

City of La Crosse, Wisconsin
Request for Proposals for
Architecture & Engineering Services



La Crosse Public Library
Flexible Facilities Grant Award Funding

Released on November 1, 2024

***PROPOSAL DUE DATE:
November 15, 2024, by 12:00 PM CST***

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Project Description

The City of La Crosse (City) and La Crosse Public Library (LPL) are soliciting proposals from professional firms interested in providing design, architecture, and construction administration services for the design refinement phase, bidding phase, and construction phase of a project known as the “City of La Crosse - La Crosse Public Library Connectivity Project” located in La Crosse, Wisconsin. This Request for Proposals (RFP) seeks to identify potential providers of the above-mentioned services.

The LPL project consists of renovation of the existing library located at 800 Main Street in La Crosse, Wisconsin. Funds will be exclusively utilized from the Wisconsin Department of Administration Division of Energy, Housing and Community Resources Flexible Facilities Program Grant (FFP) that was awarded to the city and library in the amount of \$3,010,808.

With FFP funds, this project aims to provide public library renovations and technological connectivity improvements by creating a large meeting room, two private meeting rooms, one telehealth room, and a small, accessible computer lab that connects to a re-located community resources office on the first floor. On the second floor, public and staff spaces will be reconfigured, creating two classroom areas and a computer lab that will meet different user needs. Currently under-utilized spaces will be reworked to create five private meeting rooms.

The chosen firm will collaborate closely with LPL to ensure the design meets functionality, aesthetics, and operational requirements. Minimum requirements include previous experience in public library or similar public facility design and/or construction management on a state and/or federally funded project and ability to meet construction deadline of September 30, 2026.

Project Schedule

RFP issued – November 1, 2024

Proposal submissions due – November 15, 2024, by 12:00 PM CST

Select architect firm – BY December 15, 2025

Construction underway – May 2025

Total project and grant close out – September 2026

Qualifications for Submittal

Qualifications must be received via email to sgrant@lacrosselibrary.org no later than 12:00 PM on Friday, November 15, 2024. La Crosse Public Library reserves the right to reject any and all proposals not meeting the requirements of this RFP for Architectural Services. Any response not meeting the minimum requirements for qualifications as outlined in this request may be rejected. Materials received in any other format than email, or after that date and time, will be rejected. No materials will be returned.

Designated Contact: Shanneon Grant, Library Director

Please direct all questions concerning this RFP by email to sgrant@lacrosselibrary.org or phone at 608-789-7123. No questions concerning this RFP will be accepted after 5:00 PM on November 8, 2024.

The La Crosse Public Library, LPL Board of Trustees, and City of La Crosse makes no representations as to the conditions of the project other than those representations made herein, and no employee or other representative of the City of La Crosse or of the Library has the authority to make any oral or written representations as to the conditions of the project. Persons/firms should contact only the designated contact person for this RFP for clarification or information on this RFP.

The City of La Crosse and/or La Crosse Public Library reserves the right to terminate the selection process at any time, reject any or all offers and waive technicalities and informalities at their discretion. The City and/or Library shall not be liable for any pre-contract costs incurred by interested firms participating in the selection process.

Other Conditions of Qualifications Submittal

1. No submission will be accepted from any person, firm or entity that is in arrears for any obligation to the City of La Crosse, is debarred from contracting for federally funded projects, or that otherwise may be deemed irresponsible or unresponsive by the La Crosse City Council, Library Board, or by City of La Crosse staff.
2. All Qualifications submissions become public information and may be reviewed by anyone requesting to do so at the conclusion of the evaluation process.
3. The awarded firm must agree to follow all applicable laws, regulations, and policies pertaining to the Flexible Facilities Grant (FFG). Information can be found on the WI Division of Energy, Housing and Community Resources to ensure appropriate compliance and funding of the project:

<https://energyandhousing.wi.gov/Pages/AgencyResources/FlexibleFacilities.asp>

Project Scope and Objectives

The scope of work includes full architectural and engineering services to support the renovation of the existing main branch of the La Crosse Public Library. Key aspects of the facility enhancements will include spaces for library services, meeting rooms, multipurpose activity areas, computer labs and classrooms.

The La Crosse Public Library serves the people of La Crosse with an estimated population of 51,380 and the wider region. The focus of the renovation is projected to include approximately 8,005 square feet within the larger facility footprint which measures 87,494 square feet in total. To meet FFP funding requirements, construction must begin by the end of June 2025 and must be completed and operational by the end of August 2026. Consideration will only be given to consultants who have the resources and ability to complete the project by that date.

Architectural services for this project will include preliminary design, final design (construction documents for state plan approval, bidding, and construction), bidding and contracting, and overseeing and administering the construction phase, while ensuring FFP program requirements pertinent to the design and construction activities of the project are met.

Scope of Work Includes:

- **Conceptual Design, Schematic Design, and Design Development:**

- Develop design concepts that support LPL's vision.
- **Preparation of Construction Documents:** Create a complete set of documents to support bidding and construction.
- **Civil, Structural, Mechanical, and Electrical Engineering Services:** Address all relevant building systems and structural needs.
- **Permitting and Regulatory Approvals:** Support IPL in obtaining all necessary permits.
- **Construction Administration:** Monitor project milestones and assist during the construction phase.

Procurement of said services shall be in accordance with State and Federal regulations applicable to FFP Projects. Architects interested in being considered for this project must submit Statement of Qualifications materials detailing qualifications, technical expertise, management and staff capabilities, and related prior experience. The objective of the competitive process is to objectively select the firm that will provide the highest quality of service. Selected respondents will be interviewed.

Proposal Requirements

To ensure thorough evaluation, please include the following information in your proposal:

- **Firm Overview:** A brief history, mission and areas of specialization related to the library or related projects.
- **Project Team:** Names, qualifications, and experience of key personnel proposed for this project.
- **Relevant Experience:** Examples of past projects similar in scope, with specific references to library or related work.
- **Proposed Approach and Methodology:** Outline your approach to design, timeline considerations, and any innovative solutions.
- **Project Schedule:** Submit a high-level timeline with proposed milestones for each project phase from design to completion. Additionally, you may provide a narrative outlining options for schedule improvement or schedule concerns from the stated project schedule included in the RFP.
- **Service Provision:** Indicate services provided for: Collaborating on design, managing the project, making sure contractors perform on time, explain the processing of change orders, indicate any proposed mark-up allowed for change orders, explain how your work categories are placed in bidding categories, etc.
- **Cost Proposal:** Detailed cost estimate for A&E, including a breakdown of fees for each stage of development, service, expenses and billing rates.
- **References:** Contact information for at least three recent clients for projects of similar scope.

Selection Criteria

All proposals meeting the RFP requirements will be evaluated using the following criteria:

- Relevant experience and success in space planning facilitation for libraries or similar facilities, including the level of satisfaction of current and past clients.

- Experience of firm or consultant in understanding latest library trends and issues.
- Demonstrated understanding of the project scope of work.
- Cost and demonstrated ability to accurately estimate construction costs and recommend creative, cost saving measures.
- Demonstrated ability to communicate effectively with the Library Board, City Common Council, Library and City staff, identified stakeholders and the public.
- Feedback on other selection criteria listed from past clients on similar projects.

Submission Instructions

Please submit your proposal according to the guidelines below:

Submission Deadline: November 15, 2024, by 12:00 PM CST

Submission Format: PDF format, sent via email

Delivery Address/Email: sgrant@lacrosselibrary.org

Contact Information for Inquiries: Shanneon Grant, Library Director
sgrant@lacrosselibrary.org 608-789-7123

No questions concerning this RFP will be accepted after 5:00 PM on November 8, 2024

Proposal Validity Period: 45 days from submission deadline

State and Federal Regulatory Requirements for Flexible Facilities Program (FFP) Projects

Flexible Facilities Program (FFP) Applicable Laws & Regulations:

- Uniform Relocation Assistance and Real Property Acquisition Act (URA), as provided for in 49 CFR § 24 and which will be summarized in policy documents to be issued by DOA prior to the FFP awards being made along with State of Wisconsin acquisition and relocation requirements [at <https://doa.wi.gov/Pages/AboutDOA/RelocationAssistance.aspx>].
- Federal competitive procurement and contracting requirements in accordance with 2 CFR § 200.320 (methods of procurement), unless qualified as a micro-purchase under the provisions of 2 CFR § 200.320(a)(1) or approved by DOA for non-competitive procurement under the provisions of 2 CFR § 200.320(c); and demonstrated compliance with the local procurement policy requirements.
- Federal and State environmental review requirements, including completing the activities listed in the U.S. Treasury Capital Projects Fund Environmental Checklist and additional environmental review documents as required by DOA.
- Fair labor practices – Grantees, subrecipients, prime contractors, and subcontractors will be required to incorporate provisions in contracts and complete actions to ensure fair labor practices for work on FFP projects, including compliance with the following:
 - 1) Contract Work Hours and Safety Standards Act (CWHSSA) – All contracts over \$100,000.00 must include and follow provisions of the CWHSSA, 40 USC secs. 3702 and

3704, as supplemented by U.S. Department of Labor (USDOL) regulations (29 CFR § 5.5(b); 29 CFR § 5.5(c); and USDOL CWHSSA General Guidance). These requirements include: a) The wages of every laborer and mechanic employed by any contractor or subcontractor in the performance of work on a contract shall be computed on the basis of a standard workweek of 40 hours.

b) For each workweek the laborer or mechanic is employed, wages at a rate not less than one and one-half times the basic rate of pay, for all hours worked in excess of 40 hours in the workweek.

c) No contractor or subcontractor shall require any laborer or mechanic employed to work in surroundings or under working conditions that are unsanitary, hazardous, or dangerous to health or safety, as established under construction safety and health standards the Secretary of Labor prescribes by regulation.

- Fair Labor Standards Act (FLSA) – The Grantee, subrecipient, and contractors must comply with the Fair Labor Standards Act and all other labor laws applicable to the company/entity and industry.

- Equal Opportunity/Affirmative Action related laws - Grantees, subrecipients, and contractors must comply with the Equal Opportunity/Affirmative Action laws applicable to the project (as set forth in the U.S. Treasury Guidance for the Coronavirus Capital Projects Fund document, page 19), including: Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000d-1 et seq., and 31 CFR § 22; Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. 794; Title IX of the Education Amendments of 1972 (Title IX), 20 U.S.C. 1681 et seq., and 31 CFR § 28; and Age Discrimination Act of 1975, 42 U.S.C. 6101 et seq., and 31 CFR § 23. Such entities are encouraged to prioritize hiring local workers and/or workers from historically disadvantaged communities to demonstrate efforts for meeting the goals and objectives of EO/AA regulations.

- Competitive Wages & Documentation Requirements for Construction Laborer and Mechanic Job Classifications –Workers in a laborer or mechanic job classification must be paid wages and benefits in accordance with the applicable provisions summarized as follows:

- 1) Davis-Bacon and Related Acts (DBRA) and the Federal Wage Determinations do not apply to FFP projects unless the FFP project is partially funded with other funding sources that are subject to the DBRA requirements, in which case all DBRA requirements must be met for the FFP project.

- 2) If DBRA is confirmed to not apply to the contract for the FFP project, the requirement to have fair labor practices will still apply as follows:

- a) If the laborer or mechanic is a member of a collective bargaining agreement, the laborer or mechanic shall be paid wages and benefits in accordance with the collective bargaining agreement.

- b) If the laborer or mechanic is not a member of a collective bargaining agreement, the laborer or mechanic is entitled to wages and benefits in accordance with whichever is the higher of:

- Their regular hourly wage and fringe benefits rate for other similar work they perform for the contractor;

- An hourly wage plus fringe benefits rate consistent with the specifications of Federal Executive Order 14026 for work performed on or in connection with covered federal contracts (which is \$17.20 per hour as of January 1, 2024; subject to annual inflation increases). The State and Grantees must demonstrate fair wages are being paid for work on the FFP project.
- Apprentices shall be compensated according to the provisions of their Federal or State recognized apprenticeship documentation.
- Prime contractors and subcontractors for construction activities will be required to submit payroll documentation to verify fair labor practices, due to the Grantee (or subrecipient) no later than five (5) business days after the conclusion of each payroll period for all pay periods in which their employees worked on the FFP project.

The payroll documentation must include the name of the prime contractor or subcontractor, the payroll period, the name of each laborer or mechanic working on the FFP project, each employee's unique identification (i.d.) number (the assigned employee i.d. number or last four digits of their social security number), the hours worked per day per employee, the hourly rate of pay (the hourly wage rate and hourly fringe benefits rate) for straight-time hours (hours worked that total 40 hours and less during the work week) and overtime hours (hours worked over 40 in the work week), the total gross wages amount earned, and net wages amount paid to the employee.

- Prime contractors and subcontractors must have additional payroll supporting documentation related to wages, fringe benefits plans and rates, records of payments made to employees and fringe benefits plans, and deductions (types, employee authorizations, etc.) on file, which must be provided upon request to the Grantee, subrecipient, DOA, the U.S. Department of Treasury or other state and federal regulatory agencies.

3) Prime contractors and subcontractors must be eligible to work on federally funded projects (i.e., they cannot be debarred or suspended from contracting for a federally assisted project, as verified in the Federal System for Award Management (SAM) [<http://sam.gov/content/home>].

4) Prime contractors and subcontractors must retain all documents verifying fair labor practices for three (3) years after their work is completed on the FFP project. More information about the Flexible Facilities Program (FFP) can be found here: <https://energyandhousing.wi.gov/Pages/AgencyResources/FlexibleFacilities.aspx>