

Library Building

Request for Architect Proposals



Rock Valley
PUBLIC LIBRARY



September 2024

Request for Proposal (RFP) for Library Remodel Following Flood Damage

City of Rock Valley

Date: September 25, 2024

I. Introduction

The City of Rock Valley and the Rock Valley Public Library Board are seeking qualified architectural firms to submit proposals for the design and planning of a remodel of the Rock Valley Public Library. The goal of this project is to enhance the functionality, aesthetics, and accessibility of the library, making it a modern and inviting space for all community members. This remodel is a necessity following the flood damage in June of 2024.

II. Project Overview

The Rock Valley Public Library is a vital community resource, serving a diverse population with varying needs. The remodel aims to:

- Improve space utilization and user experience.
- Incorporate sustainable and energy-efficient design practices.
- Update technology and infrastructure.
- Create a welcoming and inclusive environment.

III. Scope of Work

The selected architect will be responsible for the following:

1. **Needs Assessment:** Assess the library's current layout, infrastructure, and user needs. Inspect the library structure to ensure the safety of the building.
2. **Conceptual Design:** Develop conceptual designs and present options for review, including floor plans, elevations, and 3D renderings.
3. **Design Development:** Refine the chosen design and provide detailed drawings, specifications, and cost estimates.
4. **Coordination:** Work with city officials, library staff, and other stakeholders throughout the design and planning phases.
5. **Bidding and Permitting:** Assist with contractor selection, permitting processes, and ensure that all designs comply with local codes and regulations.
6. **Project Management:** Oversee the construction phase to ensure that the project adheres to the approved design, budget, and timeline.

IV. Proposal Requirements

To be considered for this project, proposals must include the following:

1. **Firm Information:** Overview of the firm, including history, size, and expertise in library or similar public projects.
2. **Project Team:** Profiles of key team members, including their experience and qualifications.
3. **Relevant Experience:** Examples of recent projects similar in scope and scale, including references.
4. **Approach and Methodology:** Description of the proposed approach to the project, including timelines and milestones.
5. **Cost Proposal:** Detailed breakdown of fees, including design, project management, and any additional costs.
6. **Schedule:** Estimated timeline for the completion of each phase of the project.
7. **Insurance and Licenses:** Proof of required professional licenses and insurance coverage.

V. Submission Guidelines

- **Deadline:** Proposals must be submitted by October 25, 2024.
- **Format:** Proposals should be submitted in both hard copy (3 copies) and electronic format (PDF).
- **Submission Address:**

City of Rock Valley, 1303 Main Street, PO Box 100, Rock Valley, IA 51247. Email Address for Electronic Submissions: tomvm@cityofrockvalley.com

VI. Evaluation Criteria

Proposals will be evaluated based on:

1. **Experience and Qualifications:** Relevant experience of the firm and project team.
2. **Quality of Proposal:** Clarity, feasibility, and creativity of the proposed approach.
3. **Cost:** Competitiveness and transparency of the cost proposal.
4. **Timeline:** Realism and practicality of the proposed schedule.
5. **References:** Feedback from previous clients.

VII. Contact Information

For questions or further information, please contact:

Tom Van Maanen, City Administrator
(712) 476-5707
tomvm@cityofrockvalley.com

VIII. Additional Information

The City of Rock Valley and the Rock Valley Public Library reserve the right to reject any or all proposals, negotiate with selected firms, and make a final selection based on the best interests of the community.

We look forward to receiving your proposal and working together to enhance the Rock Valley Public Library for the benefit of our residents.

Sincerely,

Tom Van Maanen, City Administrator
City of Rock Valley