



October 8, 2024

Subject: Request for Proposal (RFP) for Design and Project Management Services
Urbandale Public Library

Dear Prospective Firm:

The City of Urbandale is inviting your firm to submit a proposal for design and project management services for the Urbandale Public Library Interior Space Redesign Project. Your proposal must be submitted to the email address shown below by 5:00 p.m. on Tuesday, November 5, 2024. No hard copy submittals will be required. Proposals received after this deadline will not be considered. Address proposals to:

Nicholas Janning
Library Director
njanning@urbandale.org
City of Urbandale
3520 86th Street, Urbandale, IA 50322

Your proposal should include a listing of your company's qualifications for library design and project management services, a list of the lead personnel that will be involved in this project, the ability to meet the timelines stated in this request, and a minimum of three references, preferably including library design projects.

In addition, your proposal should include the services to be provided by your firm, your hourly rates, with a not-to-exceed design cost estimate (include assumptions used to arrive at design fee) for the preparation of these plans and specifications. Please also include a separate pricing sheet that includes pricing estimates for all redesign elements (listed on page 2).

The library will host a pre-proposal meeting at 1:00 p.m. on Thursday, October 17 to answer questions, discuss the priorities of the project and provide supplemental materials, including a city-approved scoring rubric and the Library Space Audit. Upon selection, the City and Consultant will enter into the City's standard Professional Services Agreement.

PROJECT DESCRIPTION / SCOPE OF PROJECT

The Urbandale Public Library, located at 3520 86th Street, is seeking reconfiguration and redesign of the main floor of library (excluding staff spaces). Budget for the total project, including design fees, purchase and installation of FF&E, and project management is \$650,000. Because the project will be budget driven, it is understood that phasing will likely be needed to complete all elements of the design.

Urbandale Public Library

The Urbandale Public Library (UPL) building was built in 2000 on the City of Urbandale campus bordered by Walker Johnston Park. Our 56,000 square-foot building houses a variety of print and non-print materials for research and entertainment.



The library is also a key resource for groups and individuals who need access to computers, copiers, meeting rooms, and study areas. Our extensive programming informs, educates, and entertains audiences of all ages and interests. In 2022, UPL welcomed more than 150,000 visitors, and offered more than 600 programs for children, teens and adults with more than 17,000 attendees. In 2023, an independent consultant completed a Library Space Audit.

A redesign/masterplan would ideally include the following elements:

- New furniture, including
 - New circulation, reference and children’s service desks
 - New tables and seating throughout the library
 - Workpods for personal quiet space
 - Phone booths for private calls
 - New computer desks
 - New display shelves or units
- Reconfiguring children’s area, including new shelving
- Reconfiguring teen area, possibly including a gaming space
- Enclosing Reading Room to create quiet space
- Updating layout and furniture in the ICN room to make it a public meeting space
- Adding digital signage for meeting and study spaces
- Adding interior seating and expand the collection space for the seed library

Responsibilities of the Consultant:

- Perform fieldwork to collect information and review existing library design.
- Review Library Space Audit and meet with Library Space Redesign Committee to discuss priorities, improvements and phasing of the project(s). It should be noted that the library will remain open during construction. Present preliminary plans and specifications. Finalize plans and specifications detailing the library space redesign, including FF & E.
- Prepare opinion of cost of each of the redesign elements noted in the prior section.
- Prepare the bid documents including general conditions, bid forms, etc. suitable for obtaining bids for furniture purchases and/or construction work.



- Conduct a pre-bid meeting with the prospective bidders and respond to questions from the prospective bidders as they review field conditions and bid documents.
- Prepare and issue addenda, if necessary.
- Attend and assist in conducting a preconstruction conference with the Library Space Redesign Committee, the successful contractor and other interested agencies.
- Provide on-site project management services consisting of furniture and shelving delivery and placement, construction observation services and report work-in-progress. Minimum of three (3) visits to be provided.
- Review change orders, project submittals and contractor pay requests.
- Conduct a post redesign review and generate punch list.

Addendum Project

If the selected firm has satisfactory performance under this initial contract, the firm may be given preference for a future construction redesign project in the children’s department, including a potential addition of a room for youth events on the south side of the library.

Responsibilities of the City:

- To review and provide input on the consultant’s preliminary and final design plans in a timely manner.
- Make available to the consultant as-built drawings of previous projects (pdf format).
- Make payments for services within 30 days of receiving an acceptable invoice.

TENTATIVE PROJECT SCHEDULE

Pre-Proposal Meeting	Thursday, October 17, 2024
Deadline to Submit Proposals	Tuesday, November 5, 2024
Consultant Selection to Council	Tuesday, December 17, 2024
Project Letting	TBD
Project Completion	December 31, 2025

If you have any questions regarding this request for proposal, please email me at njanning@urbandale.org.

Sincerely,

Nicholas Janning
Library Director