



City of Moore Oklahoma

Office of the City Manager | 301 N. Broadway, Moore, OK 73160 | (405) 793-5200 | www.cityofmoore.com

Moore Public Library RFP 2023-010

Intent:

The City of Moore in connection with Pioneer Library System (PLS) is seeking statements of qualifications and proposals from firms or teams interested in providing architectural and engineering services for a new state-of-the-art public library building in Moore, Oklahoma. The qualifications process will be used to select finalists for further consideration through an interview. The interview will result in award of the contract for the project through subsequent contract negotiations of the highest ranked firm or team.

The project will consist of two phases, with two separate contracts:

- Phase One Pre-Bond: Concept and programming phase
- Phase Two Post-Bond: Full design services (Schematic Design through Close-Out)

It is the intent that the chosen design team will be awarded the contract for both phases. The owner (City of Moore) reserves the right not to continue with the selected team prior to the start of Phase Two.

Preference will be given to Oklahoma firms.

Requirements:

Provide a digital PDF file of your submission.

All responses to this request should be submitted via email to:

Brooks Mitchell, City Manager, 301 N. Broadway Ave, Moore, OK 73160
bmitchell@cityofmoore.com

An informational meeting will be held in person

Location: The Station 700 S. Broadway, Moore, OK

Questions about this request must be submitted prior to the date listed in the schedule and submitted to:

Brooks Mitchell bmitchell@cityofmoore.com

Answers to questions will be posted to the City website by the date provided in the schedule.

Schedule:

Release of RFP: November 22, 2022

Informational meeting: 10:00 on December 5, 2022

Questions and requests for clarifications due: December 19, 2022

Responses to questions and clarifications December 30, 2022

Deadline to submit proposals January 16, 2023

Selection of finalist interviews February 13, 2023

Selection announced February 21, 2023

Project Details:

About Pioneer Library System

The Pioneer Library System is comprised of 12 library branches in 10 communities within three counties serving more than 400,000 residents. More than one million people visit the libraries per year. Print and digital collections are checked out over two million times per year by people of all ages.

- Mission: Inspiring innovation, engagement, and learning in our communities.
- Customer Service Philosophy: Creating positive experiences for you.
- Values: Welcome, Empower, Respect.

Working with local partners, PLS helps connect people with jobs and supports career development, partners with our schools to offer resources and assistance to students with their schoolwork, and delivers programming focused on early literacy. We provide outreach to those unable to come to the library through homebound services and digital materials and provide Internet access and assistance to connect customers with vital services, including housing, utilities, food, health care, and public assistance. Whether in-person or virtually, PLS is also a place that inspires creativity, thought, and imagination and provides solace and support in times of need.

About the Moore Branch

The City of Moore is roughly 22.2 square miles with an approximate population of 63,000. The Moore Public Library is the second largest branch of the Pioneer Library System with a total physical collection of more than 150,000 materials. It is the second most frequented branch of

the system, following PLS's flagship branch of Norman Public Library Central. In FY 21-22, the Moore Public Library served over 54,000 registered library cardholders and circulated 429,850 materials, both physical and digital. The library connects customers to public computers, Wi-Fi, and mobile tablets. Customers logged more than 28,215 public internet sessions in FY 21-22.

PLS measures customer satisfaction in several ways, one of the most notable being the Net Promoter Score system to measure loyalty between customers and the library. A Net Promoter Score of anything over 70 is exceptional. Moore Public Library's Net Promoter Score for the past 12 months is 95.

Goals for the project

City

As the city of Moore grows in population, there is an increased need for enhanced services. Based on feedback from the Envision Moore 2040 plan, widening and improvement of roadways, development of the Cleveland Heights, development in the southeast part of the city and new buildings for public works and animal services reflect the willingness of the city to think progressively about the next 40 years. This new library represents one of the final pieces to the landscape of Central Park in Moore.

Library

PLS has innovated library services for over 60 years, constantly evolving to proactively meet the needs of its communities. Over time, PLS has reimagined the library to expand beyond books and has partnered with our municipalities to modernize facilities to deliver highly flexible physical spaces that support an extraordinary customer experience. Spaces have been reimagined to meet the constantly changing needs of our customers to include maker labs for STEAM learning, collaborative learning areas for students and businesses, and state-of-the-art technology for access and connectivity. The Moore Public Library facility and spaces should mirror the innovative, technology-assisted library services that PLS is known for.

Project Summary

The Moore Public Library project will involve relocating the existing library to Central Park. The building is envisioned to be approximately 50,000 GSF. The new location will allow for a robust collaboration between the Station at Central Park and the Moore Public Library, creating a new center for the community. Central Park is well suited for development of the library and enhancing community connectivity. The new Moore Public Library is expected to be an innovative library that provides expanded community access and services. Phase One will involve library programming, community engagement (assume three engagement sessions), concept design, bond support materials, and budget confirmation. During Phase One, sustainability measures will be determined for the project to be addressed fully during Phase Two. Phase Two will begin with schematic design (SD) and include full services through a warranty period.

Scope of Services:

The selected firm/team will work closely with the City of Moore and Pioneer Library System to design, coordinate, develop, and provide contract documents to be delivered via a design-bid-build process utilizing a modified AIA B101 as the standard form of agreement.

Responding firm should have expertise in library design related to the following services:

- Public Engagement Process
- Programming
- Integrated Sustainable Design
- Schematic Design
- Design Development
- Construction Documentation and Specifications
- Bidding
- Construction Administration
- Project Close-Out
- Interior Design
- FF&E (including design, layout, specifications, procurement, and installation oversight)
- Signage Design
- Cost Estimating

Qualifications:

The selected architectural and engineering team must be experienced in the design of similar public facilities with particular knowledge of library operations, trends, and innovations. Staff assigned to the project should have extensive expertise related to library design at all applicable phases of the project. Submitting firms must demonstrate the capability to produce a facility consistent with the needs and goals outlined in this RFP by the City of Moore and Pioneer Library System. The client specifically seeks interested firms with previous library experience of similar size, scale, and programming objectives completed within the last ten years. The City of Moore and Pioneer Library System also seek firms able to provide knowledge of local codes and agencies.

Submission Requirements:

Submissions must be no more than 30 8 1/2"x 11" faces. Items NOT included in the 30-face limit are:

Cover Letter

Detailed Team Personnel Resumes

City Forms:

Non-Collusion Affidavit of Vendor

- A) Provide a Firm overview and overall qualifications.
- B) Project Team
 - Team and organizational chart
 - Resumes of key personnel assigned to the project, highlighting experience on similar projects (not included in total pages)
 - List of professional consultants and roles for the project, include relevant project experience.
- C) Relevant Experience
 - At least five examples of libraries within the last ten years of work that is relevant in size and aspiration
 - Other information relevant to the design of exemplary libraries
- D) References
 - Provide at least three client references with full contact information
- E) Design Approach
 - Describe in detail the process you will follow to provide the outlined services. Phase One should focus on engagement and interactions with city and library leadership and staff. Phase Two should focus on design process and delivery.
 - Proposed preliminary schedule and work plan with deliverable dates
 - Approach to community engagement

Evaluation

- A) Review Process
 - The committee consists of members from
 - i. City of Moore
 - ii. Pioneer Library System
 - iii. City of Moore representative to Pioneer Library System Board of Trustees.

Shortlist for interviews: the committee will select up to three teams for interviews

- Interview: details provided at shortlist notification

B) Criteria

- Understanding of public library design, operations, sustainability, and systems
- Quality and number of past projects similar and relevant to the scope and complexity of this project
- Demonstrated innovation for projects of this type
- Project team expertise
- Performance with respect to budget
- Response to goals outlined in this RFP
- Other relevant factors appropriate to this project

The Library Selection Committee shall rank the firms after the above-mentioned evaluation process. The City Manager will negotiate a contract with the top ranked firm that is fair and reasonable to both parties. In the event a reasonable fee cannot be negotiated with the top ranked firm, the City may negotiate with the other firms in order of their qualifications.