



Section 1

Introduction

1.1 Purpose

St. Joseph County Public Library (SJCPL) seeks a qualified design firm to provide services for interactive and educational play features in the interior children's areas of our branch locations. This project is being divided into phases, and this Request for Proposal ("RFP") addresses the first phase of work. This phase includes full design services for the interior children's spaces at four (4) branches and exterior spaces at three (3) of our branch locations. It also includes conceptual designs for the interior of five (5) branches, and the exterior of one (1).

1.2 About SJCPL

St. Joseph County Public Library is located in north central Indiana and serves a population of 170,000. The Library system includes a Main Library and nine (9) branches, mostly located in the city of South Bend. The Main Library recently underwent a major \$40 million expansion and renovation, led by international design firm Robert A.M. Stern Architects. We enhanced the renovation and expansion by developing a public-private partnership with the City of South Bend and the Community Foundation of St. Joseph County. We are now turning attention to our branch locations by embarking on another transformative revitalization project.

1.3 Firm Qualifications

The selected design firm must be experienced in all phases of the planning, design and project execution. Firms should also have at minimum five (5) years experience providing design services to create immersive spaces. Firms should have completed at least three (3) projects of similar scope or for a similar type of client. Firms must be legally registered to do business in the State of Indiana at the time of contract finalization. Firms may not pay or agree to pay any employee or agent of SJCPL a fee, commission or any other item of value in order to secure the award of this contract.

Section 2

Scope of Work

2.1 Project Background

The “Our Next Chapter” project is a systemwide master plan that outlines the renovation of our nine (9) library branches over the next 10 years. The project is led by MKM architecture + design. Over the next ten (10) years, we will be systematically doing maintenance and renovations on our nine (9) SJCPL branch locations. Construction at the first branch is anticipated to begin in November 2024. The “Our Next Chapter” Master Plan can be found on SJCPL’s website at the following url:

<https://sjcpl.org/wp-content/uploads/SJCPL-ONC-Report-DRAFT.pdf>

As part of the “Our Next Chapter” project, we are giving special consideration to the redesign of the children’s areas at the branches. We seek to integrate elements of play into these spaces to provide a unique experience for our community’s children and families. At the Main Library, design firm Boss Display designed “Tiny Town,” a play space that facilitates imaginative play through interactive spaces like a pretend cafe, coffee shop, market, and animal rescue. We have seen the success of this concept and intend to offer a similar play-based experience to children and families at our branches.

The “Our Next Chapter” schedule of completion for all branch projects is as follows:

Branch	Year of Completion
Centre	2025
LaSalle	2025
Western	2025
Lakeville (Exterior Only)	2025
River Park	2026
German (Exterior Only)	2026
Tutt	2027
German	2029
Lakeville	2030
North Liberty	2031

2.2 Project Description

This project includes the creation of interior and exterior features designed to facilitate play and learning at our branches. The features should be accessible to children at the PreK - 3rd grade levels of development. They should create an immersive, whimsical environment that encourages children to use their imagination.

The features will be integrated into the renovation work currently being done by MKM Architecture and Design (MKM), and these features should not be discordant with MKM’s designs. This project should also follow MKM’s design schedule, which establishes the order in which branches will be renovated over 10 years.

Project priorities include but are not limited to:

- Focus on play-based learning with interactive play features
- Design themes across branches that are both aesthetically unified while still reflective of the unique qualities of each branch's surrounding neighborhoods
- Elements that create an immersive and whimsical environment
- Utilization of universal design principles
- Indoor spaces that include creative design elements and interactive activities, while maintaining access to materials and seating areas
- Outdoor spaces or elements that provide opportunities for play that draw people to visit these branches (similar to a roadside attraction)

Below are square footage estimates for all of the children's areas at our branches. The interior square footage includes space for children's collections. The design features should not significantly change the space provided for our collections.

Interior Children's Areas Square Footage:

- Centre - 2,021
- Western - 3,000
- LaSalle - 3,000
- River Park - 780
- Tutt - 962
- German- 1,936
- Francis - 3,720
- Lakeville - 551
- North Liberty - 700

Exterior Children's Area Square Footage:

- Centre - 5,067
- Lakeville - 10,454
- German - 10,890

During the first phase of the project, we are focusing on Centre (Interior & Exterior), LaSalle (Interior), Western (Interior), and Lakeville (Exterior).

2.3 Project Scope

The designer will provide full design services for Centre (interior & exterior), LaSalle (interior), Western (interior), and Lakeville (exterior). Full design services include conceptual design, schematic design, and design development. The designer may also be required to provide construction observation and management services.

The designer will provide the conceptual design services for River Park (interior), Tutt (interior), Francis (interior), German (interior & exterior), Lakeville (interior), and North Liberty (interior).

Additional requirements are listed below. The requirements are divided into what is needed for all locations and those for specific locations.

All locations:

- Work closely with the Executive Director, facilities team, and SJCPL staff to gather and incorporate feedback
- Work with local regulatory agencies to adhere to code
- Develop a preferred final design concept for each location that is both unified across the system and celebrates the branches unique neighborhoods

Centre, LaSalle, Western, Lakeville only:

- Provide schematic design drawings
- Prepare a comprehensive schematic design cost estimate
- Provide a project time schedule, etc.
- Prepare the final written plan to SJCPL by November 25, 2024

2.4 Project Construction Budget

The following amounts are currently allocated for fabrication and installation of play spaces at each location:

- Centre: 70k-100k
- Lakeville: 150k-200k
- LaSalle: 70k-100k
- Western: 70k-100k

Section 3

Submission Requirements

Proposals must include the information and materials outlined in this section. Proposals must be signed by the responder or its authorized representative.

3.1 Formatting

The following are required for formatting:

- Page size must be 8.5" x 11"
- Margins of at least 1" on all edges
- Font size must be no smaller than 10 pt.
- Total pages must not exceed 50
- A partially full page will be considered a full page
- Sheets printed on both sides will be considered 2 pages

3.2 Proposal Content

Proposals should minimally include the following information, clearly and readily identifiable as responses to this RFP.

- Firm overview, including the following:
 - Contact information
 - Number of years in business
 - Size of firm
 - Brief history and philosophy of firm
 - Names of offices, owners, and other principals of firm
- A list of 3 projects you would consider most comparable to this project, including the following:
 - Personnel who worked on project

- Name of Project
- Description
- Photos
- Budget, including the following:
 - Total Lump Sum Bid Amount for the completion of the Conceptual and Schematic Designs as described in the RFP
 - The estimated total cost by major task broken down by hourly rates and estimated hours
 - Summary of the individuals' hourly rates
 - Any administrative expenses or other costs
- Timeline
- A list of at least three client references from recent projects (name, phone, email)
- A list of personnel and brief professional overview of those who would be directly involved in this project for its duration
- Assessment of the firm's current workload and ability to devote necessary time & attention on this project
- Draft of a preliminary project timeline, including key dates, an overall project schedule, including the timing of major work tasks.
- Payment terms & conditions
- Statement that the proposal is valid until January 1, 2025 unless withdrawn before submittal deadline
- A list of any pending litigation or claims against the responding firm related to services rendered
- Proof of adequate liability insurance coverage for the project's scope of work
- Non-collusion Affidavit
- E-Verify Affidavit

3.3 Primary Contact

Name: Stephanie Murphy

Title: Executive Director

Office: 574-282-4604

Email: s.murphy@sjcpl.org

St. Joseph County Public Library

Attn: Stephanie Murphy

304 S. Main St
South Bend, IN 46601

3.4 Submission of Proposal Packages

Respondents must submit their proposals in-person, by email, or by mail to Stephanie Murphy, Executive Director, on or before 5 p.m. on October 3, 2024. If submitted by mail, the mailed submission must be *received* by the deadline. Respondents are responsible for any delays due to the mailing process. Late proposals will not be considered.

We prefer your proposal to be sent as an electronic file in pdf format; however, hard copies are acceptable.

- For hard copies, three complete copies of the proposal should be sealed in one package. The package should be addressed to the Primary Contact.
- For electronic files, the subject line should say "SJCPL Children's Design Proposal Submission." Pdf format is required for attachments. Electronic submissions should be sent to the Primary Contact.

3.5 Questions, Amendments

Responders may submit written questions regarding this RFP via email to Stephanie Murphy, Executive Director, at s.murphy@sjcpl.org. Questions will be accepted until 5:00 PM, September 16, 2024. Responses to questions will be sent as an addenda to all interested parties by September 20, 2024. No verbal communications between a respondent and SJCPL staff regarding the RFP are permitted, and any verbal representations provided by SJCPL staff are not binding on SJCPL. Modifications to the RFP may be made by addenda, which then becomes part of this RFP.

Section 4

Evaluation & Selection Process

4.1 Process Overview

SJCPL has formed a Selection Committee of library representatives. Upon receipt of proposals from respondents, the Selection Committee members will review the proposals in detail and identify a short list of those firms that appear to be most qualified to provide services for the project. Separate presentations and interview sessions will then be scheduled with the selected firms to permit the Selection Committee to further evaluate each firm's qualifications and proposal.

Firms that make the short list will be expected to make a presentation to the committee. After interviews, the Selection Committee will make their selection. A library representative will work with the selected design firm on contract terms, conditions, and fees. The contract will be submitted to the Library Board of Trustees for approval. In the event contract negotiations prove unsuccessful with the selected firm, the Selection Committee will select another firm with which to begin contract negotiations.

4.2 Process Schedule

The anticipated schedule, subject to change, is as follows:

Activity	Date
Call for proposals	September 3 - October 3, 2024
Deadline for submitting questions	September 16, 2024
Responses to submitted questions	September 20, 2024
Deadline for submissions	October 3, 2024
Interviews with selected firms	October 2024
Contract award on or about	November 29, 2024

4.3 Evaluation Criteria

The criteria below will be used to evaluate firms for further consideration:

- Whether and the extent to which the respondent adhered to the requirements of this RFP
- Appropriate expertise for this type of project
- Relevant experience and success in creating immersive spaces
- Level of satisfaction of current and past clients
- Demonstrated understanding of the project, including clear “feel” for the goals and objectives of the project
- Demonstrated commitment to diversity, equity, inclusion, and accessibility in its workplace, selection of vendors, and approach to design
- Proposed cost, though SJCPL will not compromise quality of work and variety of services performed for cost

4.4 Additional or Supplemental Information

SJCPL may, during the evaluation process, request any proposer to provide additional information that the library deems necessary to evaluate the proposer’s ability to perform the required services. Such information shall be required to be provided in writing, and shall become part of the proposal on record.

4.5 Interviews

After the initial screening, SJCPL may request one or more sessions of interviews from any firm submitting a responsive proposal. Interviews of those selected firms will be conducted as part of the final selection process. SJCPL’s expectation is to meet with the team to be assigned to the project.

Section 5

Additional information

5.1 Cost of preparing the proposal

Required information submitted pursuant to this request shall be prepared at the sole cost and expense of the respondent. There shall be no claims

whatsoever against the St. Joseph County Public Library for reimbursement for the payment of costs or expenses incurred in the preparation of the response or other information related in any way to this RFP.

5.2 Confidentiality

All proposals are subject to the provisions of federal, state, and local law. All proposals shall be treated as confidential until the time of the public meeting when the SJCPL Board votes to award a contract to a responsible responder. When SJCPL has issued its notice of intent to award, all submitted proposals shall be deemed public record and become subject to public disclosure, except for proprietary information such as trade secrets, manufacturing processes, and financial information that is not required to be made available for public inspection. When the contract negotiations have been completed and a contract is signed between SJCPL and the contractor, the contract shall be a public record, except for proprietary information.

5.3 Reasonable Inquiry

SJCPL may conduct any reasonable inquiry to determine the responsibility of the proposer. The submission of a proposal constitutes permission by the proposer for SJCPL to verify all information contained therein. If SJCPL deems it necessary, additional information may be requested from any proposer. Failure to comply with any such request may disqualify a proposer from consideration.

5.4 Withdrawals and/or Declinations

All proposers will be accorded fair and equal treatment with respect to any opportunity for discussions and revisions of proposals. A written request for the withdrawal of a proposal may be granted, if the request is received prior to the specified date and time of the receipt deadline. Another proposal may be submitted prior to the deadline. After the receipt deadline, the Offeror cannot withdraw or cancel its proposal for a period of ninety (90) calendar days, and such proposal will be binding during that time. Proposals that have clerical errors or any irregularities are subject to correction only with concurrence of the Executive Director.

5.5 Disqualification, Rejection, or Waivers of Proposal

SJCPL may, at its sole discretion, disqualify or reject a proposal if it fails to furnish all information requested in this RFP, fails to follow the format requested in the RFP, or contains false, incomplete, misleading, or unresponsive statements. Additionally, SJCPL reserves the right to reject any and all submittals, waive any irregularities, reissue all or part of the RFP, or withdraw this RFP and not award a contract, all at its discretion and without penalty.

5.6 Proposal Duration and Contract Timing

All proposals will remain in effect and shall be legally binding for ninety (90) days after the proposal submittal date. It is intended that the specifications and terms in a proposal shall become part of a contract for services with the successful proposer.

The selected proposer will be expected to agree to a contract with SJCPL for the design services requested within thirty (30) days of SJCPL's issuance of the notice of intent to award. If an agreement on contract terms and conditions acceptable to SJCPL cannot be achieved within that time frame, or if it appears that an agreement will not be possible after reasonable negotiations have been conducted (as determined at the sole discretion of SJCPL), then SJCPL reserves the right to retract the notice of intent to award and proceed with an award to another proposer, or to withdraw this RFP.

The submittal of a proposal is an acknowledgement by the proposer that all legal, financial, and employment policies/procedures of SJCPL can be upheld by the proposer.