

– REQUEST FOR PROPOSAL –

Rotary Reads Kids Club - Design Children's Spaces in
City of Buffalo Branch Libraries

For the

Buffalo & Erie County Public Library

RFP # 1806VF

March 16, 2018

BUFFALO & ERIE COUNTY PUBLIC LIBRARY
1 LAFAYETTE SQUARE
BUFFALO, NY 14203-1887

SECTION 1	ADMINISTRATIVE AND CONTRACTUAL INFORMATION	3
1.1	RFP Purpose	3
1.2	Issuing Office	3
1.3	Organization	3
1.4	RFP Scope	3
1.5	Pre-submittal Conference and Material Review	4
1.6	Pertinent Dates	4
1.7	Proposal Preparation	4
1.8	Submittal of Proposals	5
1.9	Subjectivity to NY State Freedom of Information Law (FOIL)	5
1.10	Conflict of Interest	6
1.11	Non-Collusion	8
1.12	Opening; Conformity to Specifications; Clarification Bulletins	8
1.13	Selection Process; General Criteria	9
1.14	Interviews	9
1.15	Notifications	10
SECTION 2	DETAILED REQUIREMENTS	10
2.1	Objectives	10
2.2	Project Tasks, Services and Strategies	10
2.3	Work Requirements	11
SECTION 3	PROPOSER SUBMITTAL REQUIREMENTS	12
3.1	Personnel and Firm	12
3.2	Demonstrate Ability to Meet the Following General Qualifications	13
3.3	Concept Proposal and Requirements Plan	13
3.4	Fee Proposal	13
SECTION 4	PROPOSAL EVALUATION	14
4.1	Evaluation Considerations	14
4.2	Interviews	15
4.3	Fee Analysis	15
4.4	Notification of successful proposer	15

SECTION 1 ADMINISTRATIVE AND CONTRACTUAL INFORMATION

1.1 RFP Purpose

The Buffalo & Erie County Public Library (B&ECPL), hereafter referred to as B&ECPL, seeks seeks a design professional to access and develop a concept design for the eight (8) City of Buffalo branch public libraries' children's spaces. Four preselected libraries will receive immediate design implementation in their children's spaces. Remaining libraries will receive signage only with a possible option to complete at a later date.

1.2 Issuing Office

This RFP is issued by the Buffalo & Erie County Public Library, which is responsible for the requirements specified in this RFP and for the evaluation of all proposals.

1.3 Organization

The B&ECPL is an independent educational corporation chartered by the University of the State of New York, State Education Department. The Library's governance is established by State Law, stipulating a fifteen member Board of Trustees appointed by the County Executive and approved by the Erie County Legislature. The Board of Trustees appoints a Director and Deputy Directors and is responsible for setting policy, approving the annual budget and ongoing expenditures.

The B&ECPL directly operates the Central Library in downtown Buffalo; eight Branch Library within the City of Buffalo; a "Library on Wheels" bookmobile; and an outreach program. The B&ECPL also provides library system services to all public libraries in Erie County including those located outside of the City of Buffalo.

1.4 RFP Scope

The information and instructions contained in this RFP are intended to provide interested vendors with information necessary to prepare and submit proposals and accompanying materials. RFP sections include:

- Administrative and Contractual information
- Detailed Requirements
- Proposer Submittal Requirements, including Fee Proposal
- Proposal Evaluation
- Required Submittals

1.5 Pre-submittal Conference and Material Review

There will be a pre-submittal conference held for this Request for Proposal at the Buffalo & Erie County Public Library prior to the due date of the submission of proposals. All prospective responders are urged to participate in person.

WHEN: Wednesday, April 4, 2018 at 10:00 am
WHERE: Buffalo & Erie County Public Library
Central Library - 2nd Floor Administrative Offices
1 Lafayette Square, Buffalo, New York

All expenses incurred for participation including, but not limited to travel, lodging and food are the sole responsibility of the vendor.

All inquiries concerning this RFP should be addressed to:

Maureen A. Germaine
Development Manager
Buffalo & Erie County Public Library System
1 Lafayette Square
Buffalo, NY 14203
716-858-7197 (voice)
716-858-7206 (fax)
Email: germainem@buffalolib.org

1.6 Pertinent Dates

A.	Advertisement date:	03/16/2018
B.	Release of RFP:	03/16/2018
C.	Pre-Submittal Conference:	04/04/2018; 10:00 am Eastern
D.	Closing Date for Inquiries:	04/16/2018
E.	Submittal of Proposals:	05/02/2018; 2:00 pm Eastern Time
F.	Review of Proposals by Appointment:	May 2018
G.	Anticipated Award	May-June 2018

1.7 Proposal Preparation

The proposal should follow the format outlined in Section 3, Proposer Submittal Requirements. Vendors should feel free to augment their responses with additional information as they deem appropriate. Failure to follow the prescribed format for responses may result in disqualification.

1.8 Submittal of Proposals

Interested vendors should submit three hard copies (one unbound) to the individual listed in Section 1.5 by 2 p.m. Eastern Time on the Submittal of Proposal date specified in Section 1.6. Submittal of an electronic version in its original format on a CD or USB Drive along with the hard copy is desirable. Vendors have sole responsibility to assure that their proposals are received on time.

The content of each proposal will be held in strict confidence and no details of any proposal will be divulged to any other vendor prior to proposal openings.

1.9 Subjectivity to NY State Freedom of Information Law (FOIL)

This RFP and any responses submitted are subject potential disclosure. All books and public records of a governmental entity, the contents of which are not otherwise declared by law to be confidential must be open to inspection by any person and may be fully copied pursuant to the New York State Freedom of information Law (Public Officers Law, Article 6, §84-90). For more information see: <http://www.dos.ny.gov/coog/foil2.html>.

Proposers are responsible for segregating and clearly marking as confidential any "trade secret" or other material the proposer wishes excluded from disclosure under FOIL. Proposer must also submit written documentation demonstrating the material within the proposal marked "confidential" conforms to New York State law. Not conforming to these requirements will cause your proposal to be deemed non-compliant and subject to rejection by the B&ECPL.

The failure to segregate and clearly mark confidential information, trade secrets and/or proprietary information, shall constitute a complete waiver of any and all claims for damages caused by release of the information by the B&ECPL.

Submitted proposals, which are marked "confidential" in their entirety, or those in which a significant portion of the submitted proposal is marked "confidential" are subject to rejection by the B&ECPL without further consideration.

All proposals are confidential until the contract is awarded; at which time, both successful and unsuccessful vendors' proposals content not complying with the exclusion provisions noted above become public information.

The content of each proposal will be held in strict confidence and no details of any proposal will be divulged to any other vendor prior to proposal openings.

1.10 Conflict of Interest

- A. [1] No officer or employee of B&ECPL shall have an interest in any contract with the vendor, when such officer or employee, has the power or duty to
- (a) negotiate, prepare, authorize or approve the contract or authorize or approve payment there under,
 - (b) audit bills or claims under the contract, or
 - (c) appoint an officer or employee who has any of the powers or duties set forth above, and
- [2] "Interest" as used herein means a direct or indirect pecuniary or material benefit accruing to an officer or employee of B&ECPL as the result of a contract with B&ECPL. An officer or employee of B&ECPL shall be deemed to have an interest in the contract of
- (a) his or her spouse, minor children and dependents, except a contract of employment with B&ECPL,
 - (b) a firm, partnership or association of which such officer or employee is a member or employee,
 - (c) a corporation of which such officer or employee is an officer, director or employee and
 - (d) a corporation any stock of which is owned or controlled directly or indirectly by such officer or employee. New York State General Municipal Law §§ 800 - 801.
- B. [1] The provisions of section 1.9 A. shall not apply to:
- (a) A contract with a person, firm, corporation or association in which an officer or employee of B&ECPL has an interest which is prohibited solely by reason of employment as an officer or employee thereof, if the remuneration of such employment will not be directly affected as a result of such contract and the duties of such employment do not directly involve the procurement, preparation or performance of any part of such contract;
 - (c) A contract with a membership corporation or other voluntary non-profit corporation or association;

- (g) A contract in which an officer or employee of B&ECPL has an interest if such contract was entered into prior to the time he or she was elected or appointed as such officer or employee, but this paragraph shall in no event authorize a renewal of any such contract;
 - [2] (a) A contract with a corporation in which an officer or employee of B&ECPL has an interest by reason of stockholdings when less than five per centum of the outstanding stock of the corporation is owned or controlled directly or indirectly by such officer or employee;
 - (b) A contract in which a municipal officer or employee has an interest if the total consideration payable thereunder, when added to the aggregate amount of all consideration payable under the contracts in which such person had an interest during the fiscal year, does not exceed the sum of one hundred dollars;
 - (f) A contract with a member of a private industry council established in accordance with the federal job training partnership act (29 U.S.C.A. § 1501 et seq.) or any firm, corporation or association in which such member holds an interest, provided the member discloses such interest to the council and the member does not vote on the contract. General Municipal Law § 802.
- C. [1] Any officer or employee of B&ECPL who has, will have, or later acquires an interest in any actual or proposed contract with B&ECPL of which he or she is an officer or employee, shall publicly disclose the nature and extent of such interest in writing to the governing body thereof as soon as he or she has knowledge of such actual or prospective interest. Such written disclosure shall be made part of and set forth in the official record of the proceedings of B&ECPL. Once disclosure has been made by an officer or employee with respect to an interest in a contract with a particular person, firm, corporation or association, no further disclosures need be made by such officer or employee with respect to additional contracts with the same party during the remainder of the fiscal year.
- [2] Notwithstanding the provisions of section 1.9 C.[1], disclosure shall not be required in the case of an interest in the contract described in section 1.9 B.[2], above.

1.11 Non-Collusion

A. Each proposal shall also contain the following statement subscribed by the proposer and affirmed by such proposer as true under the penalties of perjury.

[1] By submission of this proposal, each person signing on behalf of any proposer certifies, and in the case of a joint proposal each party thereto certifies as to its own organization, under the penalty of perjury, that to the best of knowledge and belief:

- (a) The prices in this proposal have been arrived at independently without collusion, consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other proposer or with any competitor;
- (b) Unless otherwise required by law, the prices which have been quoted in this proposal have not been knowingly disclosed and will not knowingly be disclosed by the proposer prior to opening, directly or indirectly, to any other proposer or to any competitor; and
- (c) No attempt has been made or will be made by the proposer to induce any other person, partnership, or corporation to submit or not to submit a proposal for the purpose of restricting competition.

1.12 Opening; Conformity to Specifications; Clarification Bulletins

A. The proposals are opened as stated in the call for proposals or as soon thereafter as reasonably possible. They are irrevocable after opening for ninety (90) days or any period specified in the call for proposals.

B. Selection is based upon a comparison of the proposal as submitted with the requirements identified in the RFP and, where necessary, clarification bulletins.

C. Clarification bulletins may be issued to correct mistakes, answer questions, or resolve ambiguities during the proposal solicitation process. The date and time of proposal opening may be extended only once, and not more than twenty business days. Any proposal may be withdrawn prior to the time of opening in case of an extension. Reasonable effort will be made to notify all who have submitted proposals.

D. If major revisions become necessary, or for any other reason, all proposals may be rejected and a new call published, subject to the discretion of B&ECPL.

- E. Unopened proposals are to be returned if the proposer requests and supplies a prepaid mailer.
- F. Specific questions regarding the RFP may be submitted in writing to the individual listed in Section 1.5.

1.13 Selection Process; General Criteria

- A. B&ECPL reserves the right to reject all proposals, waive minor irregularities, and/or call for new proposals.
- B. When evaluating the proposals submitted in response to this RFP, B&ECPL considerations include, but are not limited to, the following:
 - [1] The ability, capacity, and skill of the proposer to perform the contract or provide the service required.
 - [2] The cost of proposed services.
 - [3] Whether the proposer can perform the contract or provide the service promptly, without delay or interference.
 - [4] The character, integrity, reputation, judgment, experience and efficiency of the proposer.
 - [5] The quality of performance of previous contracts or services.
 - [6] The knowledge, previous history and evidence of existing compliance by the proposer with laws and ordinances relating to the contract or service.
 - [7] The ability of B&ECPL to negotiate a “not to exceed” contract with the most qualified proposer. It is understood should unforeseen work arise the cost of the work must be approved by the B&ECPL.

1.14 Interviews

In the event B&ECPL requires additional information or determines a personal interview is necessary prior to selection of a finalist, B&ECPL may elect to interview finalists at the Central Library or another location to be identified by the B&ECPL. All proposer expenses for travel to Buffalo associated with proposer interviews are to be borne exclusively by participating vendors and not by B&ECPL.

1.15 Notifications

Upon approval, the successful proposer will be notified in writing and a purchase/work order issued, or a contract shall be prepared by B&ECPL.

SECTION 2 DETAILED REQUIREMENTS

2.1 Objectives

The objectives of designing new Rotary Reads Kids Club children's spaces in Central Library and City of Buffalo Branch Public Libraries are:

- (1) Assess the current configuration of the children's spaces in eight (8) Buffalo branch libraries located in the City of Buffalo, including: Crane Branch Library, Dudley Branch Library, East Clinton Branch Library, East Delavan Branch Library, Frank E. Merriweather, Jr. Branch Library, Niagara Branch Library, North Park Branch Library and Riverside Branch Library. Six of these libraries are over 50 years old. All have children's areas in need of a facelift. Each children's space is different in size and layout. While each Library reflects its neighborhood, all efforts should be made to have one cohesive theme related to Rotary Reads Kids Club that runs throughout the eight (8) children's spaces.
- (2) Create a concept design that is more inviting and user-friendly space with artistic elements and furnishing selections. The design should be a visual, comfortable and easily maintained area that children want to spend time in. Design should be easily translated into each library.

2.2 Project Tasks, Services and Strategies

The selected firm will work with B&ECPL to meet objectives outlined in the above section. The firm's services/tasks shall include but are not limited to:

- A. Attendance at all designated meetings (approximately one every four weeks) that may include the project's planning committee, B&ECPL Board of Trustees and/or potential funding organization.

- B. Provide a detailed timeline, budget projections and implementation plan within established parameters. The budget range for all components of this project is \$75,000 - \$100,000.
- C. Provide concept drawing plan and subsequent drawings of proposed changes at libraries for approval by the project planning committee and B&ECPL Administration.
- D. Design and submit templates for all graphics including wall elements, signage, banners, etc. for approval using Adobe Creative Suite [Note: any signage including wall elements, signage and banners will be printed /produced by Library staff in house; polypropylene paper will be used; design can be any size up to and including 3' x 12'.
- E. Research and recommend shelving and furniture options required by design.
- F. Provide a detailed list of needed furnishings and easily installed finishes needed to complete the design. Use of items available for purchase utilizing New York State Contract <https://ogs.ny.gov/BU/PC/Default.asp> (For example, Group: 20915 Award: 22398); U.S. Communities Government Purchasing Alliance <http://www.uscommunities.org/suppliers/> ; and/or National Joint Powers Alliance (NJPA) <https://www.njpacoop.org/cooperative-purchasing> contracts is highly desired and will be considered in proposal evaluation.
- G. Select/recommend materials and finishes that are durable, easily cleaned and insect resistant.

2.3 Work Requirements

The selected firm's designer will be required to:

- A. Contribute substantially, orally and in writing, to the planning and decision-making process by providing presentations to designated individuals and groups.
- B. Work closely and constructively with designated Library staff as needed.
- C. Assist with the analysis and interpretation of technical information.
- D. Be able to begin work immediately on or around June 25, 2018 upon notification as the selected designer.

SECTION 3 PROPOSER SUBMITTAL REQUIREMENTS

The following list of proposer requirements and required information to be included in submittals may be supplemented by additional information the proposer determines will be helpful to B&ECPL in determining the proposer's ability to perform the work outlined in this RFP. When addressing the following requirements, proposers are encouraged to augment responses with appropriate samples of work (e.g., reports, outlines, models or other visual representations, etc.) and substantive accounts of work experience with former clients for whom comparable work has been performed.

3.1 Personnel and Firm

- A. Provide details summarizing the education and professional experience, including examples of similar projects, of all personnel proposed for this project.
- B. If the proposer represents a firm or company with whom B&ECPL will contract for services, the proposer must provide detailed information about the firm, the number of years in business, number of employees, general financial information, number of clients, and other pertinent information.
- C. If the proposer intends to use subcontractor(s) for any portion of the proposed work, the proposer will identify the work to be subcontracted and identify the firm(s) along with a statement of their contact information and qualifications.
- D. If the proposer and/or subcontractor(s) is a Certified Minority Business Enterprise/Women's Business Enterprise (MBE/WBE), Proposers should include the Erie County certification letter with the proposal. If not, proposers must include a statement of the anticipated utilization of minority professionals as a percentage of the staffing to be utilized on this project and the anticipated utilization of women professionals as a percentage of the staffing to be utilized on this project (note: the selected proposer must provide a statement of the actual utilization prior to final payment for work on this project).

3.2 Demonstrate Ability to Meet the Following General Qualifications

Provide details pertaining to the proposer's experience and abilities in the following areas:

- A. Completion of like projects valued over \$50,000;
- B. Working knowledge of interior design and spatial planning.
- C. High quality of work and craftsmanship.
- D. Ability to set priorities and meet objectives on time and within budget.
- E. Knowledge and ability to design and build or assist in vendor selection of custom-made pieces.
- F. Submit a minimum of three references from similar projects, including contact information: name, address, telephone number and email address.

3.3 Concept Proposal and Requirements Plan

Describe proposer's concept/approach for this project. Suggest potential themes and highlight pieces that will be included in the design. Describe proposer's plan and process to address *Section 2 Detailed Requirements*.

3.4 Fee Proposal

Based on the proposer's past experiences in completing comparable projects, the proposer is required to submit a Fee Proposal that specifies all anticipated fees necessary to complete the project outlined in this RFP. The Fee Proposal will be used by B&ECPL to evaluate the proposer's plan to provide the comprehensive range of services.

The Fee Proposal should include proposed benchmark or stages of completion at which time B&ECPL would be invoiced for services during the project and the amount of the lump sum fee to be invoiced upon completing each stage.

Proposals must include a lump sum fee, and a detailed itemization by type of expense. The fee should include all anticipated categories of services and materials/items to be provided for the scope of work described in the response.

Proposals must include an hourly rate schedule for additional work by type of work and cost plus percentage for additional materials/items. (Should the B&ECPL determine that additional work is needed during the course of the engagement; the consultant would be asked to provide a similarly detailed estimate utilizing the hourly rates and/or materials/items cost quoted for the additional work for B&ECPL review and approval prior to beginning any such work).

3.5 Liability and Insurance Requirements.

The Proposer must certify that the Proposer is an independent contractor and the Proposer's firm, its officers, employees, agents or subcontractors shall not be considered to be employees or agents of B&ECPL. The Proposer shall indemnify and hold B&ECPL harmless from any loss, liability, damage, death or injury to any person or property, from any negligent or wrongful act or omission of the Contractor, its agents, or employees, arising directly or indirectly as a consequence of this contract.

The Proposer shall further indemnify, defend, and hold harmless the County of Erie, its officers, employees and agents from and against any and all liability, damage, claims, demands, costs, judgments, fees, attorney's fees or loss arising directly or indirectly out of the performance or failure to perform hereunder by the Proposer or third parties under the direction or control of the Proposer.

SECTION 4 PROPOSAL EVALUATION

B&ECPL reserves the right to reject all proposals, waive minor irregularities, and/or call for new proposals.

4.1 Evaluation Considerations

When evaluating the proposals submitted in response to this RFP, B&ECPL's considerations include, but are not limited to, the following:

1. The ability, capacity, and skill of the responder to perform the contract or provide the service required.
2. The concept/approach proposed.
3. The cost of proposed services.
4. Achievability of the proposed implementation plan.
5. Whether the responder can perform the contract or provide the service promptly, or within the time specified, without delay or interference.

6. The character, integrity, reputation, judgment, experience and efficiency of the proposer.
7. The quality of performance of previous contracts or services.
8. The knowledge, previous history and evidence of existing compliance by the proposer with laws and ordinances relating to the contract or service.
9. The ability of B&ECPL to negotiate a “not to exceed” contract with the most qualified responder.

4.2 Interviews

In the event B&ECPL requires additional information or determines a personal interview is necessary prior to selection of a finalist, B&ECPL may elect to interview finalists at the Central Library or another location to be identified by the B&ECPL. All responder expenses for travel to Buffalo associated with responder interviews are to be borne exclusively by participating vendors and not by B&ECPL.

4.3 Fee Analysis

Subject to budgetary constraints, B&ECPL intends to negotiate a “Not to Exceed” Agreement for design, planning and delivery services with the most qualified proposer based on the Library’s evaluation of the proposal to address the requirements. Schedule of payments will be based upon completion of certain project milestones and will be agreed upon before the project begins. Upon notification, the successful proposer must hold to quoted price(s) a minimum of 180 days.

4.4 Notification of successful proposer

Upon conclusion of the proposal evaluation process, the successful responder will be notified in writing and a purchase/work order issued, or a contract shall be prepared by B&ECPL.