



Request for Proposal

Manistee County Library Building Remediation Services

October 2, 2023



ISSUED BY

Manistee County Library Board

REPRESENTATIVE

Julie Cirone, Interim Director

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95 Maple Street Manistee MI 49660

Introduction & Background

The Manistee County Library opened its doors on June 1st, 1905, at 95 Maple Street.

Our facility is one of 800 original Carnegie buildings still in use as a library in the United States. It is an enormous point of pride and historical interest for the community, but the structure itself has issues that must be addressed if the building is to continue being used for its original purpose. Water is soaking into the basement due to improper drainage, and the brickwork on the facade is loose and in danger of falling.

The Manistee County Library is operated by the Manistee County Library Board. The library is requesting proposals from qualified firms for building remediation and project management services. The information will be used to further define the scope of the project. A building envelope evaluation (see attached) was performed on our building in 2023, which was used to define the scope of work needed for this RFP.

Our goals are to hire an innovative team to do the following:

1. Perform building remediation on our location at 95 Maple Street.
2. Oversee and manage the project.



Project Description

The selected team will perform the following, based on the building envelope evaluation provided:

1. Expanded and detailed construction procedures, including:
 - Interior basement remediation
 - Finishings (carpet, etc.)
 - Brick masonry remediation
 - Exterior remediation below grade (waterproofing, drainage tile, etc.)
 - Additional engineering (civil, plumbing) and finishes
2. Expanded cost estimation for budget review and analysis.
3. Expanded quantity estimates for unit price work.

4. Determine contingencies/allowances for the project.



Submission Requirements

The below should be submitted to be considered for the project :

1. Letter of Transmittal- The letter is not intended to be a summary of the proposal itself. The letter of transmittal must contain the following statements and information:

- a.) Company name, address, and telephone number(s) of the firm submitting the proposal.
- b.) Name, title, address, e-mail address, and telephone number of the person or persons to contact who are authorized to represent the firm and to whom correspondence should be directed.
- c.) Federal and state taxpayer identification numbers of the firm.
- d.) Briefly state your understanding of the services to be performed and commitment to provide the services as specified.
- e.) The letter must be signed by a corporate officer or other individual who is legally authorized to bind the applicant to both its proposal and cost schedule.

2. General Vendor Information- Provide the following information:

- a.) Length of time in business.
- b.) Length of time in the business of providing proposed services.
- c.) Number of full-time personnel in: consulting, installation, training, sales, marketing, and administrative support.

3. Description of Services- Provide the following information:

- a.) Describe how your firm is positioned to provide the services listed in this request for proposals and provide a history of experience on providing similar services.
- b.) Describe your approach and methodology to providing these services.
- c.) Describe the processes that your team recommends to maintain Manistee County Library employee safety and productivity during construction, and your proposed schedule for each phase of our project.

4. References- Provide the following information:

- a.) Name, title, address, and telephone number of three references for clients whom you have provided similar services.
- b.) Describe the actual services provided and the length of tenure providing services to each client referenced.

5. Staff Resources- Provide the following information:

- a.) Identify names of principals and key personnel who, if your company is selected, will actually provide the interior renovation services.
- b.) Summarize the experience and expertise of these staff.
- c.) Describe the role and responsibilities that each of these individuals will have.

6. Summary- Summarize your proposal and your firm's qualifications. Additionally you may articulate why your firm is pursuing this work and how it is uniquely qualified to perform it. Include any other pertinent information that helps MCL determine your overall qualifications.

7. Cost of Services- Provide the following information:

a.) The proposal must contain a fee schedule that includes hourly rates for proposed services.

b.) Describe how your services are priced, and any specific pricing you are able to provide.

c.) Define any additional charges (e.g. travel expenses).

8. Insurance – Contractor shall furnish a certified copy of General Liability Insurance, as well as workman’s compensation for company and employees prior to beginning any work.

9. Proposals must be received prior to 5 p.m. on 10/17/2023 in order to be considered.

10. Proposals must remain valid for a period of 60 days.



Evaluation Criteria and Processes

A selection committee will conduct an evaluation of qualifications and will rate each submittal based upon the following criteria:

1. Experience
2. Understanding of services to be provided
3. Personnel expertise
4. Ability to provide requested services
5. Compatibility with end users
6. Project approach

- 7. Satisfaction of clients/end users
- 8. Cost
- 9. References



RFP & Project Timelines

The Request for Proposal timeline is as follows:

Request for Proposal Issuance	10/17/2023
Selection of Top Bidders / Notification to Unsuccessful Bidders	10/24/2023
Start of Negotiation	10/25/2023
Contract Award / Notification to Unsuccessful Bidders	10/25/2023

Any questions regarding this request should be submitted either via US postal mail:

Manistee County Library: Attn Julie Cirone
95 Maple Street Manistee, MI 49660,

or via email:

jcirone@manisteelibrary.org