



Request for Proposal

Interior Design Services for Expansion and Renovation of George Bothwell Branch

Issued by:
Regina Public Library Board
P.O. Box 2311
2311 – 12th Avenue
Regina, Saskatchewan
S4P 3Z5

Issue Date:	June 17, 2015
Closing Date:	July 16, 2015, 2:00 p.m.
Award Date:	July 27, 2015

Table of Contents

1.	Intent	2
2.	Background	2
3.	Submission Deadline.....	3
4.	Project Contact	3
5.	General Information and Requirements	4
6.	Schedule of Events	7
7.	Branch Walk-through.....	8
8.	Project Scope.....	8
9.	Proposal Format	11
10.	Evaluation of Submissions	13
11.	Award	14
12.	Terms and Conditions of the RFP	14

1. Intent

Regina Public Library (RPL) is currently negotiating the lease terms for an expansion of its George Bothwell branch in the Southland Mall. Should these negotiations be successful, RPL will take possession of the expansion space on February 1, 2016. To accommodate this expansion space, the branch will need to undergo renovations.

The intent of this Request for Proposal (RFP) is to select an architecture and/or interior design firm to lead RPL through an integrated design process to assess the functional programming needs and physical and interior design requirements for the George Bothwell branch. The firm will then prepare three (3) primary design options for a renovation and expansion of this branch, support the option review process by RPL Administration and the RPL Board to select a preferred option, prepare detailed drawings and specifications for the selected option, and oversee the construction/renovation work for this project.

With a current footprint of 13,865 square feet, RPL intends to expand into 3,287 square feet of available adjacent space to create a remodeled branch of 17,152 square feet that includes retail store frontage within Southland Mall.

2. Background

RPL is established under *The Public Libraries Act, 1996*, to facilitate equitable access to basic library services by all residents of Saskatchewan. It is a non-profit, board-run organization dedicated to enriching quality of life in Regina. For over 100 years, RPL has provided open access to materials, programs, and services that encourage cultural, economic, educational, and recreational development. RPL provides services to the citizens of Regina through the Central Library and a system of eight branch libraries. The RPL Board's Strategic Plan includes a focus on branch renewal to ensure that facilities meet business and service needs. The RPL Strategic Plan can be found at <http://www.reginalibrary.ca/pdf/stratplan2011.pdf>.

RPL's George Bothwell branch has been a part of the Southland Mall since 1994 and is one of the busiest branches of RPL in terms of both visits and circulation of materials with traffic at or near current branch capacity.

With recent and continuing growth in the city's Harbour Landing area, and recognizing the continuing development of the Southland Mall as a shopping, entertainment and services destination within the City of Regina, RPL is looking to invest in this branch to

ensure we can meet the needs of our patrons and visitors in this location for at least the next 10 years.

3. Submission Deadline

To receive consideration, responses to this RFP must be received no later than 2:00 p.m. Regina time on July 16, 2015.

One unbound original, four copies and one electronic copy (on USB drive) of the proposal should be delivered to:

Library Director's Office
2nd Floor
Regina Public Library
P.O. Box 2311
2311 12th Avenue
Regina, Saskatchewan
S4P 3Z5

Attention: Kevin Saunderson
Senior Manager, Corporate Services

Facsimile or electronic proposals (other than that which accompanies the proposals above) will not be accepted. Courier or hand delivered proposals should be dropped off at the Director's Office on the 2nd floor of the Central Library.

Proposals will remain sealed until 2:00 pm on the opening date. Late proposals will not be considered and will be returned unopened. There will not be a public opening.

Prior to the submission deadline, the RPL may amend or clarify the RFP in the case of any discrepancies or omissions. Any changes will be posted to SaskTenders as a formal written addendum and the RPL website. In the event RPL revises the RFP after the closing date, Proponents will then have an opportunity to refine, submit or resubmit their proposals.

4. Project Contact

Proponents are encouraged to obtain a clear understanding of the proposal requirements prior to submission.

At all times, the Proponent has the responsibility to notify RPL, in writing, of any error or omission contained within the document; or request a clarification which may be required to prepare the proposal. RPL will provide written responses to all queries received from Proponents. The responses will be posted to the RPL website: <http://www.reginalibrary.ca/about/tenders.html>. Please access this site to check for questions and answers posted, prior to the submission deadline.

Inquiries, arrangements for site visits and review of available building information and existing drawings, interpretations and questions regarding the procurement process, or the scope of work are to be directed to:

Kevin Saunderson
Senior Manager, Corporate Services
Regina Public Library
P.O. Box 2311
2311 12th Avenue
Regina, Saskatchewan
S4P 3Z5
Phone: 306-777-6222
Email: ksaunderson@reginalibrary.ca.

Verbal responses to any inquiry are not binding on either party. Contacts are restricted to the person identified above. Contact with individuals other than those listed above may result in proposal disqualification.

5. General Information and Requirements

1. Incurred Costs

RPL will not be liable in any way for costs incurred by Proponents in replying to this RFP.

2. Innovative Proposals

Proponents are required to base their proposal submission, and all pricing contained therein, on the requirements set out in this RFP. Notwithstanding these requirements, Proponents are encouraged to provide innovative ideas and suggestions which they feel will improve upon the requirements set out in this document.

3. Reservations

RPL reserves the right to:

- Reject any or all proposals received in response to this RFP;

- Seek clarification from Proponents who respond to this RFP;
- Verify the validity of the information supplied in any proposal;
- Waive or modify procedural and administrative irregularities due to honest or unintentional mistakes as identified in proposals received, after discussion with the Proponent;
- Negotiate with the Proponent(s) responding to this RFP, consistent with the objectives stated;
- Cancel this RFP at any time for any or no reason. If cancelled, RPL is not responsible for any costs incurred by the Proponent(s); and
- Accept the proposal that appears to be in the best interest of RPL.

4. Proposal Property

Once opened, proposals and accompanying documentation become the property of RPL and will not be returned.

5. Collusion

Proposals shall be made without any connection, comparison of figures, or arrangements with or knowledge of any other person or persons making a proposal under this RFP and shall be in all respects fair and without collusion or fraud.

6. Proposal Acceptance Period

By submitting a proposal, each Proponent agrees that their proposal may be subject to acceptance by RPL any time prior to sixty (60) days after the due date for submitting proposals.

7. News Release

Proponents must not make public announcements or news releases regarding this RFP or any subsequent award of contract without the prior written approval of RPL.

8. Conflict of Interest

Each Proponent must make full disclosure of any relationship with any employee of RPL who makes recommendations concerning the selection of a successful proposal or any employee who may allot work to or order supplies from the successful Proponent.

9. Proposal Prices

All prices proposed must be in Canadian currency. If not stated otherwise, RPL will assume prices quoted are in Canadian funds. The prices proposed shall include all costs associated with providing the service.

Whenever the amount proposed for an item in the proposal does not agree with the extension of the estimated quantity and the proposed unit price, the unit

price shall govern and the extended amount proposed for that item shall be corrected accordingly.

10. Execution of Formal Contract

The successful Proponent shall enter into a formal, written agreement(s) with RPL in such form as may be acceptable to RPL, in its sole discretion.

RPL and the successful Proponent agree to incorporate the salient description and elements from this RFP and the Proponent's proposal that identify how the Proponent will provide interior design services in accordance with the terms of this RFP. In the event of any inconsistency between the accepted proposal, the RFP, and the Contract, the latter shall supersede the former.

The successful Proponent will endeavour in good faith and in a timely manner to finalize and execute the agreement(s) without delay.

In the event that RPL and the successful Proponent are unable to successfully negotiate agreement(s), RPL reserves the right, in its sole discretion, to disqualify the Proponent and to commence negotiations with the next highest ranked Proponent who provided a compliant response to this RFP. All Proponents acknowledge and agree that RPL is not obligated to enter into any agreement or to retain the successful Proponent for the services outlined in this RFP, unless in the sole discretion of RPL, a satisfactory agreement or agreements can be reached.

11. Unacceptable Performance

Should a Proponent's performance be deemed unacceptable, RPL reserves the right to cancel any agreement(s) or contract(s) executed under this proposal with thirty (30) days' notice.

12. Permits, Licenses, and Workers' Compensation

The Proponent and any sub-contractors used by the Proponent is responsible for obtaining and paying for all necessary permits and licenses required for the performance of the services. The Proponent is responsible for registering with the Saskatchewan Workers' Compensation Board and paying premiums for workers' compensation coverage.

13. Applicable Laws

The Proponent is responsible for adhering to all applicable laws in performing the services. This includes all health and safety requirements.

14. Insurance

The successful Proponent will need to provide RPL with proof of professional

liability. Minimum coverage of \$5 million is required for comprehensive general liability. RPL and the Southland Mall owners and agents shall be included as insured parties.

15. Confidentiality

RPL anticipates the Proponents may wish to treat certain elements of their submissions as confidential or proprietary. Proponents are advised, however, that freedom of information requirements in force in the Province of Saskatchewan may afford rights of production or inspection at the application of third parties. Further, the contract entered into by the successful Proponent will, by law, be available for inspection by members of the public.

16. Governing Law

This RFP process shall be governed by and construed in accordance with the laws of the Province of Saskatchewan and the federal laws of Canada applicable therein.

17. Terms and Conditions

Any terms and conditions proposed by the Proponent inconsistent with, or in addition to, this RFP or the schedules and appendices attached shall be void and have no effect. All terms and conditions of this RFP are deemed to be accepted by the Proponent and incorporated by reference in their proposal, except for those that are expressly challenged by the Proponent in their proposal.

6. Schedule of Events

The following is a schedule of events and project milestones, which is subject to change. All bidders will be provided with noticed of any change to these scheduled dates.

- June 17, 2015 RFP issued
- June 23, 2015, 9:45 a.m. George Bothwell Branch walk-through
- July 16, 2015, 2:00 p.m. Proponents' responses to RFP due
- July 27, 2015 Award appointment to Proponent(s)
- September 30, 2015 Provide preliminary drawings and budget for options
- October 13 & 27, 2015 Present design options to RPL Board
- To be proposed Provide design drawings and schematics
- To be proposed Construction Drawing deadline
- To be proposed Construction tender process
- February 1, 2016 Date of access to expansion space
- Spring 2016 Substantial completion of project

7. Branch Walk-through

To facilitate Proponent's understanding of the project, RPL has scheduled a walk-through of the branch and planned expansion space. While this walk-through is not mandatory for Proponents, RPL strongly suggests that all Proponents attend.

The walk-through is scheduled for Tuesday, June 23, 2015 at 9:45 a.m. Registered attendees are asked to meet at RPL's George Bothwell branch, in the program room, prior to 9:45 a.m. Please note that the branch opens at 9:30 a.m.

Registration is required to participate in the walk-through. Please indicate your intent to participate, providing the names and contact info of those planned to attend, to:

Megan McCormick
Regina Public Library
306-777-6099
mmccormick@reginalibrary.ca

8. Project Scope

The successful Proponent will be required to undertake the following activity:

- Lead an integrated design process with RPL staff and stakeholders to review and assess functional programming requirements as well as physical and interior design changes needed to address public service needs and ensure effective and efficient operation of the branch.
- Liaise with the landlord's Tenant Design Manager and the landlord's appointed architect. This will include obtaining the design drawings for the space as it will be prepared by the landlord for RPL's work to commence, submission of conceptual drawings for landlord review, submission of detailed design documents for landlord review, submission of as-built drawings for landlord's files, addressing any questions or concerns raised by landlord throughout the design and build process, etc.
- Prepare three (3) cost effective solution designs at a conceptual level with related floor plan diagrams and cost/budget estimates to enable a review of renovation options by RPL and its stakeholders. All solutions to be considered must include proposed structural, lighting, mechanical, shelving and millwork additions and changes. The three designs may each include optional components that will also have associated cost estimates. These solution designs should represent three

escalating levels of investment and will generally address the following three primary approaches:

1. Minimized renovation – this approach would address the renovation of the expansion space and limit renovations in the existing space to support ongoing use of the space as is for another ten (10) years and to accommodate the expansion space.
 2. Balance solution – this approach will seek a balance between cost and benefit to address the key functional requirements while acting to minimize the cost of construction/renovation.
 3. Full scope renovation – this approach will fully address the operational and service needs of RPL to operate this branch well into the future.
- Prepare and deliver up to four (4) presentations of the prepared design options to address the following audiences:
 1. RPL management
 2. RPL Board
 3. RPL staff
 4. External stakeholders and/or public
 - Support the review and selection process for the selection of the preferred design option and the preferred construction contracting approach (i.e. construction tender or construction management contract).
 - Prepare all needed detail design documents and schematics along with any required permit applications to support the construction/renovation. This must include certified drawings for any required structural, electrical and mechanical engineering design.
 - Prepare procurement documents either as a construction tender or to seek a construction manager, as will be determined as part of the design option review process.
 - Support RPL in its selection of a construction award by reviewing all submissions and providing a written recommendation to RPL.
 - Oversee and direct the construction/renovation activity, including contract administration, to ensure the outcome is complete to specifications. Provide regular status reports to RPL and involve RPL in issue, risk and change management as required to ensure an effective and efficient project.
 - Ensure proper close out of the project, including preparing and providing to RPL (and others as required) copies (in paper and electronic format) of all as-built drawings.

The general scope of the construction/renovation work is as follows:

- 17,152 square feet total space comprising of 13,865 square feet of existing space and adjacent space to be expanded into.
- All work is to be in accordance with any and all governing codes and by-laws including but not limited to building permits and inspections.
- The landlord shall conduct the following work at its cost prior to the commencement of RPL's construction work:

Design: Drawings for the empty shell of the expanded space will be prepared and provided by Landlord. These drawings will act as the baseline starting point for all work requested under this RFP.

Electrical: The existing service(s) three-phase, four wire service with step down transformer(s). "As is" in good working order.

Storefront: Existing Store Front. "As is"

Sprinklers: Sprinkler system existing, as required by Code.

Perimeter Walls – mudded, taped and sanded, ready for Tenant's paint

Floor – concrete floor ready for tenant's flooring

Demolition: Landlord to remove the co existing demising wall separating unit 65B and 66B. Remove all former tenant's improvements including drop ceilings and electrical fixtures

- The landlord shall conduct work at RPL's cost as follows:

Sprinklers: Any required modifications to the sprinkler system to suit Tenant's layout shall be performed by the Landlord at the Tenant's cost. The cost is to be based on \$125.00 for dropping each sprinkler head.

- The landlord requires RPL to ensure the following is included as part of its renovations:
 - Paint or vinyl on all the interior walls and demising walls from the floor to the ceiling throughout the Expansion Premises.
 - Transformer and distribution throughout the Expansion Premises including but not limited to electrical fixtures.
 - Distribution and ductwork (including design drawings) for the H.V.A.C. unit(s) including diffusers and power wiring.
 - Dropped ceiling or open concept throughout the Expansion Premises.

- Floor coverings (carpet or ceramic tile) throughout the Expansion Premises.
 - All plumbing and drainage.
 - Tenant shall, if necessary, provide at its own cost heating for the Expansion Premises (from temporary heating facilities) from and after the commencement date.
- Structural building changes related to the former exterior wall of the mall building, which now is the demising wall between the existing branch space and the expansion space, must be addressed appropriately with any related designs stamped by a certified structural engineer. Other structural changes may also be required within the scope of proposed solution designs that must also be appropriately certified.
 - Interior lighting, signage, shelving, furniture and millwork need to be considered.
 - Existing mechanical plumbing systems will need to be reviewed for redesign.
 - The interior design is to be flexible to allow for multiple uses of space and changes over time.
 - Proposed design options should include options for “green building” initiatives that will provide for sustainable energy savings and an environmentally healthy space.
 - The facility must provide for barrier free access.
 - The architect/interior designer may be requested to attend public consultations on the proposed work for this branch.
 - RPL may enter into a separate contract for the acquisition of shelving and furniture.

9. Proposal Format

Proponents must follow the proposal format outlined below. Additional information thought to be relevant, other than the categories listed below, should be provided as an appendix to the proposal.

Failure to comply with these requirements may result in a rejected proposal.

1. Letter of Transmittal

Provide a Letter of Transmittal or covering letter, dated and signed by an official authorized to negotiate and make commitments on behalf of the company. The letter should indicate the contact name, title, email address, office location, and telephone number of the individual who can provide any clarifications with

respect to your proposal. The letter should also identify the company's website where a business description and summary information about the company's track record and accomplishments may be found.

2. References

Provide the contact information for three (3) companies that you have provided similar services to within the past five (5) years. Please highlight your library design experience with at least one reference.

Please note, RPL reserves the right to check the references of any and all Proponents at any time during the evaluation process at RPL's discretion. References may be contacted by phone and/or in writing and any information received will be used to assist the evaluation committee in assessing a Proponent's capacity and capability to provide the services as outlined in their proposal.

RPL may use its own experience with this Proponent, through previous interactions, to assess the Proponent's past performance.

RPL reserves the right to disqualify any Proponent whose references, in the opinion of the evaluation committee, are found to be unsatisfactory.

3. Qualifications

Describe your company qualifications and experience with the type of work being requested clearly identifying your experience with library design.

Describe the qualifications and expertise and role of the personnel including sub-contractors who will be assigned to this project.

4. Approach

Describe your firm's approach to satisfy all the requirements contained within this RFP including details of your approach to conduct a functional programming review of the branch operations and services to determine the best design options.

5. Timeline

Provide a proposed timeline for the activities undertaken for the project and a completion date.

6. Cost Proposal

Provide a quotation or fee schedule for the services requested, including all administration fees or charges, and any potential ancillary costs. Provide a separate quotation for the selection, tender and administration of furniture and shelving.

10. Evaluation of Submissions

All proposals must be in reference to RPL’s response requirements and the terms and conditions stated in this RFP. RPL will evaluate the proposals and will select the proposal that best meets the interests of RPL based on RPL’s determination of the best scoring and most advantageous proposal, presentation/interview (if held), and completed reference checks. RPL shall be the sole judge of its own best interests, the proposal, and the resulting contract. RPL’s decision is final.

The decision to request demonstrations, clarifications, or to request interviews/presentations is at RPL’s discretion. The intent of the interviews/presentations, if held, will be to allow the selection committee an opportunity to clarify any questions resulting from an initial evaluation. No new information may be brought forward by the Proponent. Proponents are advised not to prepare their proposal submission in anticipation they will be granted an interview/presentation. Please respond fully to the RFP at the time of proposal submission.

Proposal evaluation results are the property of RPL. RPL does not intend to disclose the evaluation results before, during, or after the RFP process.

The Selection Committee will consist of representatives from RPL’s Administration team. Submissions will be evaluated based on the following criteria and point system:

Selection Criteria	Maximum Points
1. Design excellence & experience, including library facility design	20
2. Consultant team’s appropriate qualifications and experience including library functional design experience and renovation administration	20
3. Approach and attitude to the project demonstrating compliance, innovative analysis and design, collaborative work history, sufficient team depth and availability.	20
4. Performance - technical/budget/schedule control	15
5. References	10

6. Cost and Schedule Proposal	<u>15</u>
Total available points	100

11. Award

RPL will either award an appointment in whole or in part, or will announce that no appointment will be made. There is no implicit or explicit guarantee that the project will proceed. RPL reserves the right to accept or reject any or all proposals.

The successful Proponent's proposal will form part of the Contract and be incorporated by reference. Claims made in the proposal or in any subsequent verbal presentation shall constitute contractual warranties.

12. Terms and Conditions of the RFP

All terms and conditions of this RFP are deemed to be accepted by the responding company and incorporated by reference in their proposal, except for those that are expressly challenged by the responding company in their proposal.