and specifications. Develop furniture and equipment layout drawings and specifications, including network infrastructure equipment. Develop comprehensive signage and wayfinding systems designs. Submit these documents for approval to the O’Kelly Memorial Library Board of Trustees and the AZRLS Executive Director.
- 9) Prepare a request for bid packages for construction as well as furnishings and equipment including network infrastructure equipment and signage systems.
- 10) Provide regular and frequent onsite inspection throughout the construction process to assure compliance with the construction documents, specifications, drawings, and code compliance.
- 11) Receive, analyze, validate, and recommend action on requests for progress payments from the general contractor and other primary vendors based on the quality and quantity of work performed.
- 12) Receive, analyze, validate, and recommend action on any change orders which may originate with the general contractor. Assist the Library in preparing any change orders that management requires. Participate in negotiating fair and reasonable change order pricing. Obtain approval of change orders from the O’Kelly Memorial Library Board of Trustees and the AZRLS Executive Director. Review, approve and coordinate all project shop drawings.
- 13) Maintain the same work team on the project throughout the duration of the project including the construction phase. Any changes to the team must be initiated by the Executive Director or O’Kelly Memorial Library Board of Trustees or result from a member of the project team leaving the employment of the selected Proposer.
- 14) Provide final inspection of all work including detailed punch lists.
- 15) Formal presentation meetings: The designer and architect will provide support to board and staff as required, to support board and other meetings with visual aids, responding to AZRLS Executive Director and O’Kelly Memorial Library Board of Trustees questions and comments, public information and outreach, City Council and

Board of Commissioners meetings, and other formal presentation meetings as necessary.

5. Requirements

The project design and/or approval procedures to be utilized for this project shall adhere to the applicable Georgia Public Library (GPLS) Construction Project Review Requirements.

The following insurance provisions are required to be maintained for the duration of the project. This insurance will be for claims for injuries to persons or damages to property which may arise from or in connection with the work outlined in the proposal performed by the Proposer, its agents, contractors, subcontractors, or representatives. The cost will be included in the proposal and include:

- **Minimum Limits of Insurance**

Commercial General Liability: \$1,000,000 combined single limit per occurrence for bodily and property damage with a \$2,000,000 aggregate. Per project aggregate.

Automobile Liability: \$500,000 combined single limit per accident for bodily injury and property damage. \$1,000,000 covering all owned vehicles, hired autos and non-owned autos.

Worker's Compensation: Covering all employees meeting statutory limits in compliance with the applicable state and federal laws. The coverage must include Employer's Liability with a minimum limit of \$500,000 for each accident.

Professional Liability Insurance: \$1,000,000 combined single limit per occurrence for bodily and property damage with a \$2,000,000 aggregate.

Builders Risk Insurance: covering the full value of the new facility.

All policies shall name Azalea Regional Library System and its Regional Board of Trustees as additional insured parties on a primary non-contribution basis for ongoing and completed operations. Including waiver of subrogation.

Proof of Insurance: The Azalea Regional Library System shall be furnished with certificates of insurance with original endorsements affecting coverage required by this request. The certificates and endorsements are to be signed by the person authorized by that insurer to bind coverage on its behalf. All certificates of insurance are to be submitted prior to, and approved by, the Azalea Regional Library System before services are begun.

Change of Coverage: The Azalea Regional Library System will be notified of any cancellation or material change in coverage with a thirty (30) day written notice.

Proposal Submission Instructions

All information requested is required. Submission of a proposal is certification to the factual truth of all information presented:

- Name of Firm
 - Address and Contact Information
 - Name and Title of Respondent
 - Years in Business
 - Date of Incorporation
 - State of Incorporation
 - Firm's Insurance Coverage
1. List names and addresses of all officers.
 2. List categories in which firm is legally qualified to do business. Include licenses and registrations where applicable.
 3. Has your firm defaulted on a contract, failed to complete any work awarded, failed to reimburse/pay subcontractors, or been involved in work-related litigation? If yes, please explain.
 4. What is your current workload, and what do you expect it to be in the near future?
 5. How do you assist the owner in obtaining corrective measures, when necessary, during the warranty period?

Fee Proposal

Provide a fee proposal, under separate cover in a sealed envelope, based on the percentage of construction cost to cover all consulting fees needed to complete the work. The total fee proposed shall be considered to be inclusive of all fees which will be generated by the primary architect and all subcontractors whose consulting services are required to complete the work described. If the architect anticipates that the services will be required to complete the work which will involve consulting services not outlined in the Scope of Work, the Fee Proposal should describe these services in a distinct line item. The architect shall describe completely any expected reimbursable expenses and provide rates and/or per diem items if applicable.

Screening of respondents will be qualifications based, rather than fee based.

Each responding firm shall document with submittals the following qualifications:

1. A portfolio and references of completed projects that demonstrate applicable qualifications. Digital files of completed project images can count as a portfolio rather than a physical portfolio.
2. A proven ability to develop creative solutions for square footage utilization that maximizes workflow, storage, and supervision requirements.
3. A proven ability to develop aesthetic solutions that reflect the tastes of the Library Board of Trustees, Regional Library Administration, and Construction Committee.
4. A proven ability to successfully perform all phases of work for library projects of comparable size and scope.

5. A proven ability to adhere to program and budget requirements.
6. A proven ability to integrate interior design considerations with building schematic and design development solutions.
7. A proven track record of integration and follow-through of Owner input and concerns pertaining to details.

Proposals shall be evaluated based on their relative responsiveness to the criteria described above and with the criteria weighted as shown:

25%	Firm history of Public Library or Public Building design and construction projects
25%	Experience of the design team, project managers, and consultants designated to be responsible for design and coordination from conception to project completion
25%	Evaluation of previous design work and references
25%	Other considerations including but not limited to fee proposal, additional expenses and firm reputation for budget overruns and change orders for basic services and/or basic bid items

Reservations

The Azalea Regional Library System and O’Kelly Memorial Library Board of Trustees reserves the following rights:

- Rejection of any and all proposals.
- Negotiation of changes in the Scope of Work.
- Negotiation of services to be provided.
- Negotiation of fee proposal.
- Waive any and all technicalities.

The selected Proposer will be expected to present a contract within thirty (30) days of the contract award. The Azalea Regional Library System and O’Kelly Memorial Library Board of Trustees anticipate awarding a contract to extend through the entire plan development and construction phase.

Upon award of the contract, the selected Proposer will be bound to deliver services on the terms and conditions of this document and any negotiations which may occur. As well, the Azalea Regional Library System and O’Kelly Memorial Library Board of Trustees shall be bound on the said terms and conditions to procure the services described and remit payment to the successful Proposer on a progress basis when the work is accepted by the Azalea Regional Library System and O’Kelly Memorial Library Board of Trustees. The selected Proposer shall

understand that as work progresses, minor technical adjustments may be necessary. Timely delivery of services is essential.

The Azalea Regional Library System and O’Kelly Memorial Library Board of Trustees shall have the right to terminate any contract to be made hereunder at its convenience by giving the selected Proposer written notice sixty (60) days in advance of its election to do so and by specifying the effective date of such termination. The selected Proposer shall be paid for services rendered and not in question or in dispute by the effective date of such termination. Further, if the selected Proposer fails to fulfill any of the obligations hereunder, the Azalea Regional Library System and O’Kelly Memorial Library Board of Trustees may, by giving written notice to the selected Proposer, terminate the agreement with said firm for such default. If the agreement is terminated, only the portion of work satisfactorily completed will be paid.

Additional Information

If there are any questions or should the respondent require additional information, contact:
Stacy Brown | sbrown@azalealibraries.org
Azalea Regional Library System
1121 East Ave.
Madison, GA 30650
706-342-4974 ext. 1010

This is to certify that I, the undersigned Proposer, have read the instructions to the proposers and agree to be bound by the provisions of the same.

Date_____

By: _____
Signature

Title

Company

Address
