



**REQUEST FOR PROPOSAL FOR PROFESSIONAL SERVICES  
CONSTRUCTION DOCUMENTS AND DESIGN SERVICES DURING CONSTRUCTION  
Sedona Public Library  
3250 White Bear Road, Sedona, AZ  
September 2023**

**RFP SCHEDULE OVERVIEW**

RFP RELEASE	SEPTEMBER 6, 2023
QUESTIONS TO CLARIFY DUE	SEPTEMBER 15, 2023
PROPOSALS DUE:	OCTOBER 6, 2023, 6 p.m.
ANTICIPATED SELECTION:	OCTOBER 10, 2023
ANTICIPATED NOTICE TO PROCEED:	OCTOBER 17, 2023

**PROJECT INFORMATION**

The Board of Trustees of Sedona Public Library, Inc. (SPL), is soliciting proposals from architectural, engineering, and Design-Build firms to prepare Construction Documents, obtain necessary permits, and provide support during construction for the renovation of the existing SPL building, located at 3250 White Bear Road in Sedona, Arizona.

**BACKGROUND**

SPL is a private 501c3 not-for-profit corporation governed by a Board of Trustees. The Library was founded in 1958 and is committed to a renovation with a mission to update and renovate our library building, a 27-year-old, 25,000 +/- square foot facility at 3250 White Bear Road in Sedona, Arizona. SPL’s vision for this renovation is to upgrade, enhance, modernize, renovate, and revitalize the library building to create a diverse collection, meeting, technology, and gathering spaces, as well as redesign staff space for better workflow and maximized productivity.

Currently, SPL is funded with monies from the City of Sedona, Yavapai and Coconino Counties, the Friends of the Sedona Library, Inc., and donations and grants from individuals and foundations. The construction of the current facility was funded entirely by the Sedona community, and there is a great deal of pride-of-ownership by past and current Sedona residents.

**PROJECT OVERVIEW**

**A.** The current library is beautiful, but dated, and is perceived to have an inefficient layout for collection, staff workspaces, traffic flow, computers, reading, meeting, programming, and gathering areas. The building has many interior finishes that are original to the building and are in need of replacement. We envision a more welcoming and efficient floor plan that introduces

21<sup>st</sup> century library services to the citizens of Sedona, the Village of Oak Creek, and the greater Verde Valley. A Design Development phase has been completed in tandem with an initial constructability study and preconstruction estimate, the complete package is available by request. An overview document that breaks the project into eleven areas, titled “Break Out Area” 0 through 10 is also available upon request. The Library Board has committed to funding Break Out Areas 0 through 2 with available funds on hand and anticipates fundraising activity to generate the revenue for the remaining Break Out Areas with a possibility of surplus funds being raised.

**B.** The Library Board requests a proposal for professional services covering the following scope of work:

1. Construction Documents and design support services through construction for Break Out Areas 0 through 2.
2. A by line item option for Construction Documents and design support services for each of the remaining Break Out Areas (3 through 10).
3. A complete fee schedule for additional design work should surplus funds be raised or should the Board modify the scopes as currently described.

**C.** The design team will be expected to work with Core Construction to develop pre-construction documentation and design support services as Core continues in their role as CM/GC. In the case of respondents who provide full construction management services the Board would be interested in receiving an addendum detailing those services and a proposal for said services; however, it is not a requirement.

**D.** While the current Design Development documentation represents a thorough and thoughtful approach to renovating the space the Board will award additional points to innovative suggestions to either improve functionality or deliver a larger scope of work within the same budget. Suggestions can be simply bullet points but are intended to illuminate the respondent’s deep understanding of implementing a modern library design in a cost-effective and creative manner.

#### **PRICING**

**A.** Pricing will be based on a lump-sum fee, plus reimbursable expenses, for Breakout Areas 0 through 2, and for each of the Breakout Areas, 3 through 10, individually.

**B.** Pricing for additional design work can be presented on a per hour by team member or by square foot by team basis.

**C.** Pricing must be all inclusive.

**D.** Proposal pricing must remain valid for no less than ninety (90) days from the submission due date. If awarded, pricing must remain valid for the duration as required by this RFP.

#### **SUBMISSION REQUIREMENTS & EVALUATION (SUBMISSIONS DUE: October 6, 2023, 6 p.m.)**

**A.** To be considered, respondents must submit a complete response to this RFP.

**B.** Submissions should be concise and organized (preferably in PDF format and as a single file) so the selection committee may quickly access pertinent information. Submissions in dissimilar formats will be considered informal and may be rejected.

**C.** Each proposal should be organized by distinct sections corresponding to the Scoring Criteria and in the same order as listed below:

**D. Submission Format**

1. Cover Letter: Submittal responses must have a cover letter on a letterhead signed by all persons required under the applicable organizational documents to bind the Proposer on the submittal response. Address the letter to:

Sedona Public Library  
3250 White Bear Road  
Sedona, AZ 86336  
Attention: Judy Poe

2. Proposal Fee, Fee Breakdown, and Proposing Team Information:
  - a. Provide a proposed payment schedule based on percentage of work completed.
  - b. Provide a total proposed cost for:
    - i. Breakout Areas 0 through 2
    - ii. Breakout Areas 3 through 10, as individual options
  - c. Provide a list of the hourly billing rates for key team members—principal, associate, project manager, administrative, etc.
3. Organizational Information / Personnel & Staffing
  - a. Provide the name and email address of the individual authorized to represent the firm.
  - b. Describe the organization of your proposed team, and a high-level summary of your team’s relevant qualifications. Indicate the composition and number of staff, and experience of your firm/team, sub consultants, etc.
  - c. In no more than 600 words, explain why your organization is uniquely qualified to provide professional services for Sedona Public Library. Describe the firm’s previous experience working on libraries and include any other information you believe would be helpful in the selection of your firm for this project.
4. Scope of Services
  - a. Include a detailed Scope of Work Statement describing all services that could/would be provided for the project. Clearly identify additional services/scope, if any, that you feel may be of added value to the project.
  - b. List and describe Project Deliverables that would support the Scope of Services above.
5. Firm Projects & References
  - a. Provide three examples of projects that represent the firm’s unique qualifications for this project.
  - b. Indicate if services provided were as the prime consultant or sub consultant. If as a sub consultant, please identify the Prime consultants.

- c. Provide a list of references for example projects. Include name, title, phone number, and email.
6. Work Plan, Strategy & Approach, and Schedule
  - a. Provide a summary of your proposed work plan, strategy, and approach that demonstrates a clear understanding of the project and sequence of tasks. Inclinations of a design approach to addressing the problem and a proposed delivery methodology are strongly encouraged.
  - b. Clearly indicate why any additional or innovative services/scope that you may have identified may be of added value to the project.
7. Appendices
  - a. Resumes, references, qualifications, appropriate certification and licenses or all key team members (prime consultant and sub consultants).
  - b. Indicate which team members would be responsible for review and submission of permits, including those team members that have specific knowledge of and experience of the processes, workflows, and use of public libraries.
  - c. Optional: Proposal for full CM, CM/GC, or Design-Build services.

**QUESTIONS AND RESPONSES** (Questions to clarify due: September 15, 2023)

Email questions and responses to:

Judy Poe, Library Director, [jpoe@sedonalibrary.org](mailto:jpoe@sedonalibrary.org)

**EVALUATION & SELECTION CRITERIA** (Anticipated Selection Date: October 10, 2023)

A selection committee consisting of SPL Board of Trustee members and the Library Director will evaluate the proposals and decide if interviews are necessary to make a final design firm selection.

Selection of the awarded vendor shall be based solely on the Selection Committee's evaluation of the submissions and the criteria set forth above. SPL reserves the right to interview the respondents. SPL also reserves the right to negotiate the terms and conditions of the contract to obtain the most advantageous situation for SPL. In addition, SPL reserves the right to suspend or terminate the procurement process described in this RFP at any time (at its sole discretion). If terminated, SPL may determine to commence a new procurement process or exercise any other rights provided under applicable law without any obligation to the Respondents.

Submission of a Proposal is your acknowledgement that subjective criteria will be used in the evaluation of proposals. Award shall be made to the responsible proposer that is determined to be the most advantageous to the Library.

By responding to this RFP, firms acknowledge and consent to the conditions set forth herein relative to the submission, review, and consideration of your response.

Requests for Clarifications by the Library: SPL may request that any firm clarify or supplement any information contained in any Proposal. Proposers are required to provide a written response within two (2) business days of any request for clarification by the Library.

The award of this RFP will be based upon a review and analysis of all proposals to determine which proposal best meets the Library's needs. The contract award will be based on a point-earned matrix:

Scoring Category	Points
Organizational Information and Design Team	0 - 20
Relevant Projects and Experience	0 - 35
Work Plan, Strategy, and Approach	0 - 35
Innovative Proposals	0 - 10
Fees	0 - 10

**ANTICIPATED DESIGN NTP DATE:** (October 17, 2023)

**NOTES**

- SPL reserves the right to accept or reject, in part or in its entirety, any or all proposals received in response to this RFP if, in the opinion of the SPL Board of Trustees, it is in the best interest of the library to do so. SPL's selection of a vendor is final and non-contestable.
- If a vendor submits a proposal that does not provide detailed and coherent information regarding a specific scoring category, the vendor may be granted zero (0) total points for that category.
- SPL reserves the right to conduct reference checks.