



REQUEST FOR PROPOSALS FOR SAN RAFAEL PUBLIC LIBRARY FACILITIES
PLANNING PROJECT

Vendors are invited to submit individually or as vendor teams.

RELEASE DATE: July 24, 2017

PLEASE SUBMIT YOUR RESPONSE TO:

San Rafael Public Library

Sarah Houghton

Sarah.Houghton@cityofsanrafael.org

NO LATER THAN

August 24, 2017 – 5pm PST

TABLE OF CONTENTS

OVERVIEW	P. 3
PROJECT DESCRIPTION	P. 3
SELECTION PROCESS	P. 4
RFP COORDINATOR	P. 5
PROPOSAL PREPARATION COSTS	P. 5
RFP AMENDMENT AND CANCELLATION	P. 5
QUESTIONS PERTAINING TO THE RFP	P. 5
LETTER OF INTENT TO SUBMIT	P. 6
SUBMISSION REQUIREMENTS	P. 6
EVALUATION	P. 7
RIGHTS OF THE CITY	P. 8

OVERVIEW

The City of San Rafael, California (“City”) is located in the North Bay region of the San Francisco Bay Area. One of California's original 27 county seats, San Rafael became Marin County's first city when it was incorporated in 1874. The oldest, largest, and most culturally diverse city in the county, San Rafael is today a lively commercial and cultural center located in an area replete with natural beauty. San Rafael is one of several California towns developed around a Spanish mission in the California mission chain.

The San Rafael Public Library currently has two physical locations. The original Downtown Library opened on January 9, 1909. This Carnegie-funded library has been modified significantly with a 1960 addition and a 1976 further modification (enclosing a parking garage to become usable library space). The Pickleweed Library branch opened as part of the Albert J. Boro Community Center in July of 2006.

The City has been highlighting the need for newer, bigger library facilities since 1970. Having completed numerous needs assessments, studies, and facility analyses for the last 47 years, a just-completed evaluation affirms both the community demand and the practical need for more spacious, modern library facilities to serve the residents of San Rafael.

The most recent analysis of the current Downtown Library facility revealed substantial weaknesses in the areas of safety and access, building systems, architectural issues, and functionality. The analysis of the Pickleweed Library facility revealed the main problem as its insufficient size. A community survey revealed 1) citywide demand for an expanded Downtown Library, 2) value in the idea of a Terra Linda Branch Library, 3) strong local support for the Pickleweed Branch Library, 4) a need for parking to accommodate a mobile population, 5) a general demand for technology access, 6) demand for collaborative spaces and resources, and 7) an interest in the preservation/reuse of the existing Downtown Library building for another civic purpose.

PROJECT DESCRIPTION

The objective of this Request for Proposals (RFP) is to establish a range and prioritization of options for the City to consider when establishing goals for new library facilities. We are looking for a partner or partner(s) to create top view building plans (a bird’s eye view of what a footprint would look like for a building, grounds, and parking) along with cost models including, but not limited to land acquisition, capital, FF&E estimates , and any operational cost increases for all three of the following:

- Three potential new Downtown Library sites
- A Pickleweed Expansion
- Three potential sites for a new Terra Linda branch library

The City has identified potential sites but is interested in working with the successful candidate to identify possible additional potential sites for library facilities.

Our values for this procurement include:

- Transparency
- Authentic and responsive engagement
- Accessibility
- Inclusivity
- Library as community resource

The purpose of this RFP is to select a vendor(s) with a proven track record in physical and financial planning for new, remodeled, and repurposed buildings.

The scope of services should include all services you feel are necessary to the successful completion of this project. As a minimum, the vendor's services should include the following:

- Evaluation of known and other potential sites in central and north San Rafael
- Community outreach and engagement
- Coordination with the City/Library staff, the San Rafael Public Library Foundation, the San Rafael City Council's New Library Subcommittee, and the San Rafael Public Library Board of Trustees
- Contact with owners of private sites to discuss feasibility
- Top view building plans (a bird's eye view of what a footprint would look like for a building, grounds, parking)
- Cost modeling with land acquisition, capital, and FF&E estimates for all three of the following: three potential new Downtown Library sites, Pickleweed Expansion, three potential sites for a new Terra Linda branch library (including any operational cost increases)
- Regular communication with the City/Library staff
- A formal written report and presentation to City Council at the conclusion of the project
- Ability to comply with the City's standard Professional Services Agreement contract (Attachment A).

SELECTION PROCESS

The City staff established a search and review process to determine the vendor(s) best qualified to assist the City. The RFP and subsequent evaluation of submissions will allow the City to identify a short-list of qualified vendors. The short-list vendors will then be invited to an on-site interview with representatives from some or all of the following groups: Library staff, other City staff, Library Board of Trustees, Library Foundation Board, City Council New Library Subcommittee. Upon completion of the interviews, the City will identify a finalist or finalist team. Submittal of a proposal does not guarantee a vendor will be invited to interview does it obligate the City to purchase or contract either now or in the future.

RFP COORDINATOR

All communications concerning this RFP must be submitted in email to the RFP Coordinator identified below. The RFP Coordinator will be the sole point of contact for this RFP. Please address any requests for additional information or clarification via e-mail. All vendors who have notified the City of their intent to respond to the RFP will be provided, via e-mail, with a copy of any question(s) submitted and the answer(s) given by the City. The City is not responsible for delayed or lost e-mail, regardless of the cause.

City of San Rafael – San Rafael Public Library

Sarah Houghton – Library Director

1100 E Street

San Rafael, CA 94901

Sarah.Houghton@cityofsanrafael.org

415-485-3325

Vendor contact with anyone else in the City is expressly forbidden and may result in disqualification of the vendor's bid.

PROPOSAL PREPARATION COSTS

The City will not pay any costs associated with the preparation, submittal, or presentation of any proposal.

RFP AMENDMENT AND CANCELLATION

The City reserves the unilateral right to amend this RFP in writing at any time. The City also reserves the right to cancel or reissue all or any part of the RFP at its sole discretion. If an amendment is issued, it will be provided to all vendors submitting a Letter of Intent to Propose. Vendors will respond to the final written RFP including any exhibits, attachments, and amendments issued by the City.

QUESTIONS PERTAINING TO THE RFP

Specific questions concerning the RFP should be submitted via email to the RFP Coordinator before the date identified in the Submission Requirements. Vendor questions should clearly identify the relevant section of the RFP and page number(s) related to the question being asked.

LETTER OF INTENT TO SUBMIT

Vendors who anticipate making a submission shall register by submitting an email indicating a vendor's intent to respond to this RFP. The letter of intent should be emailed to the RFP Coordinator by 5pm August 10, 2017. The following information should be included in the Letter of Intent to Submit:

- Vendor's name
- Name and title of main contact
- Address, telephone number, facsimile number and email address of main contact

Submittal of a Letter of Intent to Submit is necessary to ensure a vendor's receipt of RFP amendments and other communications regarding the RFP. The Letter of Intent does not bind vendors to submitting a proposal.

SUBMISSIONS REQUIREMENTS

All submissions should be received by the RFP Coordinator by 5pm August 24, 2017.

Please submit three (3) hard copies and one (1) electronic copy via email to the RFP Coordinator. Submissions should be prepared on standard 8 ½ x 11 inch, two-sided paper. The package should be clearly labeled:

ATTENTION: Sarah Houghton

PROPOSAL FOR: San Rafael Public Library Facilities Planning Project

NAME OF PROPOSER:

PROPOSER'S ADDRESS:

PROPOSER'S CONTACT PERSON:

PROPOSER'S TELEPHONE NUMBER:

PROPOSER'S EMAIL:

PROPOSER'S WEBSITE:

The proposal may be mailed, couriered, or hand delivered to the San Rafael Public Library, 1100 E Street, San Rafael, CA 94901

Submissions received after the deadline may be returned unopened. Postmarks will not be accepted as proof of receipt. Vendors are solely responsible for ensuring the submission is received by the City prior to the deadline.

Proposals should contain the following seven parts, in the order in which they are listed.

1. **Company Background:** A brief description of your company history, operations, and other relevant information. Please include a link to your company website and contact information.
2. **Project Pitch:** Detail how you will approach this project and any ideas that you would like to share upfront. In this section be sure to include your recommendation regarding our three separate site options.
3. **Future Plans:** Explain what you foresee for the future of library facilities and how your company plans to use this planning process to facilitate change and adaptation.
4. **Implementation Approach, Public Input and Timeline:** Please include your recommended implementation methodology and approach, including brief bios of assigned staff. Include a description of your approach to seek and involve public input. Provide an estimated implementation timeline for the project.
5. **Bid:** Provide a clear understanding of the costs associated with the planning, design, and implementation of this project.
6. **Sample Work:** Provide a link to a portfolio of your work. If there is any particular work that you believe is especially relevant to this project, please indicate that here.
7. **References:** Provide contact information -- including phone numbers -- for 3 references that we can contact about your previous work. These should be clients who have paid you for work and can speak about working with you on the job that you did for them.

EVALUATION

This RFP will be awarded by weighing the following three attributes:

- **Experience and Capacity:** The City is seeking a partner with significant experience in planning for new facilities, particularly municipal agencies and specifically libraries.
- **Creative and Forward Thinking Approach:** The City is seeking a vendor with a cohesive and well-articulated vision for library facilities.
- **Budget:** While price is not determinative, it is an important consideration in deciding between applicants. The City is seeking budgets that present both a workable plan of action and depth of detail into the allocation of funds.

RIGHTS OF THE CITY

The City reserves the right to:

- Make the selection based on its sole discretion
- Reject any and all proposals
- Issue subsequent Requests for Information
- Postpone opening proposals if necessary for any reason
- Remedy errors in the Request for Information process
- Approve or disapprove the use of particular subcontractors
- Negotiate with any, all, or none of the vendors
- Accept other than the lowest offer
- Waive informalities and irregularities in the proposals
- Enter into an agreement with another vendor in the event the originally selected Vendor defaults or fails to execute an agreement with the City
- An agreement will not be binding or valid with the City unless and until it is approved by the City Council and executed by authorized representatives of the City and of the vendor.