

January 31, 2013

REQUEST FOR PROPOSAL

Northside Development
RFP#CML13-006

For Columbus Metropolitan
Library (the Library)

Issued by:

Purchasing Division
96 S. Grant Ave.
Columbus, OH 43215

Deadline for Submittal:

February 7, 2013
No later than 12:00 P.M. EST

REQUEST FOR PROPOSAL

The Columbus Metropolitan Library is seeking sealed, signed, written proposal for **Northside Development**, according to the requirements described in the Scope and other documents included with this RFP. The Proposal Identification Number is **RFP#CML13-006**.

Sealed Proposals will be received at the Security Desk, First Floor, Columbus Metropolitan Library, 96 South Grant Avenue, Columbus, Ohio 43215 no later than 12:00 Noon EST on Thursday, **February 7, 2013**. Any Proposals arriving after 12:00 noon will be marked late and will not be considered for selection to provide the specified equipment, supplies and/or services.

The Offeror declares to have read and understood and agrees to be bound by all the instructions, terms, conditions and specifications of this Request for Proposal and agrees to fulfill the requirements of any contract for which it is selected to provide the specified equipment, supplies and/or services at the prices proposed following negotiations with the Developer determined most qualified to provide the required services. The Offeror certifies, by signature affixed to this Cover Sheet, that the information provided by it in response to the RFP, including certified statements, is accurate and complete.

Federal Taxpayer Identification Number (TIN)		
Name of person signing bid proposal (Please print or type)	Title	
Offeror Name		
Mailing address		
City	State	ZIP
Telephone	Toll Free Telephone	
Contact Person	Fax Number	
E Mail address		
Authorized Signature (Original signature only) Please use Blue Ink..		

THIS FORM MUST BE SIGNED AND SUBMITTED WITH THE PROPOSAL.

Purpose

The Columbus Metropolitan Library (referred to as the Library) is seeking a highly-qualified development team (referred to as the Developer) to plan, finance, build, and operate a mixed-use project on High Street between W. 5th Ave. and W. 8th Avenue, ideally utilizing Library owned parcels located at 1423 N. High Street Columbus, OH 43201 (0.89 acres – See Appendix A).

The Library is in progress of implementing a Vision 2020 facilities plan to renovate or rebuild a number of library buildings. The plan includes a location on High Street known as the Northside Branch. This multi-use facility, which will result from this RFP, will house a new Northside Branch. The overarching goals of the Vision 2020 plan are:

- To increase the space available to the public and to create safe, sustainable, vibrant places that support community oriented, user-centered programs, technologies and services, providing direct access to the Library's extensive resources, current technology and exceptional staff. Additionally, there will be emphasis on comfortable seating, quiet reading spaces, children's and teen spaces, public meeting spaces, conference rooms, and tutoring rooms; all integrated into facilities that can be easily configured or reconfigured to adapt to community needs.
- To integrate technology and automation thereby providing customers and staff opportunity to utilize the latest digital advancements. Our goal is to utilize technology to serve our customers needs in the most efficient ways possible, including self-service whenever possible. In addition, we will utilize technology to increase opportunities to deliver and participate in personalized customer service.
- To address the changing dynamics of the library service model, such as the growing influence of eBooks, social media and mobile devices as they pertain to customer behavior and expectations.

We will provide accessible spaces where customers are inspired but also feel welcome and valued. The spaces will be creative, vibrant, open and inviting. Each space will flow into another encouraging discovery, collaboration, reflection, relaxation or the pursuit of individual activities. Emphasis will be placed on Young Minds (children aged 0 to 18); the building should reflect that this is a place where children and teens are welcomed.

It is the Library's intention to push the boundaries of the library as we know it today, while addressing and embracing the dynamic changes in the field of information, technology and social behaviors. The Library's customers are exposed to public and retail spaces that inspire them.

Expectations specifically for Northside:

- Expansion to 20,000 – 27,000 square feet
- Highly visible from High Street.
- Stable development partner with a long-term commitment. Timely development for design, financing, and construction.
- Library space should be treated as if it is "prime" retail space. Signature design that reflects 21st century architecture and public library space.
- Parking on-site (we are willing to consider several options for parking including a multi-level parking garage and own/lease options) with spaces for 75 -100 vehicles. Easily accessible & visible to Library customers.

- Library has first floor presence at minimum, with the entire Library being located on the first floor as a preference. We are open to considering multi-level concepts.
- LEED Silver or above. Sustainable elements in design and operation. Maximize daylight.
- Library consultation in the architectural design for both interior and exterior space. The Library will be required to sign-off on all final decisions.
- Accessibility for delivery trucks, with 24 foot box, to drop-off and pick-up boxes, etc.
- Drive up book drop accessibility with easy ingress/egress
- Secondary building use that complements the library (child friendly).

Background

The Library is a county district library established in accordance with §3375.20 of the Ohio Revised Code. The Library, which is a separate legal entity, is financially, managerially and operationally independent from both Franklin County and the City of Columbus. The Library is a fully funded political subdivision and receives the majority of its funding from the State of Ohio and locally voted property taxes.

Team Relationships

As noted, the Library seeks to partner with a highly-qualified Developer in order to implement a multi-use facility that will include our new Northside Branch. This request will result in the selection of a Developer who will create a new facility that will enhance customer experience and reflect the Library's purpose: ***“to inspire reading, share resources and connect people.”***

The Developer selected will work closely with CML staff, construction management staff and other professionals as a dedicated project team. Presence in the State of Ohio is a requirement for all qualified Developers. If a Developer does not have a presence in the State of Ohio, the Developer must identify one (1) Ohio partner at a minimum with which it will contract and that will perform the following services:

- Provide experience in and knowledge of the local building code, including all applicable rules and regulations of the city of Columbus, Franklin County and the State of Ohio that will apply to the design and construction of the improvement.
- Prepare the construction documents for a project, including providing the professional seal required by Ohio law.
- Provide construction administration services.
- Provide post-construction support.
- Additional items that require a local presence, as needed.

A Developer may submit up to two (2) Ohio partners with which it is willing to contract to provide local building code expertise and the services listed above. During the review and evaluation process, the Library reserves the right to reject the proposed Ohio partner.

The Library views the ability to collaborate as a critical component of success. Qualified Developers must demonstrate the ability to work with all members of the project team as a cohesive team.

Proposal Requirements

To facilitate comparison of proposals, each page of the proposal should state the name of the Developer, the RFP number (RFP#CML13-XXX), and the page number and should be submitted in a format that corresponds to the order below.

ALL DEVELOPERS INTERESTED MUST SUBMIT THE FOLLOWING INFORMATION:

- A. RFP Cover Sheet – signed by an officer of your company.
- B. One (1) page description of your Developer’s vision for the future of public library’s.
- C. Statement as to the Developer’s particular abilities and proposal related to this project, including the number of years the Developer has been in business, the geographical area of operations and professional affiliations. Please also indicate the principals in the organization and the size and composition of the organization.
- D. Provide the name of all team members that would be assigned to the specific projects identified and the role that they will play. Include a brief description of certifications, skills and abilities of each team member.
- E. A statement, in clear terms, of your understanding of the proposed project and description of your approach to the project, including a proposed concept. Describe what you consider visionary and innovative about your Developer’s approach to urban development. Describe concepts for potential tenants (office, retail, residential, etc.) and parking solutions.
- F. Provide information that demonstrates experience in and knowledge of local building code, including all applicable rules and regulations related to the City of Columbus, Franklin County and the State of Ohio. Include information about the Developer’s experience with the USGBC and LEED certification of any buildings owned/managed by the Developer.
- G. Provide up to a maximum of five (5) past experiences working with partners in a multi-use facility, particularly public entities.
- H. Provide a portfolio (or a link to a portfolio) of your most innovative work, including any recent innovative experiences on multi-use urban development projects.
- I. Provide a minimum of three (3) projects for which the Developer has provided services of similar size and scope. For each project, include name and contact information for clients/owners, a construction manager (if any), design firm, and for major contractors that performed work on the project.
- J. Describe the Developer’s approach and methodology related to progress update meetings and presentations to the Library’s key stakeholders.
- K. Include any other information believed to be pertinent, but not specifically mentioned in this RFP, that may be useful and applicable to this project.
- L. Disclose all information concerning any suits filed, judgments entered or claims made against the Developer during the last five years with respect to services provided by the Developer or any declaration of default or termination for cause against the Developer with respect to such services.

In addition, state whether during the past five years the Developer has been suspended from submitting proposals for or entering into any government contract. Please identify any reliance or expectation of using governmental loans or grants.

Evaluation of Proposal

The Library's evaluation team, consisting of selected members of various work units, will evaluate responses received to the RFP. As it is conducting the evaluation process, the evaluation team will strive to identify the most qualified Developer for recommendation to the Library Board of Trustees for selection to enter a partnership.

Specific criteria that will be considered during the evaluation include:

- Ability to work as a team
- Presentation skills
- Consistency with the goals and vision of the Library
- Team proposal, references and demonstrated capacity to implement and complete
- Occupancy date
- Quality of the proposal, including adherence to instructions
- Evidence of design excellence/innovation that achieves the vision and goals intended
- Concepts presented
- Financial stability and complexity of funding plans/arrangements

The Library reserves the right to waive irregularities in any proposal submission, to request additional information from any Developer that submits its proposal and a proposal for consideration, and to reject any or all submittals.

Selection Process

1. The complete RFP will be e-mailed in Portable Document Format (PDF) to Developers identified by the Library to be included on the distribution list and to anyone requesting a copy. In addition, the notice of the RFP will be published in the *Columbus Dispatch*, and will be posted on the State of Ohio procurement website and the Library's website.
2. The selection team will review all proposals, identifying Developers that meet the minimum proposal. Of the qualified Developers, the selection team will identify which Developer(s) will be considered as a "finalist" for the project. Each finalist will then be required to meet in person, in Columbus, Ohio, with the selection team for an oral interview.
3. The selection team may perform site visits as part of the evaluation process before recommending the most qualified Developer(s) to the Library's Board of Trustees for selection.
4. The selection team will then recommend the most qualified Developer to the Library's Board of Trustees for final selection and authorization to enter into contract negotiations. The most qualified Developer may be requested to make a presentation to the Library's Board of Trustees.

Schedule

January 31, 2013	RFP mailed to distribution list, published in the <i>Columbus Dispatch</i> , and posted on State of Ohio and Library websites
February 7, 2013	RFP due by 12:00 Noon EST
February 8, 2013	Short-Listed Developers notified
February 14, 2013	Finalists interviewed
February 20, 2013	Board of Trustee meeting
February 21, 2013	Finalists notified

Each Developer must submit a proposal clearly marked:

**Northside Development
RFP#CML13-006**

One (1) original, completed and signed in blue ink, and ten (10) copies are required.
Proposals are due no later than **Tuesday, February 7, 2013, at 12:00 Noon EST.**

Proposals submitted by e-mail or fax are not acceptable and will not be considered.

Proposals must be submitted to:

Columbus Metropolitan Library
Attn: Wanda Dixon
96 South Grant Avenue
Columbus, OH 43215

The Library will return unopened any proposals that are received after the deadline.

CONTACT INFORMATION:

Every effort has been made to include enough information within this RFP to enable Developers to prepare a response that thoroughly and fairly represents their respective capabilities to meet the Library's requirements. If there are questions concerning the contents of this document, the Library is willing to provide responses in as timely a manner as possible.

Submit all questions and inquires via email to:

Wanda Dixon, Procurement Specialist
Email address: purchasing@columbuslibrary.org

To avoid future conflicts of interest or unfair competitive advantage over competing Developers/consultants on future projects, the Library will share the detailed results of any and all research along with conclusions and recommendations made by the selected Developer with anyone interested in working with the Library on future projects and as public records laws require.

