Craig
PUBLIC LIBRARY
Request for Proposals: Spatial Analysis Services
I. NOTICE TO PROPOSERS

a. Summary

The Craig Public Library is soliciting proposals from qualified firms for spatial analysis design and general conceptual design services for a building that will house the City Public Library. Firms submitting a proposal are required to read this Request for Proposal (RFP) in its entirety and follow the instructions contained herein.

b. IMPORTANT DATES

Deliver proposals no later than 9:00 am, December 16th, 2022. Late proposals will not be considered.

c. How to Submit a Proposal

Submit all required documents in a sealed envelope. Hardcopy proposals and securely bound on 8.5 by 11-inch paper. The use of 11x17 paper shall be limited to drawings and graphic images. Proposals may be emailed with prior arrangement only.

Complete and return proposals to: Craig Public Library
Attn: Library Director
P.O. Box 769
Craig, Alaska 99921

All proposal costs are at the expense of the proposer. Proposals which are illegible will not be considered. Proposals that do not provide all items shown in Section II or do not meet the minimum qualifications shown in the section shall be deemed non-responsive. Late, illegible, or non-responsive quotes shall not be considered.

All proposals must be clearly labeled:
Proposer’s Name and Address
RFP # 2022-Library1
Title: Architectural Services-Craig Public Library
All email correspondence must include “RFP#: 2022-Library1” in the subject line. Proposals must be delivered as instructed. Deliveries to other City departments and/or locations may result in disqualification.

d. Contact Information

Proposers are to direct all questions regarding this RFP via email the Library Director, Patricia Gardner at library@craigak.com by December 15th, 2022. The City of Craig is the procuring agency. The contact is the Library Director:

Craig Public Library
Attn: Patricia Gardner
503 Third Street
P.O. Box 769
Craig, Alaska 99921
Phone: 907.826.3281
library@craigak.com

e. Proposal Distribution & Addenda

The request for proposal, addenda, and any related documents will be posted on the City of Craig’s website at: https://www.craigak.com/rfps. It is the proposer’s responsibility to regularly monitor this website for any additional documents and postings. Addenda may be used if additional clarification or revision to the RFP if needed. Proposers must acknowledge the receipt of any addenda on the Bid Form. Proposer’s failure to retrieve such addenda and incorporate their appropriate provisions in their response may result in disqualification.
f. **Acceptance/Rejection/Withdrawal of Proposals**

The city reserves the right to accept or reject any or all proposals submitted, in whole or in part, and waive any informalities or technicalities, which at the city’s discretion is determined in the best interests of the library. Further, the city makes no representation that a contract will be awarded to any proposer responding to this request. The city expressly reserves the right to reject all proposals responding to this invitation without indicating any reasons for such rejection(s).


g. **Public Records Notice**

Proposers are hereby notified that all information submitted in response to this RFP may be made available for public inspection according to Public Records Law of the State of Alaska or other applicable public records laws. The city cannot ensure that information will not be subject to release if a request is made under applicable public records laws.

The city cannot consider the following confidential: a bid in its entirety, or the entire contents of any resulting contract. The city will not provide advanced notice to proposers prior to posting or release of any requested record.

h. **Terms of Contract**

i. Approval – The contract must be approved by Craig City Council.

ii. Term of Contract – All work will be **completed within 90 days** of receiving a signed City of Craig contract from the library.

iii. All changes to the contract terms and conditions shall be evidenced in writing by amending the contract.

iv. Subcontracting Regulations – Successful firm(s) will not be permitted to sublet, sell, transfer, assign or otherwise dispose of the contract or any
portion therein, or its right, title, or interest in, to any person, vendor, or corporation without prior approval by the city.

i. **Evaluation Process and Scoring**

Each proposal will be evaluated as described below and assigned an overall score ranking.

<table>
<thead>
<tr>
<th>Major Criteria Categories</th>
<th>Point Weight</th>
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</thead>
<tbody>
<tr>
<td>Experience with similar projects in Southeast Alaska.</td>
<td>30</td>
</tr>
<tr>
<td>Experience with working with small libraries.</td>
<td>30</td>
</tr>
<tr>
<td>Timeline and methodology.</td>
<td>30</td>
</tr>
<tr>
<td>Reference Check</td>
<td>10</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>100</strong></td>
</tr>
</tbody>
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**Evaluation Committee:** The proposals will be evaluated by the Library Board. With a recommendation made to the City of Craig for approval. Proposers shall not contact members of the evaluation committee. Violation of the “no contact” rule could result in the disqualification from further consideration for award.

**Right to Reject Proposals:** The city reserves the right to reject all proposals. Additional Factors for Proposal Consideration: Failure by the Proposer to provide information clearly and accurately within the submitted documents may be reflected in the evaluators’ scoring results. If it is deemed necessary on behalf of the evaluation committee, the evaluation committee Chair or Library Director may initiate inquiries for the purposes of confirming or verifying
proposal information already provided and disseminated for evaluators’ consideration. The evaluation committee may not contact Vendors directly.

**Interviews:** An interview will be arranged with the three to five vendors whose proposals received the highest average total score. The evaluation committee will make every reasonable attempt for scheduling at a time and location that is agreeable to the Proposer. A Proposer’s failure to fulfill or accommodate interview requests from the evaluation committee may result in rejection of that proposal. If no further criteria were or is to be considered, the evaluation committee will tabulate the final scores and forward recommendations to the city.

II. **SCOPE OF WORK**

a. The Craig Public Library is requesting proposals for architectural services for the development and conceptual design of a new library facility. The library is operated by the City of Craig.

The Craig Public Library has $15,000 in hand for the services for the project.

b. **Deliverables**

i. Spatial Analysis based on program and space needs as identified in Section III.

ii. General comments on the feasibility of expanding the existing library to accommodate space needs as identified in the spatial analysis.

iii. General concept drawing demonstrating space allocation and general spatial relationships. This drawing is NOT intended to act as a draft floorplan, only to show general space requirements and square footage
to demonstrate the size of facility required to house the needs outlined by the city.

III. REQUIRED INFORMATION

The following information is required to be included the proposal. Special consideration will be given to proposers that demonstrate public library architectural design and public library building experience. The firm must:

1. Experience with similar projects in Southeast Alaska.
2. Experience with working with small libraries.
3. Timeline and methodology.
4. Provide three (3) to five (5) references which may be contacted by the library.