

LOGAN CITY

Request for Proposal

March 27, 2017

Design of New Logan City Library/Community Center & Plaza

Introduction:

Logan City is seeking a qualified, licensed, architectural firm for the purpose of designing:

- a new library/community center
- an outdoor plaza west of the library/community center
- a master plan for the center block parking area owned by the City

The proposed site is at 55-67 North Main Street—the Emporium and Poco Loco buildings, which will be demolished. The preliminary budget for the project is \$12,000,000.

The professionals selected will be responsible for all phases of programming, solicitation of public input, design, engineering, construction drawings, preparation of bidding documents, construction administration, and such other services as may be negotiated upon final selection of the team.

Background:

On May 9, 2016, with the goal of stimulating economic development in the downtown area, Logan City purchased the Emporium Building and two adjacent properties--Plaza 45 to the South, and Poco Loco to the North. These properties are situated in the heart of the business district, across from the historic Tabernacle, and are key locations for a vibrant downtown Logan. At the time of the purchase, the City's intent was either to locate a new library at that location or to pursue a private retail/residential development.

Since it was remodeled in the 1970s, the Emporium has never realized its potential as an anchor to draw people to the downtown area. Before it closed in December, 2014, the Coppermill Restaurant in the Emporium was a popular venue for lunch, dinner, and banquets, but the configuration of the other spaces caused much of the remainder of the building to be greatly underutilized. Since the closure of the Coppermill, the Emporium has been essentially empty space in the middle of the downtown area. Currently, there are four very marginal businesses in the building and foot traffic is essentially non-existent.

Over the last ten months, the city aggressively pursued private development of the properties. A Request for Proposal was issued last summer and the City offered financial incentives for a

project that would stimulate downtown business activity. No responses were received that adequately met the City's economic development objective. In addition, several developers and businesses were individually contacted to ascertain their interest. Again, nothing materialized that was considered to be a good use of the properties.

A parallel effort was the search for a location for a new library. The existing library building is an inefficient conglomeration of six structures that dates before 1920. It is one of the oldest library facilities in the state. The City has concluded that remodeling the existing library would not be a prudent option. Moreover, with a new Hampton Inn hotel soon to be built on the Southeast corner of the City block, the space now occupied by the Logan Library can be better used for commercial development.

The possibility of remodeling the Emporium and Poco Loco buildings for use as a new library/community center was also evaluated. But it was determined that remodeling those structures would not meet the City's needs, nor would it save money.

Proposed Project:

Based on these considerations, the intent is that the Emporium and Poco Loco buildings will be demolished and a new library/community center be constructed on that site. Extensive analysis has been completed to determine the technical feasibility of the demolition and construction project. That analysis indicates that building a library on the site will not result in any cost-prohibitive complications. The demolition report is available on request.

A primary advantage of a new library/community center at this location is that it provides many years of certainty for the use of these properties. Commercial development, especially if it involved just a renovation of the existing buildings, would be much more subject to fluctuating market factors and less predictable in terms of appearance and maintenance of the structures.

The new facility will be designed as a 21st Century library/community center and will be much more than just a book repository. There will be flexibly-designed public meeting rooms, state-of-the-art technology, and open and inviting spaces for learning new skills. The Main Street façade of the new library/community center should be a contemporary building that is sensitive to and reflective of the historic nature of the downtown. A breezeway is proposed to invite pedestrian passage from Main Street to the inner portion of the block.

To the west of the library building an outdoor plaza/green space is proposed. The purpose of this amenity will be to provide an inviting entry experience to the library as well as a convenient gathering area for downtown events and other cultural and recreational uses.

It is important that the project be designed in the context of the entire block where it is to be located. As such, the services requested include a master plan for parking, pedestrian and vehicle circulation, and long-term use of city-owned property in the center of the block.

Currently, non-Logan residents can use the Logan Library, but are not allowed to check-out books unless they purchase a library card for \$163 per year. The City is considering reducing

that non-resident fee significantly. This policy will serve a dual purpose of improving relations with other communities and attracting additional people into Logan's downtown area.

An average of about 750 people visit the old Logan Library each day. With a new, state-of-the-art facility and with the patronage of non-Logan residents, it is anticipated that the daily number will exceed 1300 visitors to the library. This influx will assist existing businesses and incentivize new business to locate downtown.

Appendix A provides a site plan showing the proposed location for the library/community center, breezeway, and gathering place and also a photograph showing the facades of the Emporium and Poco Loco buildings.

Project Description:

The following are features the City is considering incorporating into the library/community center project. The list is not intended to be exhaustive, nor are the specifications shown for the individual features binding.

Necessary Features

- 35,000-40,000 square foot library/community center
- Adequate space designed for children, teens and adults, including book and audio visual storage; computer access; study, program, small group study rooms, and lounge areas
- Multiple meeting rooms/classrooms, with after-hour access by the public from at least one room when the library is closed
- Project creation space for staff use (i.e., creating marketing and display materials, crafts, and other items intended for public programs offered by the library)
- Maker space similar to that included in other new libraries
- Employee work and office space
- Storage for library processing, business office, and janitorial supplies
- Truck accessible delivery/loading dock
- Small environmentally-controlled and secure area for Special Collections materials
- Flexible data service infrastructure capable of supporting current and future delivery of information resources in various and changing formats
- Drive-through book drop service
- Breezeway from Main Street to the center of the block
- Outdoor community green space gathering area to the west of the facility
- Adequate parking and efficient vehicle circulation on the block

Possible Features to Be Considered

- 150 seat auditorium/meeting room
- Serving kitchen for public use
- Commercial lease space for a snack bar
- Other commercial lease space
- Roof top gathering space

Interested Firms (Teams) Must Submit the Following:

- **Qualifications**

Provide a brief description of the firm's history, its focus, and the scope and nature of services routinely provided by the firm on projects of this type. Include relevant contact information. Collaboration between firms is acceptable.

- **Project Team**

Provide an organizational chart showing all major participants of the firm's proposed project team. Include the resumes of the key team members who will be directly involved in working on the project. For each person, provide the roles and responsibilities that each person will play as well as the percentage of time the person is projected to work on the project. By listing the individuals in the proposal, the firm is committing that those personnel will be assigned to the project. The City will have the right to approve any changes.

- **Relevant Experience**

Include a table detailing similar municipal library projects, and including the date, name of project, owner, location, description, and if applicable, the general contractor, original bid price, final contract price, square footage, cost per square foot, and contact person, sample photographs and other supporting documents. Provide contact information for owner/managers of the projects.

- **Project Schedule**

Include a timetable indicating milestones for each critical phase of the project. The first deliverable will be a preliminary façade rendering suitable for promoting the project to the public and to potential donors.

- **Solicitation of Community Input**

Describe the firm's proposed approach for gathering input from citizens to guide the project design. Describe examples of past work in this area.

- **Fee Schedule**

Provide a fee schedule as a percentage fee for the design, bid, and construction portions of the projects. The fee schedule must be broken down into project phases. If additional fees apply, the total cost of any items, such as deliverables not covered, should be detailed.

The City reserves the right to suspend the work on the project at any time. If this occurs, the payment to the firm will be based on the proportion of the work completed at the time of suspension.

Submissions, including all supporting documents, are limited to twenty-five (25) single-sided pages, including cover pages, dividers, table, and photos, with a minimum font size of ten.

Procedure for Selecting the Design Team:

All applications will be reviewed by a steering committee consisting of the Logan City Mayor and two Council members, library director and two board members, and four citizens at large.

Following the review, the steering committee will determine a shortlist of the most qualified firms for an interview to be held Wednesday, May 3, 2017. Based on submission of materials and the interview, a final agreement will be negotiated using the City's standard contract. Subject to successful contract negotiation(s), the contract will be signed and work will commence on or about May 24, 2017.

Selection Criteria:

Selection will be based upon experience, qualifications, demonstrated understanding of the project(s), and ability to perform the tasks and meet the required deadline(s). The fee may influence the decision if the proposed fee is outside of the norms for this type of project. The City reserves the right to reject any or all offers, and to select the firm that it believes best meets the stated qualifications and who will best serve the interests of residents of Logan City.

Proposals will be evaluated and ranked by the steering committee. Evaluation criteria are as follows:

Firm's Qualifications

1. The firm's demonstrated ability to perform the required services.
2. The firm's understanding of the proposed project as evidenced by the information provided in the proposal submitted.

Project Team

1. The professional experience, qualifications, and educational background of the individuals assigned to this project in working together and conducting work of comparable size and complexity.
2. Demonstrated capability to deal effectively with the City and with the public.

Relevant Experience

1. The firm's background and related experience with similar projects.
2. The firm's experience with community outreach to determine citizen preferences.

Proposed Approach

1. The overall approach the firm proposes for the project
2. The overall approach the firm proposes to determine citizen preferences.

Project Schedule

The schedule submitted by the firm for key tasks required for the project.

Proposed Fee

The cost the firm proposes for the services required under this solicitation.

Where and How to Submit Responses:

Interested parties must respond to this Request for Proposals by submitting ten (10) copies of the information requested (plus an electronic copy on a flash drive) to Lori Mathys, Purchasing Agent, 290 North 100 West, Logan, Utah 84321.

Deadline:

To be considered, applications must be received by Friday, April 21, 2017 at 5:00 P.M., Mountain Daylight Time.

Questions and Clarifications:

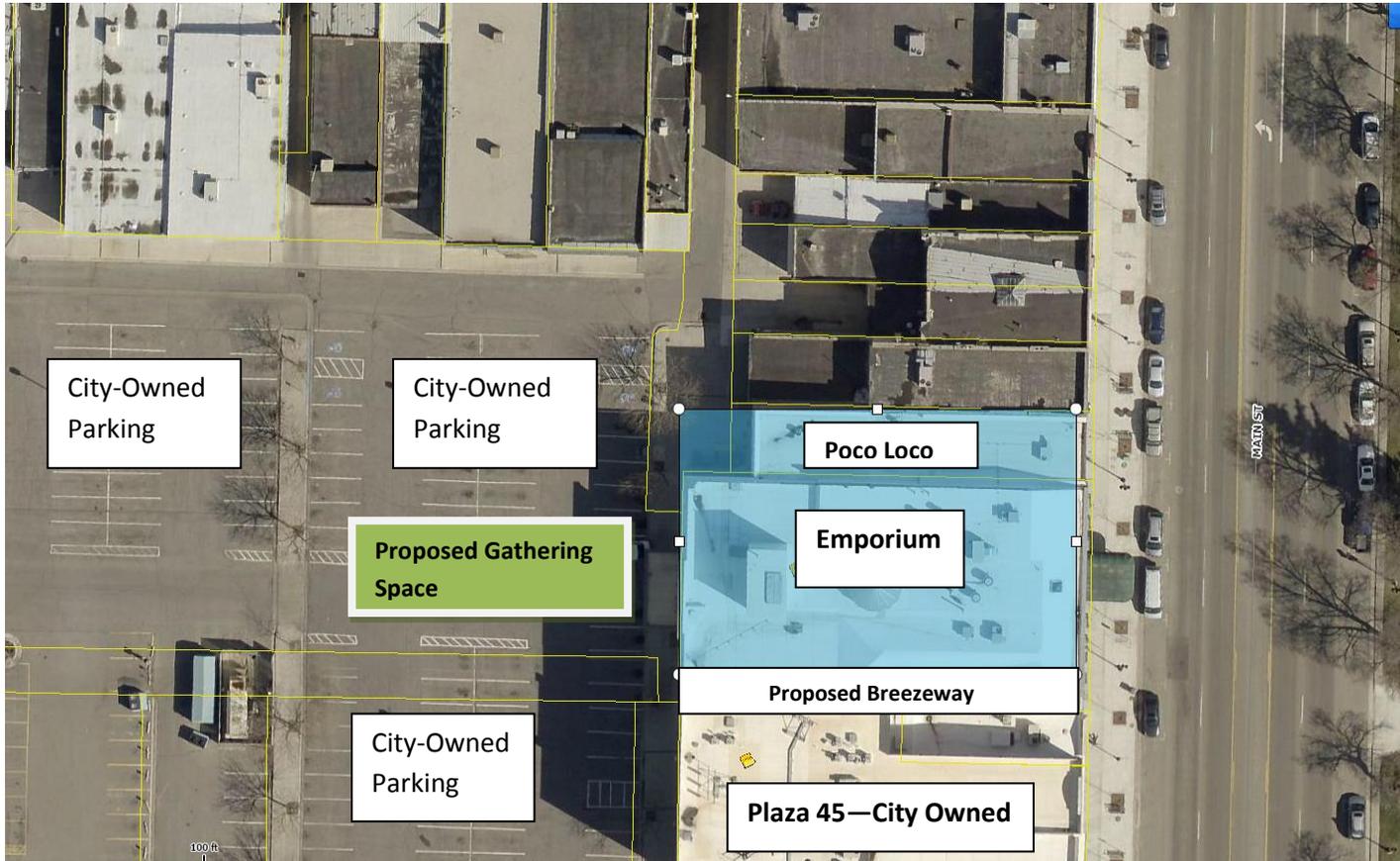
Lori Mathys, Purchasing Agent, has been designated as the contact person for the selection process. All inquiries regarding this Request for Proposal should be directed to her by email at lori.mathys@loganutah.org no later than 5:00 P.M., Mountain Daylight Time, Friday April 14, 2017. No other persons on the steering committee or in city government should be contacted. A summary of questions received and answers provided will be sent to all parties who request that information.

Insurance and Bond Requirements:

See Appendix B

APPENDIX A:

1. Site Plan (Library/community center footprint—approximately 14,250 square feet, not including breezeway)



2. Facades of the Emporium and Poco Loco Buildings



APPENDIX B: Logan City Insurance and Bond Requirements

The Contracting party shall procure and maintain for the duration of the contract insurance and bonds against claims or liability which arises out of or in connection with the performance of the work hereunder by the Contracting party, his agents, representatives, employees or subcontractors. The cost of such insurance and bonds shall be included in the Contracting party's bid or proposal.

A. MINIMUM LIMITS OF INSURANCE

Contracting party shall maintain limits not less than:

1. **GENERAL LIABILITY:** \$1,000,000 combined single limit per occurrence, personal injury and property damage, \$2,000,000 aggregate. Broad Form Commercial General Liability is required. (ISO 1993 or better) to include Products - Comp/OP aggregate of \$2,000,000. Limits to apply to this project individually.
2. **PROFESSIONAL LIABILITY:** \$2,000,000 per occurrence.
3. **AUTOMOBILE LIABILITY:** \$1,000,000 per occurrence. "Any Auto" coverage required.
4. **WORKERS' COMPENSATION and EMPLOYERS LIABILITY:** Workers' Compensation statutory limits as required by the Workers Compensation Act of the State of Utah and Employers Liability limits at a minimum of \$100,000 per occurrence.

B. DEDUCTIBLES AND SELF-INSURED RETENTIONS

Any deductibles or self-insured retention exceeding 5% of the policy limits must be declared to and approved by Logan City. At the option of Logan City, either (1) the insurer may be required to reduce or eliminate such deductibles or self-insured retention as respects Logan City, its officers, officials and employees; or (2) the Contracting party may be required to procure a bond guaranteeing payment of losses and related investigations, claim distribution and defense expenses.

C. NOTICE OF INCIDENT OR ACCIDENT

Contracting party shall agree to promptly disclose to Logan City, all incidents or occurrences of accident, injury, and/or property damage covered by the insurance policy or policies.

D. OTHER INSURANCE PROVISIONS

The policies are to contain, or be endorsed to contain, the following provisions:

I. General Liability and Automobile Liability Coverages

A. Logan City, its officers, officials, employees and volunteers are to be covered as additional insureds as respects: liability arising out of activities performed by or on behalf of the contracting party; products and completed operations of the Contracting party; premises owned, leased, hired or borrowed by Contracting party. The coverage shall contain no special limitations on the scope of protection afforded to Logan City, its officers, officials, employees or volunteers.

B. The Contracting party's insurance coverage shall be a primary insurance as respects to Logan City, its officers, officials, employees and volunteers. Any insurance or self-insurance maintained by Logan City, its officers, officials, employees or volunteers shall be in excess of the Contracting party's insurance and shall not contribute with it.

C. Any failure to comply with reporting provisions of the policies shall not affect coverage provided to Logan City, its officers, officials, employees or volunteers.

D. The Contracting party's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respects to the limits of the insurer's liability.

E. **ACCEPTABILITY OF INSURERS**

Insurance and bonds are to be placed with insurers admitted in the State of Utah with an A. M. Best rating of not less than A-: IX, and in the limits as listed in this document, unless approved by the City's Risk Manager, or his designee, **a minimum of five (5) business days prior to bid or proposal deadline.**

F. **VERIFICATION OF COVERAGE**

Contracting party shall furnish Logan City with certificates of insurance and with original endorsements effecting coverage required by this clause. The certificates and endorsements are to be signed by a person authorized by that insurer to bind coverage on its behalf. The certificates and endorsements are to be on forms acceptable to Logan City before work commences. Logan City reserves the right to require complete, certified copies of all required insurance policies, with all endorsements, at any time.

G. **SUBCONTRACTORS**

Contracting party shall include all subcontractors as insureds under its policies or shall furnish separate certificates and endorsements for each subcontractor. All coverages for subcontractors shall be subject to all of the requirements stated herein.