

Bulverde Area Rural Library District

Request for Proposal for

Construction Inspection Services

November 17, 2017

The Bulverde Area Rural Library District (Owner), Denelle Wrightson (Owner's Library Consultant) and Marmon Mok Architects (Architect) hereby request your Proposal to provide Construction Inspection Services for the following project:

**Expansion and Renovation of the Bulverde/Spring Branch Library,
131 Bulverde Crossing, Bulverde, TX 78163.**

PROJECT DESCRIPTION

The project consists of interior renovation of an approximately 20,000 square foot library, an expansion of approximately 13,000 square feet to the existing building, and an expansion of the parking areas. The Bulverde Area Rural Library District anticipates a construction start date as early as February 2018 with a completion date in 2019.

The Owner selected Marmon Mok Architects in March 2017 to design the expansion and contracted with Library Consultant Denelle Wrightson for Furniture, Fixtures and Equipment services. Marmon Mok is currently developing the construction documents for the plan. Supporting documents from Marmon Mok are included for informational purposes and are subject to change.

INTRODUCTION

The Bulverde Area Rural Library District is a stand-alone government agency responsible for its own facility maintenance. The District currently supports one library, the Bulverde/Spring Branch Library, originally built in 2008 and added to in 2014. Each year, this location circulates over 300,000 materials to over 150,000 visitors of all ages.

The library hosts hundreds of programs each year and is a primary resource for area students. The library's meeting and study rooms are used extensively by local organizations and community members. This location also houses administrative and technical processing functions.

At this time, the Bulverde Area Rural Library District is looking to add additional meeting and study spaces, dedicated children's and teen spaces, expanded staff work areas, and update and renovate its interior facilities to improve functionality and flexibility, while maintaining its homey feel and creating a unified look through finishes, signage, and furniture. We are aiming for a building that offers a variety of seating, study spaces, and meeting options as well as more function staff work areas. The desired budget is not to exceed \$5,000,000 for construction.

SCOPE OF SERVICES

Construction Inspection: The services are expected to begin at the award of the contract and include working and communicating with the Library Board, library staff and Marmon Mok Architects during the construction and closeout of the renovation and expansion of the library. **This includes attendance at all construction meetings, review of all submittals, electronic filing of all construction documents including emails, submittals, RFIs, RFPs, Change Orders, ASIs, pay requests and closeout documents.**

- **Email Indicating Interest.** Service Providers who intend to respond to this RFP are requested to notify the BARLD by sending an email to BARLDpresident@bsblibrary.org with “RFP – Construction Inspection Services” in the subject line. Please include the name, address, telephone, fax number, and e-mail address of the Service Provider (firm) and contact person.
- **Statement of Qualifications.** Service Provider’s Statement of Qualifications (SOQ) should clearly and accurately demonstrate the specialized knowledge and experience required to perform the construction inspection services on a project of this size and scope. In your SOQ please provide:
 - **Contact Information.** A cover letter, signed by an authorized representative of the prospective Service Provider, shall include the name, address, telephone, fax number, e-mail address, and federal tax identification number of the proposing Service Provider. (one page maximum)
 - **Specific information regarding experience, expertise of the key personnel** Demonstrated expertise of any personnel proposed to work on the project, in relation to the scope of potential work; including relative degrees, licenses and certifications, and expertise;
 - **Examples of the prospective Service Provider’s projects** For each, provide the name of the project, owner, contact person, contact information, completion date, and cost of project. Show demonstrated experience in relation to the scope of work, quality of service provided to customers in the past, and experience on construction projects;
 - **A statement as to whether the firm has been terminated from a project** in the last 6 years, and if so, a statement of reasons for the termination.
 - **Inspection Organization/Plan for the Bulverde/Spring Branch Library** Describe how this team will approach the process; describe your plan to maintain staffing levels appropriate to the construction activity;
 - **Price Proposal.** Please describe how you would recommend structuring the contract, i.e. hourly-not to exceed or lump sum.

Responsive Proposals should provide straightforward, concise information that satisfies the requirements specified. Expensive bindings, color displays, and the like are not necessary. Emphasis should be placed on brevity, conformity to instructions, specified requirements of this RFP, and clarity of content.

Selection Process An evaluation panel composed of our current building committee will review and score the Proposals, based on the selection criteria, and establish a shortlist. Interviews may follow with telephone calls or in person at the library. At any time, we may contact previous Clients and Owners to verify the experience and performance of the prospective Service

Provider, their key personnel, and their sub-consultants. After the interviews the firms will be ranked based on the selection criteria and the highest-scoring firm will be contacted regarding contract execution.

Evaluation of Proposals The building committee will evaluate Proposals using the following criteria:

Points	Criteria	(100 points maximum)
35	Experience and Expertise of the Personnel(s)	
30	Project Examples and Experience	
25	Inspection Organization/Plan for the Bulverde/Spring Branch Library	
10	Price proposal	

Additional Requirements

- Proposals should be sent by registered mail, certified mail, overnight courier, or by hand delivery. Incomplete proposals may be rejected without review. Proposals received after the deadline will be rejected without review.
- Prospective Service Providers may submit questions to the BARLD via e-mail to **BARLDpresident@bsblibrary.org** no later than **5:00pm December 1, 2017**. Please indicate the RFP title in the subject line. Contact with the BARLD shall be made only through this email address; telephone calls will not be accepted.
- All notices, clarifications, and addenda to this RFP will be posted on **http: www.bsblibrary.org**. Please monitor that website for all information regarding this RFP; the BARLD is not responsible for sending individual notification of changes or updates. It is the sole responsibility of the prospective Service Providers to remain apprised of changes to the RFP.

SUBMITTAL INSTRUCTIONS

The building committee will review all proposals submitted on or before **December 6, 2017**. Final selection will be notified no later than **January 3, 2018**. Thank you in advance for submitting your firm's proposal. Please provide a copy of your proposal in a sealed envelope to:

Bulverde Area Rural Library District
Attn: Bev Lemes, President
131 Bulverde Crossing
Bulverde, TX 78163

Please direct inquiries via email to Bev Lemes, BARLDpresident@bsblibrary.org.

Timeline:

November 17, 2017 – RFP posted

December 1, 2017 – Last day to submit questions regarding project

December 6, 2017 – Final day to submit proposal

January 3, 2018 – Notification of selection

January 11, 2018 – Begin evaluation of construction company proposals