

REQUEST FOR PROPOSALS

Relocation Services for Omaha Public Library Relocation

Proposals Due: April 29, 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 relocation 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 **Thursday April 14, 2022:**

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| 10:00am-12:00pm | W. Dale Clark Library 215 S 15 ST Omaha, NE 68106 |
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Interested respondents are encouraged to attend.

You can also contact Tarna Kidder with any questions at any time related to the RFP prior to April 29, 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:

The Omaha Public Library will be closing its main library on 9/30/2022. That library currently includes central distribution for the library system, archival collections, administrative offices, and is the functioning downtown branch. The central distribution, archival collections, and administrative offices will all be relocated to a new distribution center located at 3020 S 84 ST in Omaha. A new downtown branch will be located at 1401 Jones ST also in Omaha. The current plan is to move all items to the distribution center mid-September and then move the items specific to the downtown branch from there around mid-November.

A thorough inventory will need to be conducted to determine the extent of shelving to be reused. For purposes of this proposal assume anything used to store existing collections will be

relocated. Surplus shelving will be relocated for collection expansion at the new distribution center.

W. Dale Clark Library is a 125,000 SF, four-story facility that includes the following primary functions and services:

- Standard Collections (~112,000 items)
- Required Government-Held Documents (~500,000 items)
- Genealogy & Local History Archives (26,000 items)
- Microfilm (15,000 reels)
- Special Collections
- System-wide collection processing and development
- Circulation Preparation
- System Server and IT Service/Equipment Storage
- After School Program Administration
- Summer Reading Program Administration
- Outreach Program Administration
- Virtual Programming Space
- Library Administrative Offices (40 FT desked employees, 26 FT/PT front-line employees)

III. REQUIRED DUTIES

The following Project-specific duties will be incorporated into the final Library Mover Agreement:

1. Provide a written move plan for coordination and approval to ensure collection location and sequence is maintained.
2. Coordinate the move process with Owner Representative and Designated Library Team Member.
3. Disassembly and reassembly of items as required.
4. Manage moving process in such a manner to prevent damage to items.
5. Establish a move process in the most efficient manner and avoiding unnecessary, multiple handling and eliminating operational downtime.

NOT INCLUDED:

- Final connection of appliances and equipment.
- Relocation of large format art

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

1. Contractor to provide a Proposed Contractor **ORGANIZATIONAL STRUCTURE** to manage the project, including identification of individuals to fill essential roles. At a minimum, the project manager and moving manager shall be identified. Include a project organization chart with reporting relationships and resumes of essential individuals to be specifically assigned to the project. Define the roles of any additional management and/or supervisory personnel to be assigned to the project.
2. Provide **AN ESTIMATED RELOCATION COST**, separately outlining:
 - Direct Cost of Labor, Equipment, and Materials for Moving
 - Library Collections
 - Archival Collections
 - Office Furniture, Fixtures, and Equipment (FFE)
 - Fee Percentage
 - Alternate Options:
 - Collection Cleaning
 - Shelf Cleaning
3. Provide a **STANDARD FORM OF CONTRACT** that your firm has used in the past for similar work.
4. Provide a **PAYMENT AND PERFORMANCE BOND** rate for your firm and attach a letter of intent from a surety company indicating the applicant's bondability for this project. The surety shall acknowledge that the firm may be bonded to a maximum \$1 million. The surety company must be licensed to do business in the State of Nebraska and must have a Best Rating of "A".
5. Provide a preliminary estimated duration(s) based on the need to vacate the existing building by 9/30/22.
6. Provide 3-5 **EXAMPLE PROJECTS** of similar nature. Indicate which proposed team members participated on those projects and in what role. Provide References that can be contacted for each.
7. Describe the firm's **APPROACH** to the project(s). Specifically address how schedule and budget will be maintained throughout the project given the Owner's requested occupancy date.
8. From the Library Mover perspective, are there any cost savings, efficiencies, or service betterment that can be achieved through a creative approach to the project?

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- V. **PROPOSAL DELIVERY.** Proposals shall be due at the Noddle Companies office, no later than 5:00 pm, CDT on Friday, April 29, 2022. Please submit proposals electronically to Tarna Kidder via email at tarna@noddlecompanies.com.
- VI. **SELECTION PROCEDURE.** The selection of a Library Mover 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 Library Mover for the Project:
1. Evaluation Phase. Evaluations will be based on proposed project team, firm experience, and proposed fee structure.
 2. Contract Negotiation Phase. The Owner Representative shall attempt to negotiate a proposed contract with the firm ranked as having the most responsible proposal starting no later May 6, 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.
 3. Contract Execution. It is the Owner Representative's intention to have an executed agreement in place with the selected Library Mover by May 15, 2022.
- VII. **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.

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