



## **RFP FOR ARCHITECTURAL AND/OR ENGINEERING SERVICES**

### **I. Introduction**

The Crandall Public Library (Library), located in Warren County, New York, maintains a 52,500 square foot building located at 251 Glen St. Glens Falls, NY. The Library will have completed a heating system upgrade by the late spring of 2024.

The contact person in the library for this proposal is Kathleen Naftaly, Director. Ms. Naftaly may be reached at 518-792-6508, x288 by e-mail at [knaftaly@sals.edu](mailto:knaftaly@sals.edu), or by sending written correspondence to 251 Glen St. Glens Falls, NY 12801.

### **II. Scope of Work**

The Crandall Public Library desires the services of a Professional Architecture/Engineering firm capable of performing the following work:

1. Conduct and complete a Building Conditions Survey (BCS) in a timely manner. The BCS includes, but is not limited to: field work, compilations, on-line and hardcopy submissions.

2. Along with members of the Library staff selected by the Director, create a Five-Year Capital Facilities Plan. The Five-Year Capital Facilities Plan shall be based on the BCS and shall include cost estimates based on "sensible construction" and not simply as stand-alone projects and shall include all necessary incidental project costs.

3. The Five-Year Capital Facilities Plan shall include an Executive Summary, a Building Conditions Survey, an analysis and prioritization, and summary report.

4. The selected firm shall possess the capability to provide an updated expanded Long Range Facilities Plan if requested by the Library. The Long Range Facilities Plan should incorporate meetings with Facilities Committee members and key personnel to evaluate and determine building and program requirements as necessary based the Library's Strategic Plan.

5. Conduct a study and design capital projects that will meet the Library's needs at the most reasonable cost to the Library.

- a. Advise the Board of Trustees on what portions of the project would qualify for state aid and design a project that maximizes state aid based on NYS Library Construction Aid submittal timelines;

*Your Story. Our Mission.*

Crandall Public Library creates programs and services to educate, enrich and encourage our thriving community.  
251 Glen Street, Glens Falls, NY 12801 · [crandalllibrary.org](http://crandalllibrary.org) · 518.792.6508 · Fax: 518.792.5251

- b. Make formal presentations to the Board of Trustees and various other groups (including, but not limited to, library staff, patrons, and the general public) as requested;
- c. Provide estimated and actual costs on an ongoing basis throughout the project, until the last contractor has received final payment;
- d. Provide complete and accurate architectural and engineering services as required for approval of this project and issuance of a Building Permit, as well as Certificate of Occupancy, by applicable governmental agencies; and,
- e. Provide the name and qualifications of the Principal of the firm and the Architect or Engineer of record for this project and assure that those individuals are knowledgeable about library construction in New York State. In the event that the Principal and/or Architect or Engineer of record leaves the firm before completion of the project, the offerer will provide similarly qualified individuals to complete the work related to this project at no additional expense to the district. The Library will be notified of the intent of the Principal or Architect/Engineer of record to leave, if known by the offerer in advance, at least two weeks before the individual leaves the firm, or as soon as possible after the person actually leaves. The offerer will also provide the name(s) of the replacement Principal or Architect/Engineer of record within three business days of the departure of the original or previous individual. (Note: As there can be only one Architect or Engineer of Record, the offerer must outline how the need for consistency in certifying original plans and specifications, modifications of those plans and specifications, and the statement required upon substantial completion of the project will be handled in the event that the original Architect or Engineer leaves before the project is completed.)
- f. Prepare Preliminary Plans for review as necessary.
- g. Assure that the project will be completed on a timely basis, meeting any and all deadlines established by the Library and any other governmental agencies.
- h. Keep the total cost of the project within the budget approved by the Board of Trustees.
- i. Prepare Final Plans and Specifications along with other required documents for submission to the appropriate governmental agencies in order to obtain a Building Permit.
- j. Submit a Certificate of Substantial Completion to Library at the appropriate time.
- k. Provide "as built drawings" in both print and electronic media format.

### III. Criteria for Evaluating RFP's

The RFP's received for Architectural and/or Engineering Services will be evaluated using the following criteria:

- Experience of the offerer, the Principal to be assigned, and/or the Architect or Engineer of record (i.e., number of years and number of projects) in dealing with library construction projects, along with the size of the firm.
- Fee structure to be charged by the offerer.
- Total years in business and financial stability of the firm.

- Accuracy of estimating costs for previous library construction projects.
- Timeliness in completing previous library construction projects.
- How well the firm's representatives presented themselves to the Library's officials.
- Communication techniques.
- Field visits to completed library construction projects.
- Recommendations from previous library clients.
- Extent of services offered.
- Percentage of change orders initiated by the offerer based on revisions required by plans and specifications for previously completed library construction projects.

#### IV. Work Schedule/Timelines

Proposals will be evaluated by the Library Board of Trustees estimated to be during a two week period following the submission date. Interviews will be conducted following that time. It is anticipated that the Board of Trustees will appoint an architect and/or engineer by April 2024.

#### V. Qualifications and Experience of Offerer

The qualifications of the offerer, the Principal to be assigned, and the Architect or Engineer of record for this project, in terms of educational background and work experience relative to this type of project should be stated. Firms submitting proposals shall also provide information about their size.

#### VI. Pre- and Post-Considerations

The offerer will be required to make periodic written reports and oral presentations to the Board of Trustees and other groups.

Costs will be monitored continually to be sure that the budget is not exceeded. Actual expenses incurred will be compared to budgeted amounts in a report format to be approved by the Library and presented to the Board of Trustees and the contact person in the Library for this project at regular intervals, no less than once per month during the project.

Change orders will be reported on a monthly basis.

After all contractors have been sent their final payments, the offerer will provide the Library with a breakdown of all costs.

#### VII. Provisions for Handling Disputes

Major or significant disagreements will be brought immediately to the attention of the Board of Trustees. An advisory committee will be formed consisting of representatives from all parties involved in a disagreement that cannot be resolved by discussions between the Library's contact person and Principal or Architect of record.

If such disagreements cannot be resolved through the advisory committee, then the Library will not be subject to arbitration, but will seek resolution through litigation.

VIII. Termination or Extension of Contract Procedures

Termination: Failure to meet deadlines, technical incompetence, and excessive change orders due to errors in plans or specifications, cost overruns, and poor quality of work will be considered grounds for terminating the contract with the offerer. Intermediate steps will be taken to resolve problems, but failing that, the offerer will be given a 30-day written notice of the intent to terminate the contract, clearly specifying the reason(s) for such termination.

Extension of Contract: If the Board of Trustees is satisfied with the services of the offerer chosen for this particular RFP, the Library may extend to the offerer the same or similar provisions outlined herein for future proposed capital projects.

IX. Start-Up and Close-Out Costs

Start-Up Costs: The offerer will specify start up needs and estimated costs to meet those needs, such as legitimate out-of-pocket expenses (i.e., transportation, lodging, meals, scanning, copying documents). The offerer will pay these costs when initially incurred and reimbursed when the contract is signed.

Close-Out Costs: The offerer will explain the reimbursement procedure they want to follow. The Library will continue to reimburse out-of-pocket expenses until the construction project is closed on the district's books and final expenditures are categorized and presented on a building-by-building basis to the district's contact person.

X. Submission of Proposals

Deadline for submission of proposals is **Thursday, April 11, 2024, at 3:00 p.m.** Any proposals received after this deadline will be returned unopened to the firm. All proposals and accompanying documentation become the property of the Crandall Public Library.

Each firm shall submit one original proposal and two copies in an envelope labeled "Proposal for Architectural and/or Engineering Services" to:

Kathleen Naftaly, Director  
Crandall Public Library  
251 Glen St.  
Glens Falls, NY 12801

XII. Interviews

Those firms considered to be most qualified will be invited to the Library for an interview. During the interview candidates should be prepared to discuss various building options that will meet the Library's needs.

The Board of Trustees reserves the right to accept or reject any or all proposals or any parts of proposals.