



REQUEST FOR PROPOSAL

**FACILITIES MASTER PLAN
RFP NO. L-18-03**

November 20, 2017

Harford County Public Library
Matthew Smith, Purchasing Manager
1221-A Brass Mill Road
Belcamp, MD 21017
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FACILITIES MASTER PLAN

RFP NO. L-18-03

PROPOSALS DUE DECEMBER 27, 2017 1:00 P.M (EST)

*NOTE: QUESTIONS CONCERNING THIS SOLICITATION MUST BE FAXED
OR E-MAILED NO LATER THAN THE CLOSE OF BUSINESS ON December 6,
2017*

BIDS RECEIVED AFTER 1:00 PM WILL BE RETURNED UNOPENED

SUBMIT ORIGINAL PROPOSALS TO:

**HARFORD COUNTY PUBLIC LIBRARY
ADMINISTRATION OFFICE, PROCUREMENT DEPARTMENT
1221 A BRASS MILL ROAD
BELCAMP, MARYLAND 21017**

Request for Proposal Facilities Master Plan

A. Introduction

Harford County Public Library is an 11 branch system with a separate administrative office and two outreach vehicles serving a growing, diverse community of approximately 250,000 residents in northeast metropolitan Baltimore. In fiscal year 2017, the Library circulated more than 4.6 million items and handled more than 473,000 information/reader assistance requests, utilizing a collection of approximately 1,000,000 volumes, online databases, and the worldwide web. The Library also offers an extensive array of downloadable and streaming audio/video products (movies, television shows, music albums and audio books). Daily operations are performed by a staff complement of 241 full-time equivalents. HCPL has been the recipient of numerous awards including Innovator of the Year and Library Journal's Star Library.

The most recent Facilities Master Plan was performed in 2014 by the Harford County Government which in addition to the libraries encompassed other County agencies and Departments. Further information on this study can be found at <http://www.harfordcountymd.gov/571/Facilities-Master-Plan>

B. Purpose

The purpose of this RFP is to solicit proposals from a qualified planning and architectural firm to perform a Facilities Master Plan of the Harford County Public Library locations. An assessment of our buildings will allow us to apply for capital planning funding and grants and to request appropriate funding for future building improvements.

All materials, documents, processes, reports, data and information generated from this project are the property of HCPL.

C. Submission of Proposal

Bidders are requested to submit one (1) original and four (4) copies of their proposals by 1:00 PM, local time, December 27, 2017. Any proposal not received by the listed bid opening date and time will be returned unopened. Any questions requiring clarification of bid submission should be directed to Matthew Smith, Purchasing Manager, in writing, via email (smithma@hcplonline.org) or fax 410-273-5606.

The deadline for the submission of questions is December 6, 2017. Any questions proposed after this date will not be answered. Any questions posed will be answered via an addendum and all participants will receive a copy of this addendum no later than December 11, 2017.

Any conditions which the bidder wishes to stipulate other than those included in this RFP must be specifically stated in writing in the bidder's cover letter. If the bidder cannot accept a provision of the RFP, it must so state. Any supporting literature that the bidder wants to include should be placed in an appendix.

NOTE: EACH OFFEROR MUST SUBMIT AS PART OF THEIR PROPOSAL THE COMPLETED PROPOSAL AFFIDAVIT (PAGES 10-12). FAILURE TO SUBMIT THIS DOCUMENT WILL CAUSE THE PROPOSAL TO BE REJECTED.

D. Schedule

Completion of the branch assessments and the final report is due to HCPL Administration no later than September 1, 2018.

E. Scope of Services

In coordination with HCPL Facilities and Administrative staff the selected firm will:

- Visit each branch of the Harford County Public Library system;
- Perform site inspections including include public and staff areas, electrical/HVAC/plumbing and related facilities concerns;
- Develop recommendations for each location with a goal to increase the potential of each space to:
 - creating better work flow for staff
 - maximize enjoyable customer experience and an engaging community presence
 - determine the best uses of space for programming & events
 - become ADA compliant in necessary areas
 - create a suggested lifespan of facilities related operations
 - improve technology infrastructure
- Once the evaluations are complete the final recommendations are to be presented branch by branch with each report featuring a breakdown of recommendations by category, (i.e. HVAC; plumbing; shelf placement, etc.)
- Prepare a separate final report summarizing the findings for submission to the State of Maryland LSTA in accordance with the grant specifications. This report will be subject to review by HCPL Senior Staff.

HCPL will make available to the selected vendor any building documentation available as it pertains to the goal of this project. Floorplans, diagrams, contact information for staff that will be of assistance will be provided upon award of the bid.

Attachment A of this document consists of the address, square footage and age of the each HCPL location.

All buildings housing the Harford County Public Library are owned by the Harford County Government. To perform any repairs, demolition, construction or any modifications of the buildings approval from Harford County needs to be obtained first.

Two branches share a space with other County facilities. Edgewood shares space with Harford Community College and Norrisville shares space with the Harford County Department of Parks & Recreation. Measurements made available here and in the scope of work is for library areas at these locations only.

Report preparation, editing and printing is the responsibility of the selected vendor and to be done at their expense.

Recommendations made by the selected firm are merely recommendations and action taken will be made at the discretion of HCPL and based on funding and purchasing guidelines.

F. Evaluation and Selection Criteria:

F.1 Evaluation Committee

HCPL has established an evaluation committee who will review each proposal and score them independently using the criteria in Section F.2. The Evaluation Committee will consist of the Chief Operating Officer, Chief Financial Officer, Facilities Supervisor and the Purchasing Manager.

F.2 Evaluation Criteria

A complete proposal is considered a submission in which:

- all information as requested by HCPL has been supplied
- the Bid Form and Proposal Affidavit have been completed
- any additional areas requiring a signature have been acknowledged
- Attachment B – Pricing has been submitted
- the proposal has been submitted per the terms of this RFP and all requested information has been submitted in a complete and satisfactory manner
- addendum, if created, acknowledged

The Evaluation Committee will score each proposal based on the five (5) categories below. Scores will be totaled and averaged based on the four (4) member committee.

Should a tie occur award will be made to the firm offering the lowest price. Should a tie occur in that occasion, award will be made to the firm geographically closest to HCPL.

HCPL reserves the right to award all or part of the project based solely on the best interest of HCPL as determined by the Library's CEO.

F.3. The proposals will be scored based on the criteria below:

Understanding the Project

(30 points)

Proposer shall state, in a concise manner, its interpretation and understanding of the project. The Proposer shall review and comment on the completeness of the Scope of Services.

Of special interest are any potential changes to the Scope of Services that would result in overall project cost savings or any potential omissions that could

result in additional scope of services and a subsequent increase in the project cost.

Proposals will describe the methodology the firm will use in preparing the final suggestions, recommendations and reporting as stated in the Scope of Services.

Qualifications and Relative Experience (30 points)

The proposing firm shall provide a summary of their history and experience in performing site assessments and facilities master plans with emphasis on other library systems. In addition, a listing of staff assigned to the project is to be submitted with a summary of their history and experience and their role as it relates to this project. A sample master plan completed for a library system within the past 18 months is to be included as a part of the proposal.

Client References (10 points)

Client list and history with contact information of references from accounts worked within the past five (5) years of similar size and scope to HCPL.

Timeline Estimate (10 points)

A complete proposal will include a proposed schedule for site visitations, discussions and projected progress in accordance with the time line of this project. The final report is due to HCPL Administration no later than September 1, 2018. This schedule is also to include a list of contacts or personnel the firm will need to work with from HCPL.

Price (20 points)

Pricing should include all expenses relating to labor, travel and additional expenses required to complete the plan. The highest score will be awarded to the firm who shows a complete, accurate and responsible proposal.

G. Information Required In Proposal Submission:

G.1 To be considered as a complete proposal all submissions must contain the following:

G.1.1 Each firm must submit one (1) original and four (4) copies of their proposal with the original clearly marked. A brief transmittal letter, signed by an officer authorized to bind the firm to its proposal, with required affidavit(s) attached must accompany the technical proposal. See PROPOSAL AFFIDAVIT, PAGES 10 - 12.

G.1.2 All areas requiring the signature, acknowledgment and notarization requested must be completed accurately.

G.1.3 Firms are to submit their proposal to:

Harford County Public Library
Administrative Office,
Procurement Department
1221-A Brass Mill Road
Belcamp, Maryland 21017
Attention: Matthew Smith
Purchasing Manager
RFP No. L-18-03 – Facilities Master Plan

H. Basis of Award

The firm who submits a complete and responsible proposal and receives the highest total score of all submissions will be recommended for an award of contract. Before the final award is to be made the chosen proposal may be subject to approval by either or both, the HCPL Chief Executive Officer and Board of Trustees.

HCPL reserves the right to cancel this RFP at any time after issuance, to reject, in whole or in part, any and all offers received, to waive minor technicalities in proposals, and to negotiate with responsible offers in any manner necessary to serve its best interests.

Any necessary additions or corrections to this RFP will be made by addenda, and issued to all offerors of record. Addenda become part of the RFP, and must be acknowledged by each offeror; failure to acknowledge any addenda shall not relieve offerors of compliance with the terms thereof. HCPL assumes no responsibility for oral instructions.

HCPL may request offerors to make oral presentations of their qualifications, and to substantiate any portions of proposals submitted. The Purchasing Department will schedule such presentations.

Proposals should be prepared simply and economically, providing a straightforward, concise description of the offeror's ability to satisfy the requirements of this RFP.

Offerors are responsible for proposal preparation and submission costs, as well as travel costs incurred in connection with oral presentations or other pre-award discussions.

By submitting a proposal in response to this RFP, the offeror accepts the terms and conditions set forth herein, unless stated otherwise.

HCPL may require offerors to submit additional information regarding financial responsibility, technical expertise, and other qualifications, and may consider any information otherwise available concerning those qualifications. The Library may make such investigation as it deems necessary to determine the offeror's responsibility.

HCPL reserves the right to accept the best written proposal without further discussions, and may do so; thus, offerors should ensure that the initial proposals are both complete and competitively priced.

The offeror shall identify any actual or potential conflicts of interest that exist, or which may arise if the offeror is recommended for award, and propose how such conflicts might be resolved.

The laws of Harford County and the State of Maryland, and where applicable, federal laws and regulations, will govern the contract awarded pursuant to this RFP.

The selected firm is required to perform all services in accordance with generally accepted standards of professional practice, and in accordance with all applicable Federal, State and local codes.

HCPL maintains the right to delete or insert tasks in the scope with appropriate changes in cost.

BID FORM

The undersigned, duly authorized to bind the named firm, agrees, upon receipt of acceptance of this proposal within 14 (fourteen) calendar days, to proceed to execute the contract in accordance with the proposal as accepted.

Signature _____

Type/Print Name _____

Title _____

Name of Firm _____

Address

Street

City

State

Zip

Mailing Address (if different from Street address)

Telephone

Fax _____

Email _____

If corporation, place corporate seal beside signature and state:

Name of President _____

Name of Secretary _____

Under laws of what state incorporated _____

Acknowledgement of Addenda (if applicable)

#1 _____

date

#2 _____

date

#3 _____

date

PROPOSAL AFFIDAVIT

A. AUTHORIZED REPRESENTATIVE

I HEREBY AFFIRM THAT:

I am the (title) _____ and the duly authorized representative of (name of business) _____ and that I possess the legal authority to make this Affidavit on behalf of myself and the business for which I am acting.

B. AFFIRMATION REGARDING BRIBERY CONVICTIONS

I FURTHER AFFIRM THAT:

Neither I, nor to the best of my knowledge, information, and belief, the above business (as is defined in Section 16-101(b) of the State Finance and Procurement Article of the Annotated Code of Maryland), or any of its officers, directors, partners, or any of its employees directly involved in obtaining or performing contracts with public bodies (as is defined in Section 16-101(f) of the State Finance and Procurement Article of the Annotated Code of Maryland), has been convicted of, or has had probation before judgment imposed pursuant to Article 27, Section 641 of the Annotated Code of Maryland, or has pleaded *nolo contendere* to a charge of bribery, attempted bribery, or conspiracy to bribe in violation of Maryland law, or of the law of any other state or federal law, except as follows:

(Indicate the reasons why the affirmation cannot be given and list any conviction, plea, or imposition of probation before judgment with the date, court, official or administrative body, the sentence or disposition, the name(s) of person(s) involved, and their current positions and responsibilities with the business):

C. AFFIRMATION REGARDING DEBARMENT

I FURTHER AFFIRM THAT:

Neither I, nor to the best of my knowledge, information, and belief, the above business, or any of its officers, directors, partners, or any of its employees directly involved in obtaining or performing contracts with public bodies, has ever been suspended or debarred (including being issued a limited denial of participation) by any public entity, except as follows:

(List each debarment or suspension providing the dates of the suspension or debarment, the name of the public entity and the status of the proceedings, the name(s) of the person(s) involved and their current positions and responsibilities with the business, the grounds of the debarment or suspension, and the details of each person's involvement in any activity that formed the grounds of the debarment or suspension)

D. AFFIRMATION REGARDING DEBARMENT OF RELATED ENTITIES

I FURTHER AFFIRM THAT:

(1) The above business was not established and it does not operate in a manner designed to evade the application of or defeat the purpose of debarment pursuant to Sections 16-101, et seq., of the State Finance and Procurement Article of the Annotated Code of Maryland; and

(2) The business is not a successor, assignee, subsidiary, or affiliate of a suspended or debarred business, except as follows: (Indicate the reasons why the affirmation cannot be given without qualification):

E. AFFIRMATION REGARDING COLLUSION

I FURTHER AFFIRM THAT:

Neither I, nor to the best of my knowledge, information, and belief, the agents, servants and/or employees of the above business have:

(1) Agreed, conspired, connived, or colluded to produce a deceptive show of competition in the compilation of the accompanying bid or offer that is being submitted;

(2) In any manner, directly or indirectly, entered into any agreement of any kind to fix the bid price or price proposal of the bidder or contractor or of any competitor, or otherwise taken any action in restraint of free competition in connection with the contract for which the accompanying bid or offer is submitted.

F. FINANCIAL DISCLOSURE AFFIRMATION

I FURTHER AFFIRM THAT:

I am aware of, and the above business will comply with, the provisions of Section 13-221 of the State Finance and Procurement Article of the Annotated Code of Maryland, which require that every business that enters into contracts, leases, or other agreements with the State of Maryland or its agencies during a calendar year under which the business is to receive in the aggregate \$100,000 or more shall, within 30 days of the time when the aggregate value of the contracts, leases, or other agreements reaches \$100,000, file with the Secretary of State of Maryland certain specified information to include disclosure of beneficial ownership of the business.

G. POLITICAL CONTRIBUTION DISCLOSURE AFFIRMATION

I FURTHER AFFIRM THAT:

I am aware of, and the above business will comply with the provisions of Article 33, Sections 30-1 through 30-4 et seq. of the Annotated Code of Maryland, which require that every person that enters into contracts, leases, or other agreements with the State of Maryland, including its agencies or a political subdivision of the State, during a calendar year under which the person receives in the aggregate \$100,000 or more shall, on or before February 15, of the following year, file with the Secretary of State of Maryland certain specified information to include disclosure of political contributions in excess of \$500 to a candidate for elective office in any primary or general election.

H. CERTIFICATION OF CORPORATION REGISTRATION AND TAX PAYMENT

I FURTHER AFFIRM THAT:

(1) The business named above is a (Check one) ____ Maryland (domestic) corporation
____ foreign (non-Maryland) corporation

registered in accordance with the Corporations and Associations Article, Annotated Code of Maryland, and that it is in good standing and has filed all of its annual reports, together with filing fees, with the Maryland State Department of Assessments and Taxation, and that the name and address of its resident agent filed with the State Department of Assessments and Taxation is:

Name:
Address:

(If not applicable, so state).

(2) Except as validly contested, the business has paid, or has arranged for payment of, all taxes due the State of Maryland and has filed all required returns and reports with the Comptroller of the Treasury, the State Department of Assessments and Taxation, and the Employment Security Administration, as applicable, and will have paid all withholding taxes due the State of Maryland prior to final settlement.

I. CONTINGENT FEES

I FURTHER AFFIRM THAT:

The business has not employed or retained any person, partnership, corporation, or other entity, other than a bona fide employee or agent working for the business, to solicit or secure the Contract, and that the business has not paid or agreed to pay any person, partnership, corporation, or other entity, other than a bona fide employee or agent, any fee or any other consideration contingent on the making of the Contract.

J. ACKNOWLEDGEMENT

I ACKNOWLEDGE THAT:

This Affidavit is furnished to the Purchasing Manager and that nothing in this Affidavit or in any contract arising from this bid or proposal shall be construed to supersede, amend, modify or waive the exercise of any statutory right or remedy with respect to any misrepresentation made or any violation of the obligations, terms and covenants undertaken by the above business with respect to (1) this Affidavit, (2) the contract, and (3) other Affidavits comprising part of the contract.

I DO SOLEMNLY DECLARE AND AFFIRM UNDER THE PENALTIES OF PERJURY THAT THE CONTENTS OF THIS AFFIDAVIT ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE, INFORMATION, AND BELIEF.

Date: _____

By _____
(Authorized Representative and Affiant)

Federal Employer Identification Number (FEIN): _____

ATTACHMENT A

RFP L-18-03 HARFORD COUNTY PUBLIC LIBRARY ADDRESSES & SQUARE FOOTAGE

	Address	Square Feet	Age of Building (in years)
Aberdeen	21 Franklin St. Aberdeen, MD 21001	14,200	42
Abingdon	2510 Tollgate Rd. Abingdon, MD 21009	36,700	13
Bel Air	100 E. Pennsylvania Ave. Bel Air, MD 21014	53,964	19
Darlington	1134 Main St. Darlington, MD 21034	1,473	37
Edgewood	629 Edgewood Rd. Edgewood, MD 21040	19,615	16
Fallston	1461 Fallston Rd. Fallston, MD 21047	13,500	33
Havre de Grace	120 N. Union Ave. Havre de Grace, MD 21078	21,164	1
Jarrettsville	3722 Norrisville Rd. Jarrettsville, MD 21084	14,000	11
Joppa	655 Towne Center Dr. Joppa, MD 21085	14,200	37
Norrisville	5310 Norrisville Rd. White Hall, MD 21161	4,525	14
Whiteford	2407 Whiteford Rd. Whiteford, MD 21160	13,280	8

Additional information regarding HCPL Branch locations can be found at <https://hcplonline.org/locations.php>

ATTACHMENT B

**RFP L-18-03
HARFORD COUNTY PUBLIC LIBRARY
PRICING**

Service	Cost
Labor (Including site visitation, report creation, recommendations, final findings as outlined in Section E - Scope of Services)	\$
Travel Expenses (Meals, Travel, Lodging)	\$
Other (Specify)	\$
Total	\$