REQUEST FOR PROPOSALS
Architectural Services
Campbell County Branch Library Phase I Feasibility Study

I. Purpose

Campbell County Public Works, acting through the Board of County Commissioners, is requesting proposals from Architectural/Library planning firms to provide professional services for the Campbell County Branch Library Feasibility Study. The feasibility study will be Phase I, with full design of improvements to be accomplished under Phase II. Phase II is not part of the initial scope and will be an amendment to the contract should the Commissioners decide to move forward with design and construction. The intended outcome of the Phase I study is to determine the feasibility and cost to locate a branch library in downtown Gillette.

II. Background

The mission of the Campbell County Library Board is to provide diverse cultural opportunities for reading, learning and entertainment to all citizens of our community. They lead the way to a universe of information with personal service and technology.

In 2015, Humphries Poli Architects conducted a feasibility study for the Campbell County Library. The focus of this study was the overall library system and space needs. The formal recommendation from the study included the following:

1. Renovate and expand the existing library to a size of 57,800 square feet
2. Construct additional parking at the library to accommodate an additional 21 spaces
3. Construct a new 7210 square foot branch library in Gillette (up to 14,420 square feet by 2030)
4. Renovate 6790 square feet of Wright Branch Library basement by 2030

Since the time of the 2015 study, the local energy-related economy has declined and capital construction budgets at the County have been substantially reduced. This economic decline has resulted in delayed action on recommendations 1, 2, and 4, but recent discussions with the Library Board and County Commissioners have been positive towards moving forward with studying recommendation 3.

Schematic programming for the branch library in the 2015 study identified maker space, collections space, children and teen space and a quiet reading area. A fresh and thorough programming effort will be required to ensure that the vision for the new branch library is in step with the projected demographics and the current Library Board and Director.

The assumed location for the downtown branch library is the George Amos Memorial Building (GAMB), located at 412 S. Gillette Avenue, just north of the courthouse. GAMB was established as the first County library in 1941 and was then designated as a branch library when the new library was built in 1983. GAMB operated as such
until the early 1990’s when the Library Board made a decision to close it down due to budget constraints. Subsequent, the County assumed the facility and turned it into a self-service law library. In 2007, the County remodeled the space, turning the upper level into three public meeting rooms and the lower level into office space. The current building houses the County Extension program in the lower level and the three public meeting rooms upstairs. Existing floor plans and photos are attached. Existing total floor space is about 9000 square feet.

III. General Proposal Requirements

Submit in the order shown below, using a maximum of twenty (20) single-sided pages. Note that the cover letter does not count towards page limit.

1. Provide a representative list (up to 10) of similar projects, complete with details of the scope and outcome. Emphasis should be placed on projects involving library space planning and/or design. Local or Wyoming experience is a plus but is not required to be considered for this project.
2. List key personnel assigned to the Project and their experience on projects of similar size and scope
3. Provide a comprehensive list of owner references on past projects of similar size and scope
4. Demonstrate your understanding of the Project by discussing your proposed sequence of work and ideas you feel will bring the most value to the County. A demonstration of your understanding of local zoning and building requirements will be a plus. A demonstration of your knowledge of the local construction market and pricing trends is critical for success in your budgetary cost estimate. Knowledge of the use of the 2018 ICC Existing Building Code will be a plus.
5. Provide (in a separate digital file) a Fee Estimate for the study. Fees shall be broken out by Tasks 1.1 through 1.10 shown below. The final fee will be negotiated with the successful firm, based on an agreed upon scope of work and approved budget, and a contract will be executed.
6. Provide a digital copy of your standard professional services contract, complete with any boiler-plate language.

IV. Scope of Services

The successful firm will be charged with completing the following scope of services for the Project.

Task 1.1 - Scoping Session

This task will involve a scoping meeting with County staff and Campbell County Library staff and Board members to discuss the Project scope, schedule and the intended outcomes. At that time, the entities will share existing information regarding the Project, including but not limited to floor plans of the existing facility, historic photos, the 2015 Feasibility Study, etc. A tour of the existing facility will be included in this task. Library Board and Staff will share their thoughts on programming.

Task 1.2 – Demographic Study

This task will involve a demographic study of the surrounding area to determine the number and age of potential users of the branch library. This data can be used to program space and predict if the branch library will take pressure off the main library in certain services. Deliverables will be the demographic data and discussion regarding programming to best serve the available users.
Task 1.3 - Programming

This task will involve space programming of GAMB to determine if space is adequate for existing and future branch library operation. Input should be sought from Campbell County Library staff and Board members, the Library Foundation Inc., City and County Planners, City Building staff, County staff members and other stakeholders for this task. Programming shall be projected for a 20-25 year planning period. Deliverables will include a programming document outlining current and projected space requirements for each function of the operation identified and analysis and discussion on how developing this branch library could alleviate crowding and programming issues at the main Library (how the development fits in with the recommendations of the 2015 study.)

Task 1.4 – Building, Zoning and Site Analysis

This task involves studying the GAMB site and location to ensure the feasibility of changing the building use to a branch library. Access, egress, parking, zoning, and other building code issues will need to be explored in this task. The deliverable will be a technical brief, which examines key elements, including but not limited to:

- Meeting with City Planning, Building and Engineering to discuss the concept and document feedback
- Determine anticipated daily parking requirements and analyze available parking. Existing parking could occur on Gillette Avenue, the County parking garage, and surrounding area. The County also owns 407 Warren and the potential exists to remove the existing home and put in one or two rows of diagonal parking dedicated to the Library. City would have to approve the construction of the parking lot in R-4 zoning, or the County would need to rezone the lot to C-2
- Analyze and identify any special Zoning requirements (City C-2 zone)
- Identify and mitigate access and egress issues. Currently, the only elevator is located on the back (west side) of the building off an alley. An existing stairway from the lower to upper floor at the front (east) entrance was removed during the 2008 remodel. Lower level has an accessible entrance on both the west and east sides of the building
- Identify and discuss any other potential issues incurred with turning this building into a branch library
  - ADA compliance
  - Structural analysis may be required to determine compliance with current codes for intended use. Work with City Building Division regarding the need for this analysis
  - Capacity and condition of existing mechanical, plumbing, electrical, lighting and data systems
- Investigate closing off the alley behind the Courthouse to through traffic between 4th Street and 5th Street. Closure would be from the Courthouse parking garage north to a point near GAMB. This would allow a safe pedestrian access from the parking garage to GAMB. Emergency bollards could be placed in the alley for emergency access if required by the Fire Department. Alley would be a one-way from 4th Street south to GAMB, requiring a new parking lot at 407 Warren for exit from the alley to Warren
- Investigate the feasibility and cost of retrofitting the exterior of the building to a state approaching original construction. Consultant shall reference the City of Gillette Façade Manual (Urban Design Plan) and historical photos for this portion of the study.
Task 1.5 – Concept sketches

This task involves developing up to three concept plans for utilizing GAMB for a branch library. The sketches are intended to show how the programmed size from Task 1.3 could potentially layout in the facility. Access and egress issues identified in Task 1.4 shall be mitigated in each sketch. Concepts for the alley closure and historical retrofit shall be shown.

Task 1.6 – Budgetary Cost Estimates

This task involves developing budgetary cost estimates for up to three concepts developed in Task 1.5.

Task 1.7 – Recommendations and Draft Report

This task involves developing a report summarizing all tasks. A recommendation regarding the feasibility of converting the GAMB into a branch library shall be included in the report.

Task 1.8 – Presentation of Draft Report to Library Board

This task will involve presenting the draft report and recommendations to the Library Board.

Task 1.9 – Presentation of Draft Report to Board of Commissioners

This task will involve making final revisions to the report following review by the Library Board, and then presenting the final report to the Board of Commissioners.

Task 1.10 – Submission of Final Report to Public Works

This task will involve making final revisions to the report following review by the Library Board and Commissioners.

V. County Responsibilities

- Make available to successful firm all existing plans, specifications, studies, reports and other data on file to assist in the successful completion of the Project
- Assign a Project Manager to coordinate the communications between the County and the successful firm
- Respond to all questions in a timely manner
- Immediately advise the successful firm of any new developments which have the potential to impact the Project
- Select firm using a qualifications-based selection process. Scope modifications and fee negotiation with the most qualified firm will ensue, and if a fee deemed equitable to both parties cannot be agreed upon, the next most qualified firm will be contacted and negotiation will ensue. This will continue until such time a qualified firm is under contract.

VI. Qualification Statement Questions

Please direct any questions, need for additional information, clarification of the RFP, or requests to tour the existing facility to Kevin King, P.E., County Public Works Director, at (307) 685-8061 or kck08@ccgov.net.

Office hours are Monday through Friday, 8:00 a.m. to 5:00 p.m. (MDT).
VII. Proposal Submittal

Proposals are due to Public Works on May 31, 2019 by 3:00 p.m. Proposals shall be submitted electronically, in PDF format, via email to kck08@ccgov.net. It is up to the submitting firm to ensure the proposal was received and successfully opened.

VIII. Anticipated Schedule

The qualification statements will be evaluated and selected by a committee, and a recommendation to award a contract will be made to the Commissioners. The County reserves the right to reject any or all proposals and to select without interviews.

Our anticipated schedule is as follows, subject to change:

- Advertise RFP: May 10, 12, 15
- Proposals due to Public Works: May 31, 2019 by 3:00 p.m.
- Award approval by County Commissioners: June 18, 2019
- Draft Feasibility Study to Public Works: August 12, 2019
- Presentation of Draft Feasibility Study Report to Board of Commissioners: August 20, 2019
- Presentation of Draft Feasibility Study Report to Library Board: August 26, 2019
- WBC grant submission (If applicable): August 30, 2019 (not part of scope)
- Submission of Final Report to Public Works: September 6, 2019

IX. Incurring Costs

Campbell County is not liable for any cost incurred by proposers prior to entering into a definitive agreement for services. No property interest, of any nature, shall accrue until a definitive agreement has been executed by both parties.

X. Sovereign Immunity

Campbell County does not waive its sovereign immunity or governmental immunity by soliciting this RFP or by entering into a definitive agreement, and fully retains all immunities and defenses provided by law with regard to any action based on this RFQ or definitive agreement.