

**REQUEST FOR PROPOSAL
CONSTRUCTION MANAGEMENT AT RISK SERVICES
FOR THE
EXPANSION AND RENOVATION OF THE ALLEGAN DISTRICT LIBRARY
ALLEGAN, MICHIGAN**

Instructions

Respond to all items and questions.

Preparation of the proposal response should be economical, concise, and limited to 50 pages (not including covers and dividers). Organize response according to Section numbering provided.

Proposals are due by 5:00pm on March 3, 2017

It is highly recommended a site visitation be conducted prior to submission of your proposal. A site visitation is scheduled for **February 9, 2017 at 1pm**. Please meet at the library service counter prior to the start of the site tour.

Send Proposals (4 copies) to:

Allegan District Library
c/o Ryan Deery, Director
331 Hubbard Street
Allegan, Michigan 49010

In lieu of sending hard copy proposals,
Proposals may be emailed to the Director Ryan Deery at rdeery@alleganlibrary.org

For the firms that previously responded to our RFP, we have kept your submissions sealed and in our possession but can return them to you for revision, if desired.

Direct any questions in writing to Director Ryan Deery at rdeery@alleganlibrary.org **Questions are due by 5:00pm on Monday February 20, 2017.**

Responses to the questions will be distributed to all participants who have supplied a means of communication.

The owner will have proposals reviewed by a selection committee which will be comprised of library board members and the Library Director. The committee will make a selection of three qualified submissions and make arrangements for a presentation to the committee. Details of the interview will be provided to the three selected firms and all firms will be notified in a timely manner. **Interviews are planned for the week of March 6th.**

Quinn Evans Architects will support the owner in the selection process, but not participate in the final selection or interviews.

Project Description

The Allegan District Library seeks construction management services in planning and executing upon the expansion/renovation of its existing library. The existing 10,400 square foot Library is comprised of a Carnegie Library building constructed in 1914 and later expanded and renovated in 1976. The original structure is historically significant and requires interface with the State Historic Preservation Office. The project is located in a historic district.

The project is located along the water front of the Kalamazoo River and will require clear communication and coordination with the City of Allegan due to limitations of site access and construction staging.

The project will include the demolition and removal of a wood frame building located at 315 Hubbard Street; including control or abatement of any hazardous materials. The plan will include instructions on the backfill of the basement.

The project will include relocation of a locally significant and privately owned two story wood frame structure (Green's Property) approximately 100 feet to the east on adjoining property. The construction management services will include relocation of structure, new foundations with basement and reconnection of services to make the property functional. Site work will be required for parking and minimal landscaping.

The site has a significant amount of elevation change which starts at Hubbard Street and descends approximately 30 feet to the water front. There will be extensive site work but will not include modifications to the river edge or require mitigation of wetlands.

An addition of approximately 10,000 square feet will be added adjacent to the existing historic structure and will consist of a library level with basement below for future expansion. The basement in this phase will also house mechanical equipment and building support services. The addition will be aesthetically sensitive to the existing historic structure and will be of public interest during construction.

The existing building structure will have minor modifications to the exterior but significant reconfiguration on the interior. We anticipate at this time the replacement of electrical and mechanical systems and a robust technology infrastructure. There will be a new elevator inserted within the existing historic structure which will require approval from SHPO.

The project will be a phased project and operations of the library will be maintained throughout the project. If there are limited durations in which library services must be closed, the construction manager must provide ample notification of date and duration. The project will require at least two or three moves, and some moves might require temporary services. The exact nature and extent of this will be established during the development of documents.

Total project budget ceiling including all professional fees, construction costs, fixtures finishes and equipment, book storage and moving, and owner contingency costs is \$6,500,000. The project cost must fall under this total budget ceiling.

The design team is familiar with work on historic structures and in particular libraries within historic structures. The design team and owner are looking for an active partner in the process which will provide timely input on cost, constructability and schedule.

Pre-construction services include cost estimating, scheduling, and input on constructability and phasing.

The CM should outline an approach and strategy for the inclusion of local contractors and suppliers who have the competency and qualifications to properly support the final product. It is the owner's expectation to receive guidance and recommendations on this issue.

A preliminary project schedule is attached as is general project information with preliminary plans and site plan that were used for the millage campaign.

Section 1 – Firm Overview

1. Name of firm and address of corporate office.
2. Address, telephone, and contact information for office servicing this project.
3. Type of organization (partnership, corporation, etc.)
4. Number of years in business.
 - a. How long has your company provided contracting services?
 - b. Construction management services?
5. Brief history, mission, and philosophy of firm.

6. Names of officers, owners and other principals of firm.
7. Provide an indication of the firm's financial capability to handle the project, including bonding capacity and name of bonding firm.
8. What is the firm's dollar value of work in place per year over the last five years?
9. What percentage of your firm's business is conducted as CM at-risk?
10. Has your firm been involved in a termination from a project for convenience or cause? Please explain.
11. Over the past five years, has your firm been party to any lawsuits or arbitration due to nonperformance or contract disputes? Please explain each occurrence.

Section 2 – Relevant Experience

1. Provide a list of projects you would consider most comparable to this, including name of project, description, budget, completion date, and references for both client and architect. Projects which involve libraries, historic structures and phased construction will be of particular interest.
2. List status of all projects currently being worked on by your firm.
 - a. Pre-Construction Phase:
 - b. Construction Phase:
 - c. Project Close-Out:
3. Provide three client and three architectural firm references of similar type of projects.

Section 3 – Professional Services

1. What is your record concerning accuracy of design estimates and actual cost?
2. Describe your approach and procedure to value engineering.
3. Describe the methods used in scheduling the project.
4. List the general work items you have the capability to accomplish within your own firm. Do you intend a certain percentage of actual work to be performed by your own forces? If so, what percentage and what work?
5. Discuss the construction manager's responsibility for providing quality control and inspection of the work in place.
6. Describe your cost control systems for the construction phase of the project.
7. How do you keep your clients informed of the status of the project?

Section 4 – Project Staffing

1. List key staff who will be assigned to this project. Provide resumes for these individuals.
2. List status of all projects currently being worked on by the staff proposed for this project.

Section 5 – Project Approach

1. Describe the firm's approach to an owner-construction manager-architect/engineer team relationship.
2. What is your approach to maximizing local trade contractor participation?
3. What would be the primary issues and concerns you anticipate for this project, and how would you address them?
4. Describe your anticipated process for cost control on the project.
5. Describe your anticipated process for controlling the project schedule.
6. Describe your anticipated process for quality assurance and control.
7. Describe your anticipated process for ensuring safety on the project.
8. Provide a summary schedule outlining the timing, sequencing and phasing (if appropriate) of the project.

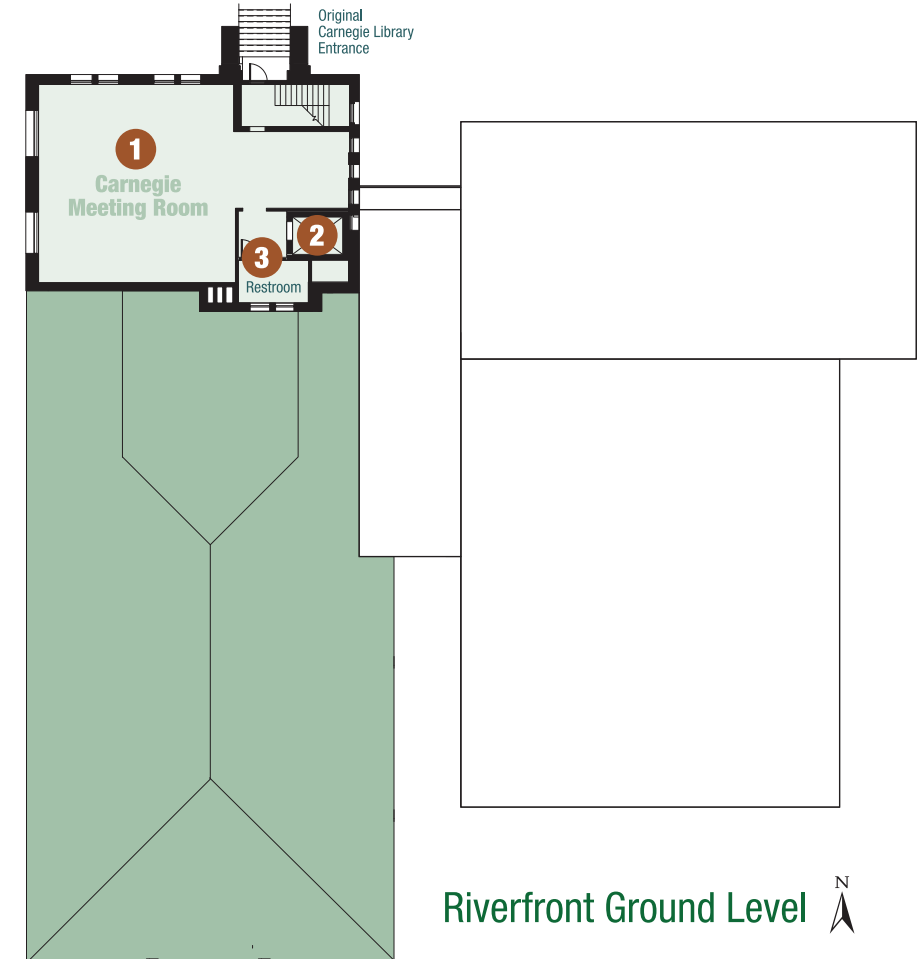
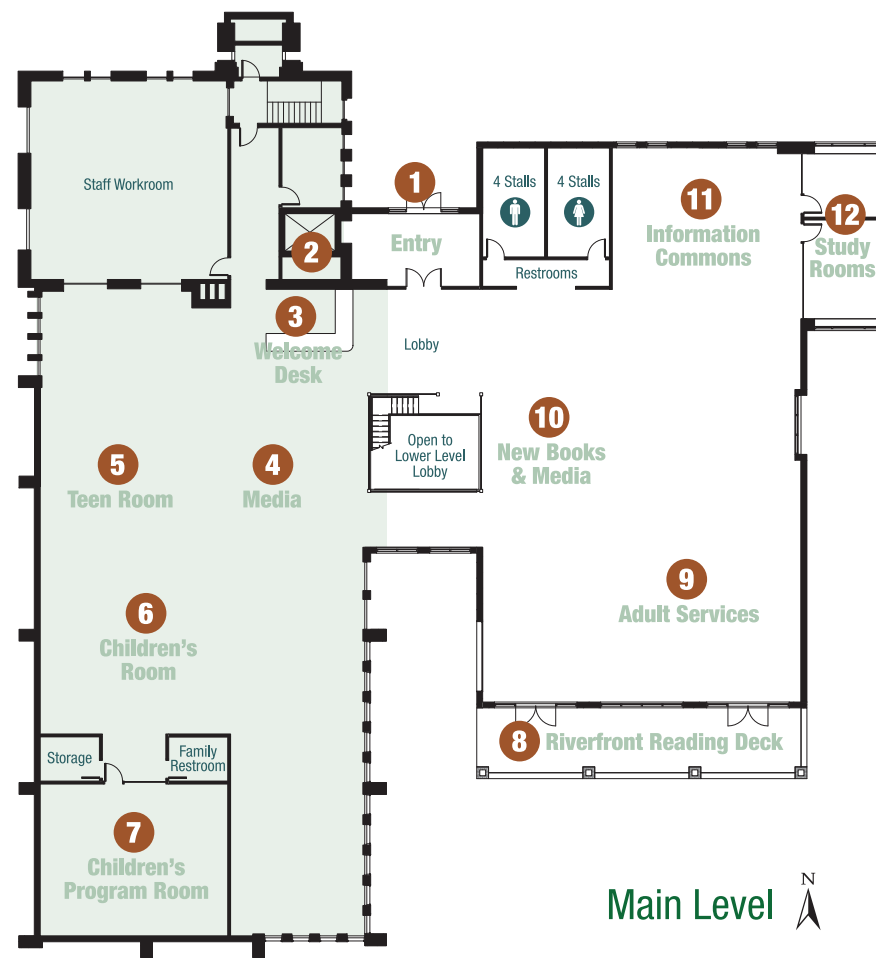
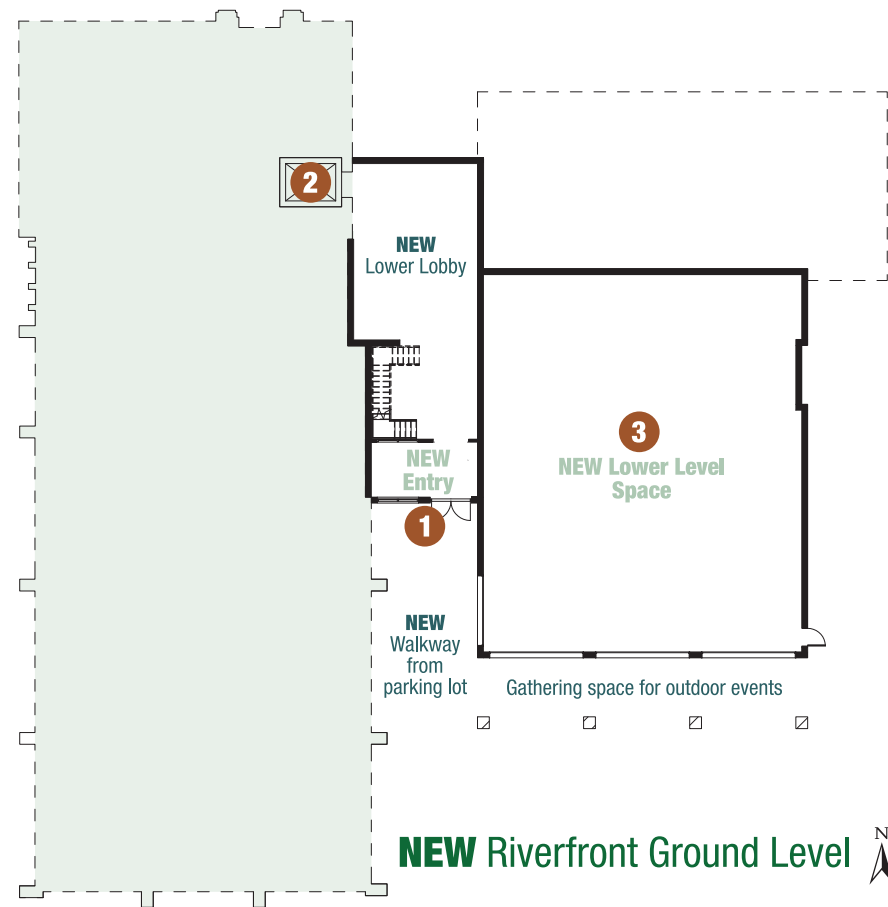
Section 6 – Fees

1. Provide a complete statement of professional fees structure, personnel expenses, and other usual and customary expenses for a project of this size and scope.
2. Provide a breakdown of the above-mentioned items in terms of whether they are reimbursable, owner direct costs, included in the fee, or items included in trade contract packages.
3. Provide your fee percentage for profit and overhead as a total of construction cost.
4. Provide your bond and general liability insurance rates.

Section 7 – Overall Firm Differentiation and Qualifications

1. Describe your firm's overall service philosophy, and how it relates to your ability to provide a successful project outcome.
2. Explain your firm's approach to and experience with partnering and teaming.
3. Describe your firm's safety record.
4. Briefly describe why your firm should be selected.

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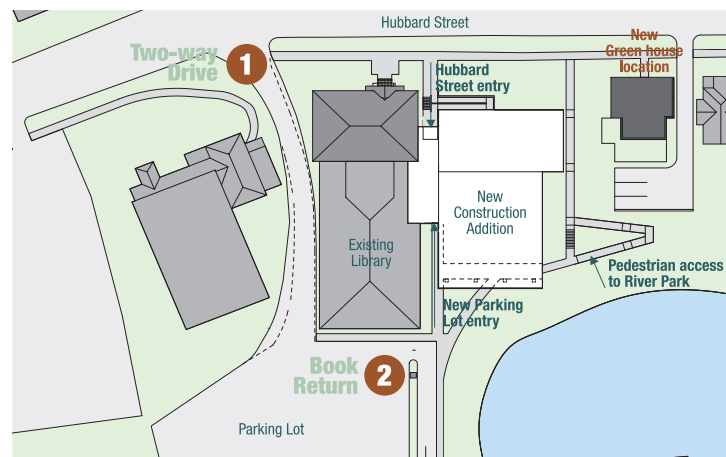
Library Improvement Plan

For residents of the Allegan Library District

Site Plan

Preliminary Working Diagram (3.2016)*

- 1 Two-way Drive
- 2 A Drive-Up Book & Media Return that is accessible from a vehicle



NEW Riverfront Ground Level

Preliminary Working Diagram (3.2016)*

- 1 NEW Riverfront Entrance**
Ground level entrance adjacent to Riverfront parking lot
ADA parking spaces close to entrance
Gathering space under the Reading Deck for library and community events
- 2 Elevator**
Elevator access to main level and Carnegie Meeting Room
- 3 NEW Lower Level Space**
Mechanical systems, storage, Friends book sale space, and adaptable space for other needs

Main Level Preliminary Working Diagram (3.2016)*

- 1 New Entrance**
Barrier-free access from Hubbard St.
- 2 Elevator**
Elevator provides access from the new Riverfront ground level entrance to main level and Carnegie Meeting Room
- 3 Welcome Desk**
Circulation services and help desk
Self-checkout station
Community information kiosk
Photocopy machine nearby
- 4 Media**
DVD, audiobook and music CD collections
- 5 Teen Room**
Dedicated space designed for teens to meet, study and read
Study tables
Computer workstations
Young adult books, graphic novels and magazines
- 6 Children's Room**
A larger children's room with an interactive learning environment and hands-on activities
Early literacy family area with early learning computer stations that have seating for a child and parent
Elementary Zone with study tables, homework resources and museum-style "discovery" stations
Fiction and nonfiction books and media
Self-check station

- 7 Children's Program Room**
Self-enclosed space for storytimes, after-school activities and family programs
Presentation equipment
Sinks for clean-up after crafts and other projects
Open for independent learning activities when not used for programs
- 8 Riverfront Reading Deck**
Overlooks riverfront
Seats for reading or studying
- 9 Adult Services**
Quiet reading area
Tables with reading lamps
A business area with a specialized collection and resources for business owners and entrepreneurs
Fiction and nonfiction books
Improved shelving to make browsing easier
Local history collection
- 10 New Books & Media**
More popular and high-demand materials like bestselling books and DVDs
Beverage station
- 11 Information Commons**
A Digital Media Lab with equipment and software that can be used to produce videos, record oral history, create music, scan and touch up photos, design websites and learn about animation
Media transfer equipment to convert VHS tapes and similar media to DVDs
Expanded computer workstations with more work space and privacy
Laptop computers for check out

- 12 Study Rooms**
Enclosed rooms where K-12 students and others can meet and collaborate
Whiteboard and tackable wall surface
- Expanded digital and virtual services**
More e-books, e-audiobooks and streaming videos
An updated online catalog
Digitized Allegan newspapers back to 1856

Flexible and multifunctional spaces designed so they can be reconfigured to respond to changing needs, new services, and emerging technologies and formats.

Carnegie Meeting Room

Preliminary Working Diagram (3.2016)*

- 1 Carnegie Meeting Room**
Meeting space for library programs and community groups
Professional presentation equipment, WiFi, chairs and tables that can be arranged either in theater style or classroom style
Library programs about searching for jobs, researching potential employers, writing resumes and using social media to find jobs
Library workshops about using the new Digital Media Lab to create video, music and websites
Daytime programs for seniors
- 2 Elevator**
Elevator access from Riverfront ground level to main level and Carnegie Meeting Room
- 3 Restroom**

Site preparation for the Library Improvement Plan includes demolition of the structure at 315 Hubbard St., the cost to relocate the Green house from 327 Hubbard St. to 315 Hubbard St., and the cost to acquire the vacant lot at 319 Hubbard St.

The Allegan District Library Building Program and Library Improvement Plan ("Plan") was developed by the Allegan District Library Board of Trustees and library staff and was approved by the Allegan District Library Board of Trustees.

*Final arrangement and allocation of space to be determined during the building design process.