

# **Gunnison County Library District – Gunnison Public Library**

Gunnison County Library District, 307 N. Wisconsin, Gunnison, Co

## **Request for Proposal for Furniture, Fixtures, and Equipment (FFE) services**

### **Gunnison Public Library Project**

#### **1. Objective**

The purpose of this RFP is to solicit proposals from qualified commercial furnishings vendors with experience programming and designing commercial projects, hereafter referred to as “Vendor”, to provide turnkey FFE services to Gunnison County Library District for a newly constructed public library. FFE services are to include programming, design, procurement, delivery and installation of interior furniture, fixtures, and equipment necessary to provide a complete state-of-the-art public library experience.

Proposals are to be comprehensive and include full final cost of services. After Gunnison County Library District has reviewed proposals, a selection of the winning vendor shall be made at which time the Library District and the Vendor will review the design and specifications from the proposal with the Library District and make adjustments and substitutions as required for programming, design, and cost considerations (Contract review period). At the completion of the contract review period Gunnison County Library District and the Vendor will enter into an agreement where the basis of payment is a stipulated sum.

#### **Solicitation Schedule**

March 18, 2021 RFP posted

March 31, 2021 Requests for clarification submittals due

April 9, 2021 Clarification responses due (All questions and all answers will be shared with all firms responding to the RFP.)

April 16 Proposals due

April 16 – April 30, 2021 Proposal Reviews

May 3, 2021 Short listed firms announced

May 4 – May 14, 2021 Online/Virtual Interviews Scheduled

May 14 – May 22, 2021 Proposal review and reconciliation period with top ranked firms

May 24 – May 31, 2021 Second interviews if needed

June 17, 2021 Winning proposal selection announced

June 17, 2021 July 14, 2021 Contract review period

July 15, 2021 Contract execution

#### **2. Project Information**

Gunnison County and Gunnison County Library District are in the process of building a new public library facility. Gunnison County Library District will be providing the furniture, fixtures and equipment for the new Gunnison Public Library. The building shall occupy more than five acres in the northwest corner of Gunnison. The site is adjacent to the Gunnison Community School (first through 8<sup>th</sup> grades) and an extensive trail system. It is anticipated that the facility’s

location at the edge of the VanTuyl Ranches open space will attract library users who are also enjoying a wide variety of out-of-doors pursuits available on the open space. The new library's proximity to area schools, and spaces designed for specific audiences/ages/users, will result in significant use by school age children. The facility will be built to high quality standards and is intended to be a "100 year" facility built to be easily maintained and of high-quality materials and finishes.

## 2.1 Schedule

Installation period September 15, 2022 – October 31, 2022

All materials shall be procured and delivered by the Vendor in sufficient time to begin installation on the required date. The Vendor shall assign sufficient workforce to complete the installation by the date stated above.

It is the Vendor's responsibility to initiate orders and schedule delivery with sufficient lead time to meet required dates.

Gunnison County Library District shall amend dates for beginning installation and completion of installation as needed, according to the overall construction project schedule. Amended dates shall be set a minimum of 9 weeks prior to beginning installation.

## 3. Scope of Work

The Vendor is responsible for providing turnkey FFE services to Gunnison County Library District. FFE services are to include programming, design, procurement, delivery, installation, and adjustment of interior furniture and appliances, for the Gunnison Public Library project. The Vendor is to use the attached Exhibits A and B as well as the Architectural plans to design a furnishings package proposal which is comprehensive and represents the complete final cost of installed furnishings. The Library District will work with the winning vendor to finalize programming and design and create a final furnishings package which will be priced as a complete package where the basis of payment is a stipulated sum.

### 3.1 Architectural Documents

Architectural plans for the Library are available for viewing and download at:  
<https://www.gunnisoncountylibraries.org/requests-for-proposals-qualifications-bids/>

Additional project information is available here:  
<https://www.gunnisoncountylibraries.org/new-library-and-service-improvement-updates/>

See all plans for overall project design including materials & finishes schedule, floor plans, floor finishes, and intended furniture layouts.

Documents attached:

1. Exhibit A - Furnishing requirements by room #.

NOTE: The requirements listed in exhibit A are intended for programing direction only, they are not intended to represent detailed furnishing and equipment lists. Please use exhibit A as guides to create a comprehensive proposal.

### 3.2 Design/Coordination

Architectural drawings showing furnishings are for general programming purposes only. Please review the entire architectural plans including finish schedules to create a furnishings package that complements the facility as described in the plans. Proposals must include design and detailing of furnishings to coordinate with the overall architectural style of the facility, color coordination, and workflow. And to meet the intent described in Exhibit A and Exhibit B Gunnison County Library District will review proposals and the approach taken by each vendor, and will make every effort to reconcile proposals and will ask for clarification or alterations to proposals as necessary to compare proposals.

At which time Gunnison County Library District awards a contract for FFE services based on the proposals requested by this RFP, the Library District will consult with the winning vendor to reconcile programing and design to the County's requirements before finalizing a FFE package to be delivered.

### 3.3 Procurement/Storage

All furnishings, materials, tools, parts, and hardware shall be procured by the Vendor and stored at the Vendor's expense until installation in the facility. Delays in the installation caused by delays in the overall project schedule that are outside of the Vendor's control will be communicated to the Vendor before procurement; if it is too late to delay delivery the Library District shall pay storage fees at the Vendor's cost or provide alternative storage facilities at no cost to the Vendor.

### 3.4 Installation and adjustment

The Vendor shall deliver and install all FFE according to the schedule indicated in this document and any amendments hereto. The Vendor shall install all furnishings to manufacturer's specifications, adjust as needed for level and stable surfaces. The Vendor is responsible for removal and cleanup of all packing and shipping materials. The Vendor shall include four hours of time dedicated to instructing maintenance staff on assembly, adjustment, and maintenance of all furnishings and equipment.

## 4. Submittal Requirements

By the stated deadline in section 2.0, deliver submittals as follows in this section. Deliver 1 electronic copy via email to: [drew@gunnisoncountylibraries.org](mailto:drew@gunnisoncountylibraries.org) , 3 original print copies to:  
Gunnison County Library District  
Gunnison Public Library  
307 N. Wisconsin St.  
Gunnison, CO 81230

## 4.1.Submittal inclusions/organization

### Section 1- Experience and Qualifications

Include a letter detailing company history and a brief list of similar projects completed.

### Section 2 – Project Team

Please describe your company’s organizational structure and responsibilities. Include contact information for the main point of contact at your firm and contact information as well as responsibilities for other team members.

### Section 3- Project Execution

Provide a schedule detailing final design and detailing, procurement, delivery, installation and final adjustments.

### Section 4 – Design

Include drawings of intended furnishings including floor plan layout, elevations, and cut sheets. Also include color swatches, textures, and pictures. Include a schedule of furnishings by room #

### Section 5 – Cost

Include cost of final programming and design services, cost of goods sold, cost of installation, profit, and general conditions

## 5. Selection Process

Gunnison County Library District shall select the winning proposal after reviewing all proposals that were received by the due date and meet the qualifications set forth in this document. The Library District will review the proposals ask for more information or clarifications where necessary and select the winning proposal after adjustments or clarifications have been made. Gunnison County Library District reserves the right to accept or reject any or all proposals, and to waive any informalities or irregularities therein; to accept the bid for the contract which, in its judgment, best serves the interests of Gunnison County Library District.

Gunnison County Library District will use the following criteria in the selection process:

- Programing; does the proposal meet satisfy the requirements of the Library functionally.
- Aesthetics
- Quality; including warrantees’, product durability, ease of use, function
- Maintenance; including ability to clean and maintain, product support- availability of parts and matching items in the future.
- Cost; decisions will not be made solely on cost, the Library District will weigh cost with functionality, aesthetics, quality, and maintenance.

## 6. Agreement

Gunnison County Library District will enter into contract with the selected contractor based on AIA Form A151-2019: Standard Form of Agreement between Owner and Vendor for Furniture, Furnishings, and Equipment (FF&E).

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## **Exhibit A: Furniture needs by room**

### **Rm#101 Break Room**

1. Table
2. Six multi-purpose chairs

### **Rm#102 Storage/Laundry**

1. Supply storage cabinet

### **Rm#103 Children's Activity Area**

1. Six activity tables with folding legs – easy to store
2. Twenty-four multi-purpose size chairs for ages 3 through 8
3. Twenty story time or reading mats
4. Bin storage for legos, puzzles, and activity items
5. Eight multi-purpose chairs
6. Three comfortable reading chairs

### **Rm#104 Family Restroom Children's Library**

1. Shelf with hooks

### **Rm#105 Staff Restroom**

1. Small storage cabinet with drawer
2. Shelf with hooks

### **Rm#106 Children's Storage**

1. Flexible, adaptable storage for toys and games

### **Rm#107 Private Office HR/Finance**

1. Adjustable height desk – sit to stand adjustability preferred
2. Desk return credenza
3. Full height storage shelving behind desk
4. Desk chair
5. 2- 2drawer lateral files- 1 locking
6. 2 – Guest chairs

### **Rm#108 Processing Hall**

1. Locking cabinet with shelf and hooks

**Rm#109 Processing**

1. Four adjustable height office chairs

**Rm#110 Children's Circulation**

1. One office chair
2. Two high stools

**Rm#111 Children's Area**

1. Stacks, shelves and bins with linear capable of accommodating 16,000 physical items
2. Flexible shoe, coat, and equipment storage system

**Rm#112 Director's office**

1. Adjustable height desk – sit to stand adjustability preferred
2. Desk return credenza
3. Desk chair
4. 2- 2 drawer lateral files- 1- locking
5. Bookshelf
6. Office table 4 person
7. 4 Guest chairs

**Rm#113 GED/Testing Space**

1. Desk chair
2. Small desk for computer with tower storage

**Rm#114 South Entry Vestibule**

1. Bench

**Rm#115 Staff work stations (5)**

1. Five desk chairs
2. Five sit-to-stand risers

**Rm#116 Circulation Desk**

1. Three desk chairs
2. One adjustable height chair with back support
3. Two stools

**Rm#117 Westside Lobby**

1. Adjustable, flexible, configurable chairs/couches to accommodate informal meetings.

**Rm#118 West Entry Vestibule**

1. Bench with underneath storage
2. Flexible hooks/cubbies for outdoor clothing and equipment

**Rm#119 Circulation area**

1. Two multi-purpose chairs
2. Work table to accompany copy machine and host public use office equipment

**Rm#120 Lobby/Pre-function space**

1. Three standing height tables
2. Six stools or high chairs
3. One long, tall and narrow table

**Rm#121 Young Adult Stacks**

1. Stacks with linear feet for 2,000 physical items

**Rm#121A Young Adult Program Space**

1. Two tables with bench style seating with charging/power functionality
2. Four reading chairs
3. One couch to accommodate electronic gaming
4. Four narrow book cases with linear feet sufficient to accommodate 500 items

**Rm#122 Meeting Room Storage**

1. Adjustable, flexible storage cabinets/shelving

**Rm#123 Meeting Room/Conference Room Large 16 People**

1. Conference table with charging/power functionality
2. 16 multi-purpose chairs
3. A dry-erase board

**Rm#123A Meeting Room 8 People**

1. Table
2. 8 multi-purpose chairs
3. A dry-erase board

**Rm#123B Meeting Room 8 People**

1. Table
2. 8 multi-purpose chairs
3. A dry-erase board

**Rm#124 Group Area**

1. Two large tables with outlets/charging connection for shared community use
2. 16 multi-purpose chairs



**Rm#125 Adult Stacks**

1. Stacks with linear feet sufficient to accommodate 33,000 physical items.
2. Stacks sufficient to accommodate 2,400 periodicals, newspapers, and other serials.
3. Thirty-two comfortable reading chairs
4. Nine small tables with charging connections

**Rm#126 Reading Room**

1. Six comfortable reading chairs
2. Three end tables
3. Three lamps

**Rm#127 Vestibule north entrance**

1. Bench

**Rm#129 IT/AV Storage**

1. Full size locking IT Equipment storage rack

**Rm#130 Storage Community Storage**

1. To accommodate stacking chairs and tables

**Rm#131 Community Room North**

1. 55 stackable chairs
2. 10 Tables that can be stored in storage closets

**Rm#131A Community Room South**

1. 55 stackable chairs
2. 10 Tables that can be stored in storage closets

**Rm#132 Bathroom Hallway**

1. Wall mounted public information display wall
2. Narrow table along the wall

**Rm#133 Warming Kitchen**

1. Wheeled cart with shelf storage and a butcher block top

**Rm#134 Women's Public Restroom**

1. Small table for personal belongings

**Rm#136 Janitor's Closet**

1. Adjustable shelving for tools and equipment

**Rm#137 Mechanical**

1. Storage cabinet for tools and equipment