

Request for Proposal



Seymour Public Library
161 East Ave
Brockport, NY 14420

Date Issued: October 27, 2023

**Request for Proposal
for
Bathroom Remodels
For**

**Seymour Public Library
Brockport, NY**



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1.0 GENERAL INFORMATION

1.1 Purpose and Objective

The Seymour Library, originally constructed in 1996, looks to update and modernize its appearance to the benefit of its community, stakeholders, and patrons. The main public bathrooms (male and female) are original to the library build and require modernization through remodeling. In order to bring longevity to its mission of serving the communities of Sweden, Clarkson, and the Village of Brockport, the Seymour Library Board of Trustees requests that the public restrooms be modernized.

1.2 Key Events

Due to the public nature of the building, the chosen contractor should plan to work around the library's objective of delivering a quality patron experience. Thus, the remodeling activity should only commence during mutually beneficial hours. This will require coordination with the Seymour Library Director to build out a specific schedule for the remodel work so as to minimize interference with programming events. The work schedule should allow for flexibility to accommodate such events. Only one bathroom at a time should be taken out of service to accommodate patrons during the remodel. The bid must include a schedule of all work to include start and completion dates for each phase of the work which will be used to plan for disruption in library operations.

1.3 Contract Term

The term of the contract will be in effect upon the award date with an end date not to exceed 45 days of the completion date as specified in section 2.3.1 of this RFP, or a different date as mutually agreed to between the Contractor and the Board, to allow for any call-backs on the work performed prior to final payment, which must be approved by the Seymour Board of Trustees at a regularly scheduled meeting.

1.4 Location of Work

Seymour Public Library

161 East Ave

Brockport, NY 14420

Patrick Pittman, Director

email: Patrick.pittman@libraryweb.org

2.0 Statement of Need

2.1 Statement of Work

The existing bathrooms (women and men) are to be gutted and rebuilt to accommodate modernization and aesthetic appearance. All surface tile including flooring is to be replaced with new materials. All metal dividers are to be replaced with new dividers. All fixtures are to be replaced with new fixtures to compliment the interior of the bathrooms. Any surfaces not covered in tile are to be painted. Ceiling tiles are to be replaced with new tiles.

2.2 Requirements

No structural changes are to be made during the renovation with exterior walls and doors remaining in their original locations. Entrance doors are to be reused. Fixture locations are to be maintained in their current locations as to minimize any impacts on existing plumbing runs. Electrical upgrades should only be made to meet code requirements.

All flooring and wall tiles are to be removed and replaced with new materials. All divider walls are to be replaced with new materials.

The bathrooms should be brought up to all ADA standards for Handicap Accessibility.

Plumbing fixtures must meet the Village of Brockport specifications in order to interconnect into the Village sewer system.

2.3 Specific Tasks and Schedules

2.3.1 Start and End Date and other Schedules

Desired start date of project to begin on or after February 15, 2024 with an anticipated end date no later than April 5, 2024. The contractor shall expect to perform work with minimal disruption to the public and library operations.

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Walk-throughs, questions or request for clarification shall be done by appointment with the Library Director, and shall be complete by November 17, 2023 at 5pm.

All proposals must be sealed and received by 5:00pm Friday December 8, 2023 submitted to the Library Director (see Section 3.2 for details).

Proposals and bids will be unsealed by a sub-committee appointed by the Facilities Chair on Wednesday, December 13, 2023 at 6pm at the library with bid amounts being read in open session at this meeting.

An award for the remodeling contract will be made by the Seymour Board of Trustees on Wednesday, January 17, 2024 at its regularly scheduled board meeting.

2.3.2 Library Operations Disruptions

It is desirable that there is minimal disruption to library operations and impact to the public while work proceeds. The library holds specific programs throughout the year which need to be taken into consideration when the contractor schedules the work. It is desirable that the contractor performs work during closed hours of operation to minimize said impact where possible. The contractor must collaborate closely with the Library Director to minimize impact to operations and the public.

3.0 Submission Requirements

3.1 Contractor Requirements

- Contractors shall have legal authority to do business in New York State.
- Name, address, telephone number of each participating firm and names of the firm's principal officers.
- A description of each firm's technical capabilities and areas of expertise.
- A description of similar projects completed by each member firm of the team, and the name, address, and telephone number of a reference person for the contracting organization who can be contacted for reference.
- A description of how the project will be organized and managed, who will do the work, including any sub-contract work.
- A schedule of the work to be performed.
- Name and contact information of the project/site manager for the project.
- A list of key personnel who will be assigned to the project by task.
- Contractor and sub-contractors must provide evidence of worker's compensation and disability coverage for all on-site workers
- Contractors and sub-contractors must pay the prevailing rate of wage and supplements to all workers on this project.
- The bidder must provide proof of insurance on behalf of Seymour Library with a minimum liability coverage of \$1,000,000.

3.2 Administrative and Financial Submissions

All bids must be submitted as follows:

- Must be received in Sealed envelopes and not disclosed to any library personnel or other parties before unsealing.
- Each envelope should include two (2) copies of the proposal.
- Submissions shall be made directly to the Library Director by the due date in section 2.3.1. No late submissions will be accepted.
- Bids must include all requested documentation found in this RFQ including the bid amount to perform the work.
- A list of materials and specifications must be included in the bid.

4.0 Evaluation and Award Criteria

4.1 Evaluation Criteria

Seymour Library will be applying a 'best value' criterion based on the needs of the library as principally defined in this document.

4.2 Award Criteria

The remodeling contract will be awarded by the Seymour Board of Trustees at the regularly scheduled May Board meeting. The board reserves the right to reject any and all bids. The board reserves the right to remove certain provisions of the work to be performed, and the bid shall be modified accordingly.

The winning bid will be publicly announced within 72 hours of the January 2024 Seymour Board of Trustees meeting with notifications on the library's website.