

REQUEST FOR PROPOSALS

Architectural Services for Omaha Public Library Relocation

Proposals Due: February 15, 2022 5:00PM CST

- I. **INVITATION TO SUBMIT PROPOSALS.** By this Request for Proposals (RFP), Noddle Development Companies (Owner’s Representative), with main office at 2285 South 67th Street, Suite 250, Omaha, Nebraska 68106 is hereby requesting proposals for the award of architectural and engineering services for the Omaha Public Library Relocation project.

Please notify Tarna Kidder, 402-496-1616 or at tarna@noddlecompanies.com to express your intent to respond to this RFP. Only confirmed respondents will be notified of updates during the proposal phase.

Tours of the facilities have been scheduled for **Tuesday February 8, 2022:**

1:00pm	1401 Jones Street
3:00pm	84 th & Frederick

Interested respondents are encouraged to attend.

You can also contact Tarna Kidder with any questions at any time related to the RFP prior to **February 11, 2022**. Collected questions will be answered and distributed to all interested respondents.

- II. **PROJECT DESCRIPTION AND INFORMATION.** The description of the project and general project information include the following:
1. The project consists of three elements requiring architectural and engineering services:
 - i. tenant improvements of ~30,000 SF in a leased facility located at 1401 Jones Street;
 - ii. tenant improvements of ~90,000 SF in a leased facility located at 84th & Frederick Streets.
 - iii. FFE inventory, planning, procurement, and management for both the 1401 Jones Street and the 84th & Frederick Street locations.

Additional Information provided by the City of Omaha can be found at the end of this solicitation.

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2. Architecture and engineering services will be awarded as a single agreement, but proposer must clearly identify the fees associated with each element separately in their proposal.
3. The Cost of the Work has not been estimated to date.
4. The Architect/Engineer (AE) can expect that the General Contractor and the Library Mover firms will be solicited and awarded with AE input.
5. The project will be delivered in an open-book, cost plus a fee basis, with a Guaranteed Maximum Price (GMP) to be established once Construction Documents are complete.
6. The project is pursuing historical tax credits and the tenant improvement work will need to comply with the associated terms of that approval.
7. The requested date of substantial completion for the project is on or before 9/30/22.

III. REQUIRED DUTIES

The following project-specific duties will be incorporated into the final Architect and Engineer Agreement:

1. It is the Owner's intention that the AE will establish a program specific to each location but coordinated with all elements as well as with the Omaha Public Library System Master Plan.
2. AE is expected to include any necessary specialty consultants on their team.
3. AE is expected to produce two drawing sets; one SD/DD check set and one 'For Construction' document set for each location.
4. AE is expected to proactively participate in the evaluation of alternatives and options throughout design to provide the OPL the best value product.
5. Work is expected to be coordinate through use of 3D tools.
6. A copy of Noddle Companies' standard General Conditions is available upon request.

IV. SUBMISSION REQUIREMENTS. Proposals submitted by interested firms must include the following elements:

1. AE to provide a Proposed Design Team **ORGANIZATIONAL STRUCTURE** to manage the project, including identification of individuals to fill essential roles. At a minimum, the

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project designer, project manager, project architect(s), mechanical engineer, electrical engineer, and consultants shall be identified. Preference will be given to local firms inclusive of all essential roles without the need for subconsultants. Include a project organization chart with reporting relationships and resumes of essential individuals to be specifically assigned to the project. Describe in detail each key individual's most recent project experience of a similar nature and anticipated workload during the duration of this project on other projects and/or assignments. Define the roles of any additional management and/or supervisory personnel to be assigned to the project.

2. Provide **ARCHITECT FEE** separately for each element. Architect and Engineer's fee shall be expressed as a percent of direct construction costs excluding any contingencies. The fee is considered compensation to the AE for costs, overhead, and profit for the entire Project. Provide a separate fee percentage to be applied for potential Owner Requested changes to scope.

The form of agreements will be AIA B103. Standard Form of Agreement Between Owner and Architect, 2009 edition, as modified by the Owner.

3. Provide preliminary **DURATIONS** for design activities including recommended user meetings with library staff. Time is of the essence; respondents must demonstrate firm's ability to work in an accelerated by controlled manner.
4. Define **HOURLY RATES**, by position including all applicable labor burden.
5. Provide 3-5 **EXAMPLE PROJECTS** of similar nature. Indicate which proposed team members participated on those projects and in what role. Work with the Omaha Public Library (OPL) over the past five years is considered most favorable.
6. Describe the firm's **APPROACH** to the project(s). Expound on the firm's library experience, specifically addressing how the design team can support the project's cost and schedule objectives, while simultaneously meeting OPL System aspirations for the future.
7. From the AE perspective, are there any cost savings, efficiencies, or service betterment that can be achieved through a creative approach to the project?
8. **PROPOSAL DELIVERY.** Proposals shall be due at the Noddle Companies office, no later than 5:00 pm, CST on Friday, February 15, 2022. Please submit proposals electronically to Tarna Kidder via email at tarna@noddlecompanies.com.
9. **SELECTION PROCEDURE.** The selection of an AE for the project shall be based upon a careful and objective consideration of the ability of each firm submitting a proposal to perform the services described in this RFP. The following procedure shall be observed in the selection of a Contractor for the Project:

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- Evaluation Phase. Evaluations will be based on proposed project team, firm experience, proposed schedule/duration, and proposed fee structure.
- Contract Negotiation Phase. The Owner Representative shall attempt to negotiate a proposed contract with the firm ranked as having the most responsible proposal starting on or around February 22, 2022. Should the Owner be unable to negotiate a satisfactory contract with the firm on terms the Owner Representative determines to be fair and reasonable, negotiations with that firm the Owner Representative will continue negotiations with the second ranked firm.
- Contract Execution. It is the Owner Representative's intention to have an executed agreement in place between the selected AE and the City as soon as February 25, 2022 with a Notice to Proceed immediately following.

10. **REJECTION OF PROPOSALS.** The Owner reserves the right to reject any and all proposals in response to this RFP that are deemed not to be in the Owner's best interest. The Owner further reserves the right to cancel or amend this RFP at any time and will notify all recipients accordingly.

END

Additional Information

Proposers are required to fully inform themselves of all project conditions which may impact their proposal and the City's requirements prior to submitting a proposal. The 2010 Omaha Facilities Final Report – Findings & Recommendations, 2017 Omaha Facilities Master Plan Update, and the Master Facilities Plan 2018 – 2038 can be found online at <https://omahalibrary.org/facilities-master-plan/>.

The following information regarding W. Dale Clark (Main) Library has been provided by Omaha Public Library Staff:

Fourth Floor:

Square Footage of 4th Floor: 26,780

Administrative offices 5050 square feet: 18 staff, includes finance, HR, strategy / stats, facilities, senior admin, borrower services, and fifteen four drawer filing cabinets of materials related to OPL collections and history.

Special Collections: Over the years, many unique items have been donated to the library.

A proper storage for these special collections (defined as items other books or other standard library materials, with unique sizes and content) with climate controls, adjustable shelving, and an areas for the public to access them would be incredibly helpful. We're also currently storing materials for the Great Plains Black History Museum. This area should be larger than our current space and have room to grow.

SRP staging / storage of prizes/OPL Shops: 1 staff works in the 5,760 square foot space.

This area is the centralized location for supplies that get distributed out to the branches. It also houses summer books, DVDs, and YA materials for all the branches—approximately 5000 items.

Virtual Programming Space: an area with lighting and recording equipment that can be used for events for all ages.

Marketing: 7 staff in the space of 1,936 square feet

Staff Meeting Spaces: 2 - 3 spaces are needed

Staff Break Room

IT staff and equipment: 3 staff and space for two racks for switches, fiber, firewall, and WiFi controllers, physical servers, storage, domain controllers, security cameras, and backups.

Foundation Offices: space for two staff and sufficient storage space.

Third Floor:

Square Footage of 3rd Floor: 24,880

Collections: Approximately 70,000 items, which includes 15,000 microfilm reels and 26,000 genealogy/local history collections

Microfilm

Genealogy - will grow over time and needs to be accessible to the public

NE Reference

Directories

Bound Magazines

Map cabinets

Historic Vital Records

Digitization Scanners

Second Floor:

Square Footage of 2nd Floor: 23,250

Collections: Approximately 61,000 items, including reference

Government Documents - slightly less than 500,000 items

Reference Collection (primarily local historical materials)

Main Level:

Square Footage of 1st Floor: 23,790

Collections: Approximately 26,000 items shelved here

Outgoing Mail/Circulation prepping area: 968 square feet.

Server Space for system: approximately 638 square feet and must include separate power circuits, space for backup battery system, hookup to a building generator, and separate HVAC from the building's system.

Lower Level:

Square Footage of Lower Level: 23,790

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Collection Processing & Development: 4840 square foot space with 14 staff, ordering and processing between 100,000 - 150,000 items a year.

Supplies:

Outreach Team: 1782 square foot space with 3 staff who work with OPS' After School Program to deliver book clubs to area schools and organizations.

Dock and area for forklift: Both essential for business (2 - 4 deliveries a day)

Mail Room

DATA ABOUT MAIN LIBRARY:

- Total Square Footage for building: 122,490
- Number of staff who directly serve the public--26 staff (full and part time)
- Number of staff that support public service--40 staff (full and part time)

2019 data from stats sheets:

- Main Library has approximately 297,732 total visits to the branch in pre-COVID year
- Main Library circulates a total of 112,267 items: Adult materials-78,101; Teen materials-6,581; Children's materials—27,585