

Request for Proposals **Library Restoration and Renovation**

City Council

July 8, 2024

Project Timeline To-Date

- **February 28, 2024:** Library Board Ad Hoc Committee requested a presentation from a Public Works representative on the current maintenance requirements for both library branches and their criticality.
- **March 5, 2024:** City Council received a presentation on the proposed FY 2024-2025 Capital Improvement Plan projects, which included the carryover of the Library Facilities Master Plan Phases II-IV and requested an update and presentation on Phase I Library Facilities Master Plan.
- **March 20, 2024:** At a special Library Board meeting the Library Director and the Public Works Director presented on both the current maintenance requirements for the facilities and a high-level overview of the Master Plan Phase I report.

Project Timeline To-Date

- Tuesday, April 2: At the regular City Council meeting the Library Director and the Public Works Director provided a presentation to the City Council and Council provided staff with direction to solicit community input to inform a Request for Proposals (RFP) for Architect Services for the renovation of the Harrison Memorial Library.
- Thursday, May 16: The first of two workshops to solicit community input to inform the drafting of an RFP was canceled due to lack of public participation.
- Thursday, May 23: The second of two workshops to solicit community input to inform the drafting of an RFP was attended by 7 members of the public in addition to representatives from the Board of Trustees and the Carmel Public Library Foundation Board.

One of the biggest themes of the workshop was that attendees did not want the library to change; library users like its cozy traditional library atmosphere with books and comfy seating, the variety of programs, and the hub-role that the library plays for the community.

Request for Proposals (RFP)

4 factors that need to be in balance in order for this project to be successful:

1. Community input and support of the project
 2. Historic preservation needs of a public building
 3. Critical infrastructure system upgrades such as seismic, electric, plumbing, ADA improvements, etc.
 4. Library innovation into the future
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The RFP seeks to demonstrate the importance of these four factors in order to find an Architectural Firm who will be adept at :

1. Balancing historic preservation needs and critical infrastructure upgrades
2. Ensuring that necessary changes happen gently and thoughtfully
3. Balancing infrastructure needs with community expectations.
4. Leaving room to explore library innovations

General Intro, Project Descrip. & City / Library Background

- Quick overview of the project scope and needs
- Brief history of the City, its cultural landscape
- Carmel Public Library history
 - Harrison Memorial Library 1928
 - Addition 1949
 - Renovations 1970's
- Master Plan Phase I completed July 2023

Scope of Services

Architectural, engineering and project management related work necessary to prepare plans and specifications suitable for public works bidding to restore the historic Harrison Memorial Library, aiming for completion by its centennial in 2028

- Project Management
- Design Development
- Conceptual Design Refinement 30% - 100%
- Submittal of Bid Package and Bid Services
- Construction Services

Tentative RFP Timeline

- **Wednesday, June 18, 2024:** HMLBT Review of RFP
- **Monday, July, 8, 2024:** City Council Review of RFP
- **Wednesday, July 10, 2024:** RFP released
- **Friday, July 23, 2024:** Mandatory Walk-through
- **Friday, Aug 2, 2024:** Questions from architects due
- **Friday, Aug 9, 2024:** Answers to questions from City due
- **Friday, Aug 23, 2024: Proposals due - postmarked no later than 08/23**
- **Week of Aug 26, 2024:** Meet with and distribute proposals to review committee
- **Week of Sep 2, 2024:** 2nd meeting with review committee to select proposers for interviews
- **Week of Sep 16, 2024:** Interviews with selected Architectural Firms
- **Week of Sep 23, 2024:** Deliberations
- **Friday, Sep 27, 2024:** Final selection
- **October 2024:** Contract negotiations
- **Tuesday, Nov 5, 2024:** City Council contract approval

Recommendation:

- 1. Provide staff with direction for any edits to the RFP**
- 2. Direct staff to issue the RFP**