

Request for Proposals  
(RFP)

Conceptual & Schematic Design

April 25, 2019

Prepared by:

Gunnison County Library District  
Office of the Executive Director  
307 North Wisconsin  
Gunnison, CO 81230

## **Summary Introduction**

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### **Introduction**

Gunnison County Library District (“District”) serves a year round population of approximately 16,067 in Gunnison County, Colorado. The District has two physical locations, a central library in the City of Gunnison and a branch library in the Town of Crested Butte, Colorado. The District is governed by the Gunnison County Libraries Board of Trustees (“Board”). Home to Western State Colorado University, the Taylor and Gunnison Rivers, Crested Butte Mountain Resort, and thousands of acres of public land, Gunnison County is a focal point for outdoor recreation, education, culture, and ranching heritage in Western Colorado. The District is well positioned to take advantage of its geographic and cultural location. The District strives to provide residents and visitors with exceptional library and information resources and experiences. Gunnison enjoys an influx of visitors in the summer and year-round tourism to the area continues to grow; the facility design should address increased use during seasonal periods. The District is seeking a highly qualified and creative firm to conduct conceptual design and schematic design for a new public library facility in Gunnison, Colorado. The Library District has identified a 5.32 acre District owned site as the future home of library services in Gunnison, CO.

### **Project Summary**

This RFP seeks to accomplish related two goals. The first is to conduct a conceptual design process for a public library in Gunnison, Colorado. The second is to conduct schematic design for a new public library facility in Gunnison, Colorado. The Gunnison County Library Board of Trustees is dedicated to good stewardship of public funds. While that stewardship translates to a desire for cost savings where possible, the Board shares a common value for aesthetically pleasing design. It will be important for the successful firm to balance project aesthetics and economics.

**Part 1:** Conduct a publicly driven conceptual design process.

The successful firm will work with Library staff, Library Board, and community members to generate a conceptual design for a public library facility in Gunnison, Colorado. Significant public outreach was completed in 2018. Building on the feedback gained through that process the successful firm will synthesize, verify, and manifest a public library facility design that meets community needs and exceeds expectations.

**Part 2:** Complete schematic design for a public library facility in Gunnison, CO

Following a successful conceptual design process and extensive public input the successful firm will develop a schematic design for a public library facility.

## **Section I: Project Scope**

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### **Part 1 Project Scope**

The Library's goal is designing a public library that is representative of the community's goals, values, and expectations for dynamic library service. Community outreach is critical to meeting those goals. In addition, the Library seeks a firm who will work closely with local regulatory agencies as they develop an effective and efficient site plan, program, and floor plan. Specific items included in the conceptual design scope include:

1. Community outreach.
  - a. Outreach will include assisting in developing online and print questionnaire or similar tools for gathering feedback.
  - b. At least two in person visits to Gunnison. These trips may include multiple days as determined by the Library and Consultant.
2. Initiate code and site analysis.
  - a. Work with the City of Gunnison, Gunnison County, and other stakeholders to initiate code and site analysis.
3. Develop site plan, floor plan, and massing studies.
  - a. Develop and confirm space and program requirements.
  - b. Develop initial floor plan layout diagrams. Provide at least two options.
  - c. Develop site plan layout diagrams including required street, curb, and intersection improvements.
  - d. Develop massing studies and related renderings.
  - e. Issue conceptual design package for Library comment and review.

### **Part 2 Project Scope**

Following a conceptual design process focused on synthesizing public input, the successful firm will conduct a schematic design process. The schematic design process will be critical for developing a pro forma budget for construction. Schematic design will also need to provide a compelling site plan that honors and compliments the new facility's site. Specific items included in schematic design include:

1. Continue to work with local regulatory agencies to develop code analysis.
2. Further develop and refine floor plan layouts.
3. Coordinate and advise Library on the selection of additional consultants needed for specific aspects of the project.
4. Develop images that convey the massing and character of the facility. Deliver building elevation and material studies.
5. Prepare electrical and mechanical systems narratives. Provide operational cost estimates for those systems.
6. Prepare schematic design drawings.
7. Update designs following feedback from Library representatives.
8. Update materials, elevations, and site plan based on feedback from Library representatives.
9. Prepare a comprehensive schematic design cost estimate.

## Section II: Objectives & Design Elements

### Objectives:

The Library's objectives include:

1. A conceptual design process that engages all library stakeholders and provides ample opportunity for the public to participate in the design of a new public library.
2. A schematic design that aligns public input, program needs, site demands, and materials choices within the Library's budgetary constraints.
3. Schematic design phase cost estimates that effectively inform short, mid, and long term budget and finance decisions.
4. Images that show the public how the facility will look and "feel".

### Design elements:

The public input process will drive the conceptual design of a public library in Gunnison, Colorado. Generally the Library is focused on:

1. Economical solutions to well documented needs for programming space, collection growth, the integration of technology, specific spaces for children and public meeting spaces.
2. Complementing existing and adjacent developments. Connecting the new facility to the open space and trails adjacent to the facility.
3. Incorporating sustainability into design in cost effective ways.
4. Recognizing and incorporating the climate, natural landscape, character, and values of the Gunnison Country

## Section III: Submission Requirements

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Responses to this RFP solicitation must include the following information and materials. The District shall not be liable for costs incurred in the preparation of a response to this RFP or in conjunction with any presentation associated with the response to this RFP. Responders must submit three (3) copies of their proposal. Submission packages should also include an electronic version of the proposal in Adobe Acrobat PDF format. The District welcomes a creative response to the RFP in any format that best expresses the proposal.

### A. Interest

- In a statement, indicate your interest in furthering library services in Gunnison County by helping to design a new public library facility.

### B. Experience and Professional Qualifications

- The status of the organization (partnership, corporation etc.)
- Identification and brief resumes for all key individuals who would work on the project. Including what each individual's project role would be.

- Past experience summary – identify similar, relevant projects the firm has been involved with. Include specific experience involving conceptual and schematic design.
- Any material which further identifies experience or qualifications of the firm.

C. Contact information

- Please fully identify your organization and the person in your organization who will serve as our point of contact, including name, email, address and telephone.

**District Contact:** All proposals must be submitted to:

Gunnison County Library District  
Office of the Executive Director  
307 North Wisconsin  
Gunnison, CO 81230

Proposals must be received no later than 5:00 p.m. MST on Tuesday May 7, 2019. Any proposal received after the deadline will be returned to the respondent unopened. Please note: shipping to Gunnison often takes more time than the delivery date advertised by shipping companies (UPS, FEDEX, and USPS). Allowing some leeway for transit will greatly improve the chances of a timely document delivery.

The District will answer written questions from potential respondents. All such questions and the District's answers thereto, will be provided to any potential respondent upon written request.

## **Section IV: Evaluation Criteria and Review Process**

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In addition to the qualifications of the responders, the evaluation of each proposal will be based on the degree to which the proposal meets the requirements and preferences stated in this RFP. Representatives of the District will assess the degree to which each proposal meets the requirements and responds to the preferences stated herein. The District reserves the right to reject any or all proposals. The proposal or proposals viewed most favorably may be asked to participate in a presentation process with District representatives. Firms should expect that submitted proposals would be public documents.

Final selection authority and selection process decisions rest with Gunnison County Library District.

**Timetable:** A summary of the responder selection process and timetable are as follows:

April 25, 2019	Request for Proposals is advertised
May 7, 2019	Request for Proposals responses due to Gunnison County Library District
May 8, 2019	Review of Proposal Statements by District Representatives
May 2019	Decisions on presentations and contract negotiations will follow the District's review on May 8, 2019.

## Section V: General Conditions

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**Reserved Rights:** The District reserves the right to:

- Modify or cancel the selection process or schedule at any time.
- Waive minor irregularities.
- Reject any and/or all responses to this RFP and seek new proposals when it is in the best interest of the District to do so.
- Seek clarification or additional information from respondents as necessary to the evaluation of the response.
- Request any additional information or evidence from individual respondents.
- Judge the respondents' written and oral representations as to their veracity, substance and relevance to District goals, including seeking and evaluating independent information on any responding firm.
- Incorporate this RFP and the selected team's response to this RFP as a part of any formal agreement between the District and the respondent.

**Hold Harmless:** By participation in this RFP process, responders agree to hold harmless the District, their officers and employees from all claims, liabilities and costs related to all aspects of the responder selection process.

**Public Information:** All documents, conversations, correspondence, etc., between the District and respondents are public information subject to the laws and regulations that govern the District, unless specifically identified otherwise.

**Expenses:** All expenses related to any firms response to this RFP, or other expenses incurred while the selection process is underway, are the sole obligation and responsibility of that firm.