



**Request for Proposal
Furniture & Equipment Consultant Services
for the Otsego County Library Expansion
Project
BID 2018-02**

To: All Prospective Bidders
From: Rachel Frisch, Otsego County Administrator
Date: February 20, 2018

GENERAL INFORMATION

The County of Otsego is requesting proposals for Furniture and Equipment Consultant Services for the Otsego County Library Expansion Project. Sealed proposals are due to the Administrator, County of Otsego, 225 West Main Street, Gaylord, Michigan 49735 by **March 16, 2018 at 3:00 p.m.**

Questions regarding this RFP shall be submitted in writing via email to Library Director Maureen Derenzy (mderenzy@otsego.org) with "Otsego County Library F&EC Services RFP" in the subject line.

Questions on the bidding procedures shall be submitted in writing via email to Rachel Frisch, County Administrator at rfrisch@otsegocountymi.gov with "Otsego County Library F&EC Services RFP" in the subject line.

Answers to all questions will be posted to the County's web page (<http://www.otsegocountymi.gov/general-information/bids-and-proposals/>) no later than 72 hours after receipt.

Publications:

County of Otsego Website: www.otsegocountymi.gov/general-information/bids-and-proposals/

DATE: February 23, 2018

Otsego County Library website: www.otsegocountylibrary.org

DATE: February 23, 2018

Gaylord Herald Times

DATE: February 23, 2018

PURPOSE

The County of Otsego, Michigan ("County") is seeking proposals from qualified Furniture and/or Interior Design Firms, herein referred to as the F&E Consultant (F&EC), to provide "standard" specifications for select library and office furnishings and finishes related to furniture for a newly expanded 23,704 sq. ft. Otsego County Library. The F&EC will provide the full scope of services described herein.

Through the issuance of the Request for Proposal, the County is soliciting Proposals for the specifications, budgeting, cost estimating, scheduling and coordination required to assist the Library Project Team with the selection, procurement, delivery, and installation of these products at the Library described above.

Proposals provided in response to this RFP that comply with the submittal requirements set forth, including all forms and certifications, will be evaluated in accordance with the criteria and procedures described. Based on the results of the evaluation, the County will award the F&EC Services for the Otsego County Library Expansion Project to the most advantageous Proposer based on the cost and the evaluation factors set forth in this RFP.

DESCRIPTION OF THE PROJECT

This project involves completion of professional furniture design services that will result in approved budgets, cost estimates, bid-ready specifications, purchase orders, and scheduling for products to be included in the Library expansion project as enumerated in the Services section below. Plans of the expanded building showing a functional layout have been prepared by the project architect and are part of this document. The awarded vendor for this project will be responsible for the coordination with the Library Project Team through the Grand Opening Day, as well as coordination with other agencies hired by the County, to deliver a fully-furnished library on the County's approved schedules and within the approved budgets.

PROPOSAL INSTRUCTIONS

- **Submission Instructions.** Submit three original proposals in a sealed package to this address:

Rachel Frisch, Otsego County Administrator
225 W. Main Street, Room 203
Gaylord, Michigan 49735

Mark the outside of the bid envelopes with the following: BID 2018-02

Bidders must include the attached Bid form (Appendix A) for their costs.

- All proposals submitted become the property of Otsego County and will not be returned. The County is not responsible for any costs incurred by the respondent in proposal preparation, presentations, site visits, or benchmarks performed.
- **Deadline.** Proposals must be received at the location stated above no later than **March 16, 2018 by 3:00 p.m. local time.** Proposals received after the deadline will not be accepted. There will be a public bid opening at **9:00 am on March 19** in Room 212 of the County Building at 225 W. Main Street, Gaylord, MI.
- **Proposal Acceptance and Rejection.** The County reserves the right to accept, reject or negotiate any or all bids, to waive or not waive informalities or irregularities in bids or bidding procedures and to accept any bid determined by the County to be in the best interest of the County, regardless of price.
- If the Professional employs a Consultant or Consultants to perform professional services to meet the requirements, please clearly identify the Consultant(s) and for what professional services and capacities each Consultant will render.
- Projection of costs must be inclusive of all incidental expenditures.

- Proposals shall indicate the principals(s) of the firm, project manager and other key personnel assigned to the project. It is important that the key personnel proposed for this project have interior design experience. Experience with public library facilities would be a plus.
- Vendors located in Otsego County receive a 5% cost variance for low bid determination.
- **Questions.** If you have any questions about this RFP or the proposal procedures, submit them in writing or by fax by the question deadline of **Wednesday, March 14 at noon**. Questions received after this deadline will not be considered. All questions received before the deadline will be answered in writing and mailed, emailed, or faxed to all vendors who register on a bid list. Bid question responses will also be posted on the County's website at <http://www.otsegocountymi.gov/general-information/bids-and-proposals/>.
- You may schedule an appointment for a site visit during regular business hours beginning Monday, March 5 through Thursday, March 8, 2018 by contacting the following person:
Maureen Derenzy, Library Director
700 South Otsego Avenue
Gaylord, MI 49735
Tel: (989) 732-5841
Email: mderenzy@otsego.org

CONTRACT AWARD

The anticipated timeframe for selection of the consultant(s) and initiation of the project is as follows:

- | | |
|---------------------|--|
| • February 21, 2018 | Notice and Release of RFP |
| • February 21, 2018 | RFP issued and published on the following websites:
Otsego County and Otsego County Library |
| • February 23, 2018 | Notice published in the Gaylord Herald Times |
| • March 16, 2018 | Proposals due by 3:00 p.m. |
| • March 19, 2018 | Public Bid Opening |
| • April 2-3, 2018 | Consultant interviews |
| • April 10, 2018 | Contract awarded and successful bidder notified |
| • April 16, 2018 | Project initiation |

SPECIFICATIONS

The F&EC shall report to the County Administrator and Library Director. Consulting services are identified below. The Consultant must demonstrate the ability and commitment to provide coordination through Grand Opening Day and ongoing support services upon completion of the project.

The Library has also contracted with an Architect for this project. The Architect's scope of services includes functional building design, interior building finishes and a preliminary furniture layout plan.

SELECTION CRITERIA

The County will open and review all proposals and select the proposer based on technical merit and bid price. Upon a satisfactory selection and successful negotiations, the County will initiate the contract award.

- **Offshore Labor.** It's the County's intent to contract with a US owned Company and have all work performed within the United States.
- **Firm Background.** The proposal will be evaluated on the basis of the respondent's background, including the number of years in business, size, and financial stability.
- **Staff Qualifications.** The proposal will be evaluated on the basis of the respondent's demonstrated staff qualifications, including the required professional registrations.
- **Local Project Experience.** The County prefers to select a contractor that can demonstrate successful project experience in the State of Michigan region.
- **Similar Project Experience.** The proposal will be evaluated on the basis of project experience that is of a similar technical nature and complexity, for clients that are similar in size, location, and type as Otsego County.
- **Schedule and Availability.** The respondent's projected schedule and resource availability will be evaluated in the choice of contractor, although the County understands that the actual beginning and completion dates are subject to the notice to proceed.
- **Price.** The proposed price of the project will be a major consideration in selection.

QUALIFICATIONS

- Preference may be given to F&EC with experience in the functional planning and furniture design of renovated public library buildings.
- Preference may be given to accredited F&EC team members with experience in planning public libraries.
- The F&EC must provide a minimum of five references for similar services provided during the last 5 years.
- The F&EC shall demonstrate the ability and history to provide total Project Management services to include interior design, integration of existing furniture and equipment into the interior design plan, procurement of new furniture and equipment, moving and installation services on a cost effective basis.
- The F&EC shall demonstrate experience with ordering and installing shelving and furniture direct from manufacturers to obtain direct manufacturer's wholesale prices on behalf of the Library.

SERVICES

- The F&EC shall review the functional layout prepared by the architect and will provide recommendations and plans for furniture layout and housing of library materials, as well as

possible solutions to any conflicts in the functional plan. In making such recommendations, the Consultant shall keep in mind the impact on the overall schedule for the building design already approved by the County.

- The F&EC shall prepare cost estimates for all library shelving, furnishings, end panels, signage and artwork based on the approved design criteria. The Consultant shall assist with coordination and input for interior furniture and equipment finishes.
- The F&EC shall take into consideration the requirement to reuse existing shelving and furniture, as well as cost savings opportunities for purchasing used shelving or refurbished office furnishings. The F&EC shall become familiar with existing brands of shelving and furniture, inventory existing components to quantify needed additional parts, labor to modify existing items where required, specification of new required components, and relocation and reassembly of items in the new facility.
- The F&EC shall assist the Library Director in creating list of furnishings and equipment, with cost estimates, to be used in a fundraising campaign to allow members of the community to donate funds for specific items.
- The F&EC shall prepare complete specifications, drawings and bid documents for all library shelving, library furniture, office furniture and technical equipment to establish the standards of design and qualities desired and permit the obtaining of quotations for the work. (The cost of printing and duplicating specifications will be passed through to the Library at actual cost). Quotations will be solicited direct from manufacturers. The Consultant shall assist with the analysis of bid proposals and evaluation of test criteria and samples to obtain data necessary for selecting vendors and may issue purchase orders for selected items.
- The F&EC shall receive and review shop drawings and coordinate the delivery schedules of all furnishings manufacturers. The Consultant shall provide complete installation services using experienced personnel to receive, move and install the products ordered and dispose of all packing materials. The Consultant shall provide complete oversight of the furnishings installation including preparation of the punch list.
- This contract does not include the following items: exterior site furnishings, computers and associated peripherals, audiovisual equipment, photocopiers, telephones and associated equipment, book and building security systems, floor coverings, counters and shelving that are built in the construction of the buildings, cleaning and maintenance equipment, desktop tools, media and books.

PROPOSAL FORMAT

All proposals must follow the same format. To be accepted for evaluation, the proposal format must address all required components.

The aim of the required format is to simplify the proposal preparation and evaluation processes and to ensure that all proposals receive the same orderly review.

All proposals must include the following components:

Section	Topic
	Cover Letter
1	Company Overview
2	Project Services
3	Project Team
4	Man-hour / task allocation matrix to illustrate planned staffing strength for each phase of professional service.
5	Related Experience
6	Proposed Timeline for Completion of each stage of work
7	Additional Information
8	Cost Proposal

SERVICES PROVIDED BY THE CONTRACTOR

- Perform all work at 700 South Otsego as indicated on the Bid Documents as prepared as shown in the BID 2018-02 Library Interior Design Bid document on the County's website.
- Work must be done to minimize negative impact on existing employees and visiting public.

SERVICES PROVIDED BY THE COUNTY

- Provide access to the facility and work areas as necessary for the project.
- Provide prompt payment for the installation of the project upon receipt of invoices and acceptance of the project work.

INSURANCE/INDEMNIFICATION

The Contractor must maintain during the term of the contract the following insurance coverage, at a minimum:

Commercial General Liability Insurance in the amount of \$1,000,000.00 per occurrence for property damage and bodily injury, with a \$1,000,000.00 aggregate.

Worker's Disability Compensation Insurance including employer's liability coverage, in accordance with applicable statutes of the State of Michigan.

Motor Vehicle Liability Insurance, including Michigan no-fault coverage.

Any other Insurance that may be needed by the Contractor in order to fulfill contractual obligations.

The Contractor shall indemnify, defend and hold harmless the County its boards, commissioners, officers, employees and agents against all claims of loss, damage and/or injury arising out of the performance of services or that may be sustained in or upon County premises from any actions or omissions by the Contractor. Such indemnification shall survive the termination of this Agreement.

COMPLIANCE WITH THE LAW

CONTRACTOR shall comply with all applicable federal, State and local laws and ordinances, rules and regulations, as well as any applicable County policies.

APPENDIX A

OTSEGO COUNTY BID FORM

The undersigned proposes to furnish services in accordance with specifications listed in the attached bid document.

Total Cost of Project \$ _____

Submitted Certificate of Insurance with bid _____ yes _____ no

Visited site to view project _____ yes _____ no

Submitted references with bid _____ yes _____ no

Will complete project according to timeline _____ yes _____ no

COMPANY NAME: _____

ADDRESS: _____

SIGNATURE: _____

SIGNATORY NAME (Printed): _____

TITLE: _____

TELEPHONE: _____

EMAIL (if any): _____

FAX: _____

DATE: _____

APPENDIX B

DRAWINGS

<<INSERT LIBRARY DRAWINGS>>