

## **Project Description**

This project includes three primary components:

- renovating the current building opened in 1968, expanded in 1987, and renovated in 2011.
- adding additional square footage (approximately 20,000 sq. ft.) to the building.
- redesign and expand the existing paved parking lot to create safe parking and green space.

The site is on approximately 5.75 acres of land. The Library has .50 mill renewal with an additional .50 mill levy on the November 2021 ballot. If the levy is successful, these funds will be used to secure a loan from a bank to complete the project. The Library is under contract with Library Design Associates (LDA) for functional planning and interior design. LDA will provide all new shelving, furniture, signage, services desks, and flooring required to complete the project. LDA will also assist in all architectural finish selections. The Library has a strong preference that the selected firm develop a phased approach to construction so that public services may continue to be offered from the building throughout the project term.

## **Project Background**

The original 4,000 sq. ft. building was designed by Orville Varasso & Associates in collaboration with the Board of Trustees. A 4,600 sq. ft. expansion was designed in 1986 by Varasso, Wachtel & McAnally Architects and completed in 1987. In 2008, the Library worked with Scheeser Buckley Mayfield and WSA Studio Architects for an interior renovation. The renovation was completed in 2011 and included a redesign of the entryway, new flooring, lighting, and new HVAC system. The Library also worked with LDA in 2011 to replace all shelving and furniture.

Changes in the community and library practices over the last 30+ years mean that the existing building has inadequate space to accommodate the people for whom the services, technology, and resources are designed. The Library has maximized the services it can provide to the community within the existing building due to the space limitations. The current building allows the library to provide traditional library resources and services, but doesn't provide the community with adequate space for study rooms, large meeting rooms, dedicated young adult area, dedicated story time room, quiet reading room, and a business center. There is also little space for storage and offices for employees in our current facility.

The Library has been working with LDA over the past several months and has a floorplan design for the existing building and the addition. It is the Library's plan to have the current facility house a large meeting room, a small meeting room, a board meeting room, storage space, and

administrative offices. Due to an easement west of the facility, the expansion cannot be directly connected to the current facility. The proposed 20,000 sq. ft. addition will be a separate building that will house all the functions of a traditional library and more. The Library desires to work with the selected Firm in partnership with LDA to finalize all design details.

The successful Firm should expect the Library to be an authoritative partner in the project, with the ultimate object to create public space that welcomes all members of the community and successfully serves their needs. The Firm selected should be dedicated to becoming familiar with the geographic area and population, demographic trends, and plans of Pataskala specifically and Licking County in general, as well as the Library's history and strategic goals.

### **Responsibilities of the Successful Firm**

The selected Firm shall be responsible for typical architecture and engineering services described in an AIA Standard Form of Agreement Between Owner and Architect including architectural, mechanical, electrical, plumbing, civil, interior, and landscaping. The selected Firm will work with LDA in regards to interior design, signage, and furniture. Copies of drawings and cost estimates are to be provided for review by the Library's Administration and the Library Board of Trustees Building Committee.

Early in the process the Library and the Firm will reach an agreement on a budget, approach, and timeline for delivering schematic documents. It is expected that these agreements will be adhered to throughout the remaining phases of the project to completion. Based upon the agreed upon cost and approach the Firm will prepare schematic design documents illustrating the scale and relationship of the project's major components, including cost, and present them to the Building Committee and the Library Board. Based on an approved schematic design, the Firm will provide design documents and site plans, with a revised project schedule and updates to cost estimates for approval to the Building Committee and the Library Board.

Based on approval of the design, the Firm will prepare construction documents, setting forth in complete detail the requirements for construction, for review by the Library's legal counsel, Fire Marshall, Building Inspector, and other authorities, and develop construction cost estimates by division for purposes of complying with the bidding requirements of Ohio Revised Code.

The Firm will administer the public bidding process, and advise and consult with the Library's Board, staff, and legal counsel throughout the bidding and negotiation phase, as well as oversee and manage all aspects of the construction from commencement to completion of punch list items. This would include taking the lead in negotiations of disputes with contractors, holding regular job meetings with all interested parties, documenting progress and issues, reviewing and approving progress payments, and tracking and reporting on budget. If for some reason

this approach is not possible, bidding firms should propose an alternate approach, closely detailing how the same results will be achieved. The Firm selected is required to have \$1 million in errors and omissions insurance with the Library named as an additional insured.

**Schedule of Activities**

<b>ACTIVITY</b>	<b>DATE AND TIME</b>
Issue the RFQ	Week of September 27, 2021
Public Notices	Weeks of October 4 and 11, 2021
Pre-Proposal Conference	October 15, 2021 9:00 am
Cutoff Date for Questions	October 22, 2021
Distribute Response to Proposer Questions	October 29, 2021
Submission Deadline	November 10, 2021 at noon EST
Building Committee requests additional information from and/or schedules discussions with possible awardees (if needed)	November 26, 2021
Deadline for Building Committee to receive requested additional information (if needed)	December 3, 2021
Dates assigned for interviews (if needed)	Week of December 6, 2021
Building Committee makes recommendation to PPL Board at a Special Meeting	Week of December 13, 2021
Issue Intent to Award Letter	December 21, 2021

**Non-communication Period**

The period from September 27 – December 21, 2021 will constitute a non-communication period. Potential bidders may not approach individual members of the PPL Board of Trustees or staff to discuss anything related to the RFQ or building process. All questions must be asked at the pre-proposal meeting or received in writing by the cutoff date for questions. Questions will be answered in writing and made available to all bidders. Violation of the non-communication period may be grounds for disqualification from bidding on this or future PPL projects.