



Bullitt County Public Library

# Request for Qualifications

Design Services for Expansion, Renovation, and  
Modernization

Hillview Branch Library

## Bullitt County Public Library

### Request for Qualifications for Architectural and Design Services

The Bullitt County Public Library Board of Trustees desires to procure Architectural Design Services to prepare a final detailed plan with appropriate pre-bid documents and estimated cost for the expansion and renovation of the Hillview Branch Library on its existing sites at 155 Terry Blvd. in Hillview, KY. This plan will meet emerging service patterns and fulfill the current and future needs of the community.

The Proposal Identification Number is RFQ#BCPL23-01.

Sealed qualification packets will be received at the Central Library, 740 Conestoga Parkway, Shepherdsville, KY 40165 no later than 1:00 PM EST on September 29, 2023. Any packets arriving after 1:00 PM EST will be marked late and will not be considered for selection.

The Submitter declares to have read and understood and agrees to be bound by all of the instructions, terms, conditions, and specifications of this Request for Qualifications and agrees to fulfill the requirements of any contract for which it is selected to provide the specified services at the prices proposed following negotiations with the firm determined to be the most qualified and best fit to provide BCPL with the required services. The Submitter certifies, by signature affixed to this cover sheet, that the information provided by it in response to the RFQ, including certified statements, is accurate and complete.

Federal Taxpayer Identification Number		
Printed name of person signing bid proposal		
Submitter Name		
Mailing Address		
City	State	Zip
Telephone		
Contact Person		
Email Address		
Authorized Signature		

**THIS FORM MUST BE SIGNED AND SUBMITTED WITH THE PACKET**

## Overview

Bullitt County Public Library is seeking statements of qualifications from interested architectural firms to provide professional services for the expansion and renovation of the Hillview Branch Library location.

Contact Person	Tara O'Hagan, Library Director, Bullitt County Public Library <a href="mailto:tohagan@bcplib.org">tohagan@bcplib.org</a> 502-543-7675 ext. 8
Date of Issue	August 28, 2023
Due Date	September 29, 2023, by 1 PM EST
Submittals to	Tara O'Hagan, Library Director, Bullitt County Public Library 740 Conestoga Parkway, Shepherdsville, KY 40165 <a href="mailto:tohagan@bcplib.org">tohagan@bcplib.org</a>

## General Info

- This RFQ and addenda are available on the BCPL website at <https://bcplib.org/about-us/requests-for-proposal/>
- Any changes to the RFQ or addenda will be posted no later than September 22, 2023, by 5:00 PM EST. Firms are responsible for checking the website to ensure that they have the most current information regarding the RFQ
- All questions pertaining to this solicitation must be in writing or via email to Tara O'Hagan, [tohagan@bcplib.org](mailto:tohagan@bcplib.org) by September 21, 2023.
- All proposals submitted shall be binding for 90 calendar days following due dates.
- All costs for developing and presenting proposals in response to this RFQ are the sole responsibility of the Submitter and shall not be charged in any manner to BCPL.
- Please submit seven (7) print copies to the library address listed above and an electronic copy as an attachment or link to [tohagan@bcplib.org](mailto:tohagan@bcplib.org).

## Goal

Bullitt County Public Library seeks an innovative architectural team to design a 21st-century library facility. A successful project will require a team that understands both the history of library services and that has a unique ability to visualize what technological changes might hold for the future of libraries. We desire that the team take a strong leadership role and challenge the preconceptions of library staff and our citizens in how best to invest in bricks and mortar, technology, furniture, fixtures, and equipment in this renovated expanded location. The successful team will need to integrate impacts on staff and other operational resources into the plan to maximize not only the construction dollars but also the operation and maintenance costs that will follow the project.

The chosen architectural design firm or team will need to partner with the Bullitt County Public Library to develop and design the expansion and renovation of the Hillview Branch Library location in Hillview, KY. The 10,328-square-foot branch was dedicated in 2012, behind the Dorothea Stottman Annex. Hillview, located just south of the metro area of Louisville on Interstate 65 and Preston Highway, has something for everyone to enjoy. It prides itself on its small-town atmosphere while taking advantage of the “big city” amenities of Louisville. Hillview’s larger subdivisions include Brooks, Maryville, Pioneer Village, and Zoneton. The building and campus will serve a population of close to 20,000 (this is based on the combined population of the small cities, including Hillview, that makeup Northern Bullitt County. It also includes the population of the Brooks census-designated area and an additional 5,000 for the unincorporated areas. This renovated and expanded location has many purposes: act as a community location to support the work of the city; work as a modern and flexible space for all patrons equally; serve as a permanent advertisement for library services; represent BCPL’s commitment to be a technological and inclusive leader in Bullitt County; and, be a place of experience, discovery, and fulfillment to all who enter. This RFQ intends to find and select a partner that is most capable of providing the creative collaboration, tools, and overall skills to develop what the organization and its patrons deserve and require.

Key figures for Hillview Branchy Library in 2023:

- Library hours per week: 60 hours
- Library visitors: 24,481
- Circulated items: 22,775
- Programs: 49
- Program Attendance: 1,039
- Computer and Wi-Fi sessions: 8,938

The goals for the new facility include:

- A building that is a community anchor and the intellectual center of the community
- A design that is intentionally inclusive, interactive, innovative, and welcoming
- Smart and sustainable features that will act to serve as an example of green architecture and design for the community
- Space for the improved merchandising and housing of materials
- Study rooms and conference rooms for individuals and small groups

- Dividable meeting room that is accessible by one or many groups outside of regular library hours and to the outside areas
- Myriad seating areas and arrangements to create different environments and atmospheres for our variety of patrons' needs
- A destination feature(s) to drive patron interest in return visits
- Semi-secluded spaces for the children's area and the teens' area
- Inclusive design and technology for increased usability
- Spaces that are open and can easily be reconfigured to support library service as it evolves over time
- Staff areas to foster collaboration and improve quality of working life
- Outside space including:
  - amphitheater (already present) with electricity, data, and a sound system suitable for concerts and performances, as well as a built-in data television screen that can be used for showing movies. Incorporate the amphitheater into the library proper with appropriate sun cover.
  - StoryWalk (already present) situated around the walking path,
  - children's sound garden combines a sensory garden's benefits with music exploration.
- Increased self-service options and more personal points of service
- Amenities that are attuned to work well with today's busy lifestyles
- Adequate parking that does not dominate the landscape, possibly using parking at the Dorothea Stottman Annex, allowing for drive-thru book return
- Sidewalks along the library property frontage Terry Blvd. and Hillview Blvd. to increase pedestrian access
- Children's service area, including programming room, storage, and access to outside areas
- STEAM Lab:
  - demonstration kitchen
  - Maker Lab equipment
  - venting for kitchen and possible lab equipment
  - storage for supplies
  - accessibility for all patrons maintained
  - landscaping accessible entry
- Dedicated teen area with Internet access and gaming systems
- Create clearer zones for quiet/social uses
- Redesign patron service desks to enhance staff/patron interactions

- Improve staff areas with space for courier intake/outtake, breakroom, staff restrooms, and storage. Allowing staff to work from and near service points that afford full views of public space for which they are responsible and still provide security.
- Adequate storage options for programming, branch material, and facilities including a washer and dryer for cleaning custodial material.

The new design needs to meet the needs of Hillview today and for decades in the future. Bullitt County has experienced tremendous growth in the past few decades (a 21.4% increase alone from 2000-2010) and current estimates put the 2050 population between 100,000 to 126,000 total residents. The space needs to be large enough to handle the projected growth in the area, flexible in its ability to adapt to changes in patron needs over the years, and timeless in its appearance. The aesthetic should be inviting, using materials that are welcoming without requiring continued maintenance, and integrating the new construction to complement the existing structure. Different age groups should be catered to provide inclusive spaces.

As BCPL seeks to act as a leader in the community for the purposeful use of technology and materials, the application of green building and sustainable features should be incorporated to reduce impact and improve efficiencies. LEED certification is not required but many of the practices and standards should be considered while preserving as much green space as possible. The design should easily allow for changing or updating technologies so that the services offered to the public can adapt to the flow of progress that is part of everyday life. The plan will need to maximize not just the construction dollars but also the operating and maintenance costs that will follow for decades to come.

### Project Summary

History of the Hillview Branch Library:

March 1977 - The North Bullitt Branch Library in Hillview, which cost \$195,400, was dedicated.

April 1984 - The North Bullitt Library in Hillview was renamed the Dorothea Stottman Library.

March 2011 - Plans were announced at the board meeting for a new Hillview Branch Library.

April 2011 - The 10,000-square-foot branch was officially underway.

April 2012 - The ribbon cutting ceremony for Hillview Branch Library was held.

Bullitt County Public Library is seeking qualifications from professional firms/teams to provide architectural and engineering services for a new addition to the existing library structure in Hillview, KY, and renovation of the existing structure.

The public's use of library buildings continues to change over time, leading to a host of different and competing expectations. While one person might desire a quiet sanctuary in which to study or work, others see the library as a location to meet, socialize, explore, play loudly, or unwind. This new library will require a variety of spaces for study, casual reading, meeting, playing, and relaxing, all with a thought to both comfort and noise control. BCPL sees itself as a key player in the community event space, so a building that can provide these spaces while a large event is going on is essential.

Adequate shelving for current and future material types will be required, as well as furnishings that improve the discoverability of new and purposefully highlighted materials. Retail merchandising strategies should be considered, as should engaging wayfinding approaches. BCPL wants visitors to browse, engage with, and be delighted by our collection, creating experiences that are both satisfying and encourage repeat visits. Wider aisles, shorter than-average shelving unit heights, and empty bottom shelves will enhance the experience and should be the goal.

A design with an eye toward inclusiveness is essential. A portion of public workstations and seating areas should be accessible to people with disabilities. Layouts should be set to allow easy access for wheelchairs, strollers, and other devices. The meeting room should allow for the use of assistive listening devices. Seats should allow easy entry and exit for patrons. Entryways and vestibules should discourage crowding to allow all to enter the building with minimal anxiety. Space to secure bicycles, scooters, and skateboards should be located under a covered area near the entry doors that does not interfere with pedestrian access to the building.

This building needs to allow room for staffing and essential storage rooms. Additionally, attention should be paid to providing flexible working environments that can adapt to noise and other distractions.

The siting of the building should be such that visitors easily understand where to park, where the entrance is located, and where our material drops are located. Signs for the library should be near the road, well-lit, and have an open/closed indicated integrated. Special care should be taken to create safe paths of travel to the front door.

#### [Links to Addition Information](#)

A BCPL-created OneNote that includes sample photos and additional project information is available at [Hillview Branch Library Expansion and Renovation](#).

A copy of our latest strategic plan is available at:

[Bullitt County Public Library Strategic Agenda](#).

A copy of our latest Facilities Master Plan is available at:

[Bullitt County Public Library Facilities Master Plan 2016-2040](#).

#### [Scope of Service](#)

Prepare a master plan, which includes planning, design, and cost estimates to address the current and future needs of the library's interior space for optimal utilization and to adjust to changes in patron use, technology, and emerging patterns and needs.

The scope of architectural design and engineering services may include, but is not necessarily limited to, the following:

- Building design based on the Library's Facilities
- Site Planning
- Civil Engineering
- Architectural Design
- Structural Engineering

- Mechanical, HVAC, Electrical, and Plumbing (MEP) Design, including network cabling
- Fire Suppression
- Interior Design, including furniture selection, and Signage Design (unless performed by a separate firm chosen by the Library)
- Thematic Design
- Landscape Design
- Lighting Design
- Zoning and Architectural Review Board
- Community Engagement
- Building Code/ADA Consulting
- Security Systems Design
- Acoustics and Sound Dampening Design
- Cost Estimates & Value Management

The Library desires to have all the above services, except possibly Interior Design, be provided by the architect either through its current staff or through consultants retained by the selected firm to provide the service.

The following roles and responsibilities are based on a preliminary assessment of the needs of the Library and are subject to change at the time of final negotiations for each project included in the Library's plan.

- Assist the Library with site-specific programming development
- Schematic design
- Design development
- Project cost estimates, possible CM involvement
- Construction documents
- Assist Library with bidding/awarding of construction, possible CM involvement
- Construction administration, possible CM involvement
- Furniture, Fixtures, and Equipment planning and bidding, possible CM involvement
- Post-construction activities, possible CM involvement
- Other services customarily furnished by an Architect and its consultants on similar projects



## Evaluation Criteria

The selected firm will be chosen based on its apparent ability to meet the overall expectations of BCPL. An evaluation committee, made up of the Board of Trustees and administrative staff, will be the judge of which Statements of Qualifications offer the greatest benefit. The following criteria will be applied in the selection process:

- Responsiveness and completeness of the Statement of Qualifications
- Experience and qualifications of architect and management team including demonstrated knowledge of master planning, management, evaluation skills, and experience
- Technical quality and methodology of architect's approach to organizing and managing the project and ability to document information and recommendations in a written format
- Understanding of project objectives and scope; responsiveness to the specific user goals identified in the strategic plan
- Ability of the architect and management team to communicate and build consensus with board members, staff, and community residents
- Experience in public library planning and/or building projects
- Existing projects and how they will affect the timeline of this project
- References and examples of completed consulting projects. Satisfaction of former clients with the competency of architect and completed work
- Overall project management and architect's ability to accomplish a project of this nature within the proposed schedule

## Selection Process

The evaluation committee will review and evaluate the written responses to the RFQ. The top-ranked firms will be invited to participate in an interview/presentation. The specific schedule and format for the interview will be announced later in the process.

The evaluation committee will evaluate and rank the interviewing firms, check references, and make the final selection, leading to contract negotiations with the successful firm. If a contract agreement cannot be successfully negotiated with the highest-ranked firm, then BCPL reserves the right to negotiate with the next highest-ranked firm.

The firm(s) selected for the projects will be the firm(s) determined most qualified to provide the required design services and will be design firms that possess the ability to perform successfully under the agreed terms and requirements.

The Library reserves the right to reject any RFQs at its sole discretion, accept a proposal based on considerations other than cost, and waive and modify any provisions of the RFQ.

## RFQ Submissions

Submit 7 printed copies and one electronic copy no later than September 29, 2023, by 1:00 PM EST. to:

Tara O'Hagan, Library Director  
740 Conestoga Parkway  
Shepherdsville, KY 40165  
tohagan@bcplib.org

Late submissions will not be accepted. Proposals will not be opened in public, and proposal information will be kept confidential until an award is made. All submissions will receive an acknowledgment.

The Statement of Qualifications must include the following information in the stated order.

Submissions should be organized as follows:

### Introduction

1. RFQ Cover Sheet signed by an officer of your company
2. One (1) page description of your firm's vision for the future of the public library industry.
3. A statement, in clear terms, of your understanding of the proposed project and a description of your approach to the project, including a proposed work plan. Describe what you consider visionary and innovative about your firm's approach to library design.
4. Description of the general approach to the planning process and implementation of the project.
5. Summary of proposed and tentative Project Schedule including Design Deliverable Dates for Schematic, Design Development, and Construction Documents, including duration of Construction Administration.
6. Additional consultants you would propose to hire to supplement your firm's basic architectural services and their relevant experience.

### Firm History

Statement as to the firm's particular abilities and qualifications related to this project including the number of years the firm has been in business, the geographical area of operations, and professional affiliations. Please also indicate the principals in the organization and the size and composition of the organization.

### Personnel

Provide an organizational chart with the name of all team members that would be assigned to the specific projects identified and the role that they will play. Include a brief description of the certifications, skills, and abilities of each team member. Indicate the individuals or positions within the firm that may be called upon for future projects, understanding that specific individuals may or may not be with the firm in the future.

### Experience and References

1. Provide a portfolio (or a link to a portfolio) of your most innovative work, including any recent innovative experiences on projects with which your firm was involved that highlight energy-efficient designs and any other pertinent design characteristics that may be relevant to the project summary.
2. Provide three (3) to five (5) projects for which the firm has provided services of similar size and scope. For each project, include name and contact information for clients/owners, a Construction

Manager (if any), and major contractors that performed work on the project. For those projects, provide the following additional information:

- a. Owners Construction Budget (in dollars)
  - b. Architect's Construction Estimate
  - c. Total Contract Award Amount
  - d. Scheduled months for construction activities
  - e. Actual months for construction activities
3. Discuss your team's experience with master plans for facilities such as libraries.
4. Describe your experience with Construction Management and how you plan to interface with such services on this project, if Construction Manager is selected.

#### Other

1. Describe the firm's approach and methodology related to progress meetings and presentations to the Library's key stakeholders.
2. Describe any special equipment, software, or procedures available to the firm, which will facilitate completion of the project.
3. Disclose all information concerning any suits filed, judgments entered, or claims made against the firm during the last five years concerning architectural services provided by the firm or any declaration of default or termination for cause against the firm concerning such services. In addition, state whether, during the past five years, the firm has been suspended from submitting proposals for or entering into any government contract.
4. Error and omission rates for the last five (5) years of projects.
5. Submittals shall be no more than 25 pages; single-sided, not counting the cover page, back page, and any dividers. Additional pages for project descriptions or photographs shall be limited to 10 pages. All submittals shall be printed in portrait format and bound on the left side.

#### Site Visits

All architects are encouraged to visit the existing facility to gain an understanding of the project and to familiarize themselves with the facility. While site visits are encouraged, they are not mandatory and will not be a pre-requisite for submitting a response.

The Library Director will be available by appointment only for a brief tour of the library building and to answer questions about the current operations and proposed project. Please email [tohagan@bcplib.org](mailto:tohagan@bcplib.org) or call 502-543-7675 ext. 8 to schedule an appointment.

#### Preparation of Submissions:

1. The submitter is expected to comply with all specifications, terms, conditions, and instructions contained in RFQ. Failure to do so will be a cause for rejection.
2. The documents should be prepared simply and economically, providing a forward straight concise description of the submitter's capabilities to satisfy the requirements of this RFQ. Emphasis should be on completeness and clarity of content.

3. Any exceptions taken to the terms and conditions of this RFQ must be identified. If no exceptions are listed it will be concluded that the proposer will meet, in every detail, the conditions stipulated in this RFQ.

### Architect/Engineer Qualifications

- Knowledgeable of current applicable statutes and codes related to Public Library building projects in Kentucky.
- Maintains Professional Liability Insurance with minimum coverage as follows:
  - Each claim: \$1,000,000.00
  - Annual Aggregate: \$2,000,000.00
- Ability to prepare and submit, to appropriate State and Local approval agencies, all necessary documents in proper form and in a timely manner.

### Library Ownership of Submissions

All submissions become the property of BCPL. The Library reserves the right to use the information, and any ideas presented in any submission in response to this RFQ, whether or not the submission is accepted.

### Insurance

Each successful firm shall provide a current Certificate of Insurance to BCPL prior to starting any work on a project. Such Certificate shall include limits for liability, automobile, and Professional Liability Insurance with limits of \$1,000,000 per occurrence and \$2,000,000 aggregate. Each successful firm shall provide a statement of fiscal responsibility that is satisfactory to BCPL.

### Schedule

- August 28, 2023: RFQ e-mailed to a distribution list and placed on Library's website (bcplib.org)
- September 21, 2023: Deadline to submit questions
- September 22, 2023: Final responses to questions posted on Library's website
- September 29, 2023: Proposal due by 1:00 PM EST
- October 9, 2023: Short-Listed firms notified
- Late October 2023: Finalists interviews
- Early November 2023: Finalist notified and begin contract negotiations per KRS 45A.370

The Library's goal is that a firm(s) with whom a contract is successfully negotiated will begin work immediately. The Library reserves the right to change this schedule at any time for any reason.

### Contact Information

Every effort has been made to include enough information within this RFQ to enable consultants to prepare a response that thoroughly and fairly represents their respective capabilities to meet the Library's

requirements. If there are questions concerning the contents of this document, the Library is willing to respond in as timely a manner as possible.

**Submit all questions and inquiries via email to:**

Tara O'Hagan, Library Director  
Email address: [tohagan@bcplib.org](mailto:tohagan@bcplib.org)  
Begin Subject line: RFQ#BCPL23-01

All questions and inquiries must be submitted by close of business on September 21, 2023. All questions, inquiries, and answers will be posted on the Library's website by close of business on September 22, 2023.

The person designated above shall be the only contact for all questions regarding any aspect of this Request for Qualifications process and its requirements. Do not contact any BCPL personnel or member of the BCPL Board or Trustees regarding this RFQ unless specifically instructed in writing by the person designated above. Firms may visit the public areas of the existing library facilities during normal business hours of those facilities. Do not ask questions of the library staff about this RFQ. If any respondent attempts any unauthorized communication, BCPL, in its sole discretion may reject that respondent's proposal.

To avoid future conflicts of interest or unfair competitive advantage over competing consultants or consultants on future projects, the Library will share the detailed results of all research along with conclusions and recommendations made by the selected consultant with anyone interested in working with the Library on future projects and as public records laws require.