



**REQUEST FOR PROPOSALS  
CONSTRUCTION  
OWNERS PROJECT MANAGER  
FOR  
HARTFORD PUBLIC LIBRARY**

**Issue Date: May 13 ,2022**

**Site Walk Through:**

**May 20, 2022 @ 11:00am**

**Swift Factory**

**10 Love Lane**

**Hartford CT.**

**Submissions Due Closing Date: May 31,2022 @ 3:00pm (EST)**

***Note: Only one site visit date and time will be held.***

# HARTFORD PUBLIC LIBRARY RFP: CONSTRUCTION OPM

## INTRODUCTION

Hartford Public Library is seeking qualified professionals to provide Owners Project Management services for the build out of the new Barbour Library to be built at the former Swift Factory site located at 10 Love Lane, in Northeast neighborhood of Hartford, CT.

## BACKGROUND

HPL is a one of the oldest public libraries in the country. Founded as the Hartford Library Company in 1774, the Hartford Public Library of today serves the residents of Hartford, the greater Hartford region, and the State of Connecticut from 7 locations with robust programs, services, facilities, and collections that promote a literate and engaged community. HPL is incorporated as a 501(c)3 non-Profit organization; HPL receives approximately 74% of its annual operating revenue from the City of Hartford; income from the endowment, private giving, corporate support, grants, and State support provide the balance of resources for day-to-day operations.

Community Solutions (CS) is a national non-profit organization that works to end homelessness and the conditions that create in more than 90 communities across the nation. We operate neighborhood-specific projects in Brownsville, Brooklyn, and in Hartford, CT, where we work to address the upstream conditions that lead to homelessness.

The Board of HPL approved a 5-year Capital Plan in 2019, identifying seven priority projects. The #1 priority is a new library for the North End to replace the current Barbour Street branch. The current Barbour Library is a leased storefront with 2,448 sq. ft. of space. This space is significantly inadequate for volume of use in the North End of Hartford. Barbour services 4,000 customers monthly in its current location. Given the challenges with the current Barbour Library space the library in cooperation with Community Solutions has decided to transition the Barbour Library to the Swift Factory.

**The proposed project will provide a new 16,500 sq. ft. facility.** (The project seeking complete OPM services is the construction and outfitting of the first floor as described later in this RFP. The second-floor space will be constructed and outfitted by another organization as described later in the RFP. The OPM will need to coordinate this work to ensure that the library spaces and functions on both floors operate and function properly.

The Swift factory is a collection of 5 interconnected buildings dating from c1895 - 1948 totaling approximately 82,000 gross SF. The Swift factory complex sits on a 2.6-acre site along with 2 formerly residential properties. The entire site is on the state and federal register of historic places. The property was the location of the former M Swift & Sons Gold Leaf Manufacturing facility until it's closure in 2005. The building was donated to Community Solutions in 2010. Beginning in May 2018 Community Solutions transformed the once vacant and blighted collection of buildings into a multi-purpose hub and entrepreneurial center. Hartford Public Library has a letter of intent with Community Solutions to construct the new Barbour Library at the former Swift Factory.

## HARTFORD PUBLIC LIBRARY RFP: CONSTRUCTION OPM

The Library has obtained the design services of the firm Silver/Petrucci + Associates and Margaret Sullivan Studio, LLC a renowned library design firm. In addition, the Library has hired a Project Manager for Community Engagement for HPL @ Swift to serve as the liaison between HPL and design team (Silver Petrucci Architects/Margaret Sullivan Design) to ensure broad community engagement during the design and construction phase of the project.

Community Solutions has received EDA funding for the 2<sup>nd</sup> floor Next Gen construction and will be responsible for the construction of that portion of the project working in collaboration with the Library and Library's Project Manager.

### PROJECT SCOPE OF WORK

#### Hartford Public Library

The library will **occupy approximately 16,500 sq.ft** with services located in the first and second floor of the facility. The state-of-the-art new space will offer a wide variety of on-site library services including cultural and humanities programming, civic engagement, technology access, collections, and educational support services for all ages. The second-floor space will become the NextGen Learning Center at Swift, a multi-faceted service center for the library's workforce readiness, certificate and training classes, including technology training, small business support, and community learning programs. The space should reflect the culture, history and vision of the community, therefore community participation in the design process is required. The new library will be a center for civic engagement, culture, literacy, and learning. The design should inspire and welcome.

#### *The programmatic focus:*

- NextGen at Swift -adult learning center to enhance career and workforce readiness services in the community and a center for on-site and virtual learning services.
- Enhanced access to technology and broadband capacity for the surrounding area by leveraging the library's broadband network.
- Innovative partnerships and shared resources with educational, business, cultural and non-profit partners to leverage expertise and form strategic alliances for the benefit of the community New Barbour Street/Swift Library Branch- space utilization (Exhibit C Conceptual Plans) 1st Floor -Space Utilization.

## HARTFORD PUBLIC LIBRARY RFP: CONSTRUCTION OPM

### **1<sup>st</sup> Floor – 7,453 sq. ft.**

- Adult Area
- Teen Area
- Digital Media
- Recording studio
- Children's Area
- Open Study Space
- 2nd Floor – Space Utilization
- Reading/Quiet study areas
- Stacks
- Restrooms (2 – multi-occupancy)
- Public Service Points
- Vestibule- CS
- Elevator (Basement -2nd floor)- CS

### **2nd Floor – 7,474 sq. ft.**

- Administrative
- Administrative Offices (3)
- Administrative Locker space
- Adult Learning Center
- Two classrooms (16 seats each)
- Media/Tech Lab (13 seats)
- Group Study (2 spaces seating 8 each)
- Test Rooms (5 spaces seating 1 each)
- Test Room (1 space seating 3)
- Group Study (3 spaces seating 4 each)
- Community Room
- Flex Seating Space
- Restroom – 1 person occupancy
- Kitchenette
- Storage for tables/chairs
- Storage spaces
- Wellness Room (2)
- Restrooms (2, 1 person occupancy)

### **Basement – 1,558 sq. ft.**

- Space Utilization
- Storage

NOTE: The space utilization will be finalized upon completion of final design.

### PROJECT SCHEUDLE

Tasks	Dates
Construction Documents	Thu 6/30/22 - Fri 8/12/22
Committee/Staff Construction Document Review	Mon 8/15/22 - Fri 8/19/22
Committee CD Approval	Mon 9/19/22
Bid Phase	Tue 9/20/22 - Mon 10/17/22
Bid Review + Board Contract Award	Tue 10/18/22 - Fri 10/21/22

### *Project Completion – Summer 2023*

*Note: Some dates may vary from above.*

### SUMMARY OF SERVICES REQUESTED

The Owner's Project Manager (OPM) shall be responsible for all services associated with the project management for the construction of a first-class public Library. The Project Manager shall provide the leadership required for the successful execution of the project, provide insight, professional guidance, and remedies for potential issues, and will employ as necessary the professional and support staff required for the services to be provided.

The OPM shall provide all of the services necessary for the oversight of the construction work including: mechanical systems implementation, facilitate, coordinate, and manage the Project with respect to timely performance in accordance with the Project schedule Scope of Work, Procurement and Budget. The OPM shall monitor the quality of services/workmanship and make recommendations to the Owner to rectify issues as part of the basic services being provide. All services shall continue through Project closeout and warranty period. The OPM shall not have responsibility for the design and only be responsible to assure that the construction work is completed in a professional manner. All other aspects of responsibilities shall remain with the Designer and General Contractor, respectively.

### **I. Administrative**

Hartford Public Library requires that the OPM undertakes the necessary administrative tasks required for the successful completion of the project. This will include providing accurate and timely communications between all stakeholders.

### Reporting

- Prepare and submit to the Library project reports, including without limitation:
  - Meeting Minutes
  - Weekly Reports
  - Monthly Report/Dashboard
  - Overall progress, risk exposure and issue tracking reports
  - Design progress and review
  - Schedule analysis
  - Budget Reports and Total Project Financial Status
  - Cost estimate analysis
- Shall attend General Contractor meetings with subcontractors, and coordinate Construction Project Team meetings. Attend and participate in Swift Library Task Force Committee and other meetings as required.
- Review and comment upon all reports submitted by the General Contractor, Architect and Engineering teams, including without limitation:
  - Overall project progress
  - Risk exposure
  - Tracking reports
  - Schedule analysis
  - Project Financial Status & Budget reports
- Prepare minutes of all meetings and submit to the Library for review within two business days of the meeting.
- Establish the document review procedures necessary to carry out design and constructability reviews providing due diligence.
- Cost estimating - Provide analysis and reconciliation of construction cost estimates developed by the General Contractor and the Architect, and/or independent third parties at completion of programming and conceptual design, SD's, DD's and 60% CD's. Incorporate each iteration of the construction estimate into an update of the overall Project budget.
- Provide value engineering and cost savings recommendations as required.
- Provide phasing/logistical analysis and recommendations as required.

### **Budget Management**

- Manage the project budget and track expenses.
- Review and validate monthly requisitions prepared by the Architect, General Contractor, subcontractors, various project consultants and all vendors prior to a formal submission to the Owner.
- Establish document control procedures for Requests for Information (RFI's), change order submission, and establish the project change order log reporting and tracking process.
- Advise the Owner of necessary or desirable changes to the projects, assist in negotiation of the Contractor's proposals for these changes, submit recommendations to the Architect and the Owner, and, if accepted, prepare, or direct the Contractor to prepare change orders for the Architect's approval and the Owner's authorization.
- Establish and implement a change order system monitoring and reporting on job cost events, including approved change orders, pending change orders and anticipated change orders.
- Establish a timeline for the change order process that does not interfere with the progress of the work. Review, validate change order requests and obtain change order request approvals from owner, request for schedule changes and vendor payment applications and invoices.
- Develop and implement procedures for the prompt review and processing of Applications for Payment from the Contractor for progress and final payments, including certification requirements by the Architect. Make recommendations to the Owner for payment(s). As instructed, provide accounting and auditing services in connection with the Contractor's Application for Payment(s).
- Assist the Contractor and Architect(s) in development of a schedule of values for payment that is realistic and in conformance with the expected flow of the work.

### **Procurement**

- Solicitation and procurement of construction professionals, General Contractor and Owner separate Contractors and other required services
- Review construction documents for accuracy and completeness.
- Prepare a bidding schedule for General Contractor and Owner separate Contractor work.
- Provide a final pre-bid budget in an appropriate format reflecting the construction documents scope of work.

- Coordinating the procurement of other professionals, if necessary, to resolve identified issues and reduce project uncertainties.
- Assist in Architect review of schedule of values and construction schedule as prepared by the General Contractor for all portions of the Project.
- Ensure that the procurement of all required permits for the construction of the Project are acquired by the General Contractor and its subcontractors, and in accordance with the project schedule.
- Support the procurement of equipment and furnishings - Assist the Owner in the procurement of building equipment, furnishings and other materials and coordinate vendor services as needed. Assure procurement for items requiring long lead times is procured early on in the project and arrange for storage of items if received early.

### **Compliance**

- Manage the adherence to all local, state, and federal regulations, codes and guidelines including and track General Contractor's compliance with State of Connecticut and Federal Prevailing wage rates and the City of Hartford Living wage rates, WMBE, SHIPPO, EDA and requirements and National Park Services requirements for Historic buildings.
- OPM Shall perform all project management administration within their own software environment. Other project team participants, including but not limited to the Owner, Design Team and subcontractors, shall be given access to the software for project documentation and control.
- Perform drawing review for completeness and clarity and provide a detailed report.
- Perform detailed analysis of phasing documents and collaboratively work with Architect and Community Solutions to develop complete and most effective plan, provide recommendations as required.
- Provide Value Management/Engineering services as required.
- Attend all design review and other special meetings through the design process, as required.
- Provide continuous document review to ensure documents are clear and concise to subcontractors in the effort to minimize change orders due to unclear or missed scope.
- Participate in MWBE selection committee meetings and process as required. Provide a detailed action plan for achieving the EEO/MWBE goals.



- Establish a process MWBE set-aside contractor application to build resource
- Advertise, distribute, monitor, review, analyze and recommend awards.
- Monitor bidder activity to maximize bidder participation.

### **Quality Assurance**

- Provide, implement, and oversee quality assurance and control processes throughout construction to ensure compliance with the construction documents.
- Establish QA/QC document control procedures, monitor, and document for review at construction project meetings.
- Maintain all relevant project archive records providing access to Library, without limitation, items to include are design review and tracking log, pre- installation meeting minutes, quality control reports, quality assurance reports, submittals, as- built drawings, specifications, inspection reports, subcontractor files, correspondence files, meeting minutes, etc.

## **II. DESIGN DEVELOPMENT**

The OPM shall be responsible for the management and oversight of the General Contractor paying close attention to the sequence of construction, efficient use of building systems, construction materials, and labor related to building systems.

The OPM will consult with the Owner and coordinate with the Architect on the specifications of HVAC, Security, Access Systems, Keying, Audio Visual, and all other building systems and technology required for integration and connectivity with existing Library infrastructure and systems to assure consistency with system wide management of systems. (For example: Video IQ security camera software and People Counter cameras tied into on central system for system wide management.)

The OPM shall utilize the schedule provided by Architect as the basis for producing a master schedule. Integrate the General Contractor's construction schedule into the project master schedule.

**Critical Path Scheduling** - The OPM shall provide scheduling review services for design and construction during the design and construction process. The OPM shall work with the Architect and the General Contractor to determine long lead items with a recommendation of early contract awards and early purchases as necessary, and critical path tasks for completion of the project phases within the allotted time frame. The OPM shall evaluate site constraints, regulatory requirements, materials and equipment availability and deliveries, and workforce availability in establishing the schedules.

**Schedule Analysis** – The OPM shall review and provide analysis of construction schedules developed by the Architect. Monthly schedule analysis, at a minimum, should be performed.

**Cash Flow** – The OPM shall provide a total project cash flow projection and update it monthly throughout the course of the Project.

**Permitting** - Work with Owner, the design team, and the General Contractor team on all permitting required for the Project.

**Risk Management**- Perform an analysis for construction risk assessment and collaborate with the Owner, General Contractor, and project team on mitigation strategies as applicable

**Procurement** - Assist the Library in evaluation, and approval of suppliers and vendors contracted directly with the General Contractor.

**Building Commissioning** - Review Building Commissioning services to provide documented confirmation that the facility fulfills the functional and performance requirements. The commissioning process must establish and document the Owner's criteria for system function, performance, and maintainability; and to also verify and document compliance with these criteria throughout design, construction, start-up, and the initial period of operation. In addition, complete operation, and maintenance (O&M) manuals, as well as training on system operation, should be provided to the building operators to ensure the building continues to operate as intended.

### **Other**

- Coordinate, advise, and assistance to the Owner in the development of the final design documents.
- Review final bid documents and assist in the selection process for a General Contractor including the review of bid bond information, bid analysis, review of Contractor and subcontractor references and review of all bids for conformance with appropriate.
- Assist the Owner in completion of all relevant Contract documents to ensure compliance by the Contractor in the areas of insurance(s), understanding of wage reporting requirements, schedule(s) for payment and all other Contract terms as needed to avoid possible legal conflicts within the scope of concern between the Owner, the Contractor, and all Subcontractors.
- Oversee the activities and responsibilities of the Contractor in order to assist in maintaining schedules, controlling costs, assuring quality, minimizing disruptions, monitoring compliance with various Contract requirements (including local hiring provisions) and assuring that the Projects are built according to approved designs, drawings, and other relevant construction contract documents.

- Keep the Owner advised on an on-going basis of all significant project developments, including conditions or circumstances that may cause delay in the Project Schedule or otherwise may be inconsistent with Project requirements of the Owner's objectives or expectations. In these cases, provide the Owner with proposed contingency plans to avoid or mitigate possible or actual delays.
- Manage on behalf of the Owner planning for operations and maintenance activities.
- Coordinate all permitting activities as necessary to acquire all permits, licenses, or other approvals in a timely fashion.
- Oversee and monitor the activities and responsibilities of the Architect(s) to assure the Owner that they are fulfilling their contractual obligations. The Project Manager may also, as be requested by the Owner, attend, and assist the Owner in various project briefings and presentations before civic organizations and committees.

### III. PRE- CONSTRUCTION

#### **Constructability Review**

Assess the accuracy and completeness of construction plans and specifications and validates schedules and budgets. Review documents completeness and inconsistencies, potential liability, coordination issues, and missed details. Identify and eliminate ambiguities and contract language that contribute to unnecessary construction change orders, disputes, and adversarial relationships between the contractor, owner, designer, and project stakeholders.

- Design and constructability reviews of the construction documents and provide a report on findings.
- Project phasing and logistical planning
- Develop and maintain a familiarity of project drawings, specifications, schedule, and owner's requirements.

Conduct an interdisciplinary review and verification of the design and construction documents throughout the development of construction documents and prepare a formal list of comments to be reviewed and coordinated with Owner and the design team. Interdisciplinary review to include all services provided by the Architectural firm and their vendors by specialty including interior design, mechanical, electrical, HVAC, plumbing and other to related work associated with this project. The OPM shall identify and inconsistencies which may result in changes orders and resolve those inconsistencies in the documentation prior to finalizing all plans. A comparison of Design Standards against the design documents should be conducted with comments delivered to the Owner.

Work with the Construction Project Team in design review meetings to ensure the building, as designed, meets the intended operational goals of the Library.

The design review including issuance of a design review report at the completion of each design deliverable stage, including without limitation:

- feasibility/conceptual design,
- schematic design (SD),
- design development (DD),
- 60% construction documents (CD's),
- 100% CD's,
- Conformed document Architect's Supplementary Instructions (ASI's) and/or other design clarifications or modifications issued throughout the course of the project.

The design review meetings should take place at the conclusion of each phase of design, including at 60% CD's, and should include detailed page-flips with the appropriate Operations members and associated design team members. Detailed minutes and Operations sign-off should be established for all design review meetings.

#### IV. CONSTRUCTION

Maintain consistent on-site staff for construction management responsibilities. The General Contractor shall be held responsible to develop, implement and maintain current, an effective Health and Safety Program, acceptable to the Owner's Program Manager.

- Develop and maintain a method for tracking and expediting review and approvals of shop drawings, requests for information and change order requests, which is acceptable to the Owner's Program Manager.
- Coordinate/Manage all Owner activities and post-completion activities, including FFE, assembly of guarantees, manuals and commissioning requirements, closeout documents and the Owner's final acceptance.
- Develop, monitor, and maintain an effective program to ensure that all preventative maintenance data are submitted, approved, and delivered to the Owner within sixty (60) days of substantial completion and prior to final request for release of retainage.
- Provide a complete formal owner training of all systems.
- Schedule and conduct a "pre-warranty expiration" walk-through, no more than two (2) months nor less than one (1) month prior to any and all warranty expirations
- Oversight of all Owner's General Contractor, subcontractors, suppliers, movers, and staff (including designated owner staff) as required during construction activities. Ensure that schedule, budget adherence, and quality control are being met.

- The OPM will be responsible to work closely with the Interior Designer to assist and manage the FF&E selection/procurement process to ensure it meets the overall objectives and schedules of the Project.
- Provide project management services either in a field office or other location as mutually agreed to by the Owner and the Project Manager. Provide, as an advisor and representative of the Owner, administrative, management and related services as required to coordinate work of the Contractor, Subcontractor(s), and other consultants in order to complete the projects in accordance with the Owner's objectives for cost, time, and quality.
- Prior to the start of construction, convene pre-construction meetings as needed to coordinate and communicate duties and responsibilities to all parties involved in the project, to review the General Contractor's Master Project Construction Schedule, to ensure that all Fire and Safety codes and regulations of Federal, State and Local officials are clearly delineated and to answer any concerns of the Owner towards the project.
- Coordinate the commissioning work with all parties involved, to ensure that the commissioning activities are being incorporated into the Master Project Schedule.
- Develop and implement control systems for monitoring the project's progress with respect to cost, schedule, and quality for providing early warning of impending problems. Ensure that the contractor or subcontractors are executing the construction according to specifications and to the extent errors in the specifications are identified that those issues are brought to the attention of the appropriate party.
- Prepare contingency plans for corrective action(s), and with the Owner's approval, implement such plans for corrective action, as required.
- Schedule and conduct regular construction and progress meetings to discuss such matters as procedures, commissioning work, progress on resolving problems and scheduling. Prepare and distribute the minutes of these meetings to all Parties in a prompt fashion.
- Update and issue the Master Project Construction Schedule monthly to show current conditions and revisions required by actual experience. Consistent with the Project Construction Schedule, monitor the activities of the Contractors and Consultants on the projects, including activity sequences and duration, allocation of labor and materials, processing of Shop Drawings, Project Data and Samples and delivery of products
- Recommend courses of action to the Owner when the requirements of the Contract are not being fulfilled, and the non-performing party will not take satisfactory corrective action.

- Provide regular monitoring of the construction costs, showing actual costs for activities in progress and estimates for unaccomplished tasks. Identify variances between actual and established costs and advise the Architect and Owner if project costs are expected to exceed the respective contract sums.
- Oversee the submittal and implementation of the safety programs of each of the Contractors as required by their Contract documents.
- Assist in obtaining building permits and special permits for permanent improvements, excluding permits required to be obtained directly by the Contractor(s). Verify that the applicable fees and assessments have been paid. Assist in obtaining approvals from authorities having jurisdiction over the projects.
- Make weekly checks of all payroll records provided by the Contractor(s) to ensure that all state wage reporting requirements are fully adhered to.
- Ensure that proper record keeping of all types, including progress prints, manuals, samples, cut sheets, handbooks, etc., related to the quality and nature of the construction in progress is being maintained on the job site by the Contractor(s).

### V. POST CONSTRUCTION

- The Post Construction phase services consists of all tasks and work done on the project after Substantial Completion and up to Final Completion.
- Oversee and coordinate testing, acceptance, and inspection to ensure compliance with all codes, specifications and cost controls, and other duties as delegated.
- Completion of outstanding punch list and deficiency items, turnover of all attic stock and spare parts, settlement of all outstanding change orders, receipt of all approved post construction submittals such as as-builts, warranties, and O&Ms, completion of required training, completion of all final testing and inspections and associated reports, and receipt of all Certificate of Occupancies.
- With the Owner's maintenance personnel, design consultant, and commissioning agent, the OPM will observe the Trade Contractor's final testing and start-up of utilities, operational systems, and equipment.
- Coordinate all inspections to determine whether the Work is substantially complete, including review and feedback regarding the General Contractor's punch list.

- Receive and review for completeness all manuals, warranty information, attic stock and record drawings for delivery to the Owner.

### **Punch List Management**

- Ensure that the Project punch list is properly developed, submitted, distributed, and completed, securing the Certificate of Substantial Completion, and all required and supporting documents thereof.
- Secure documentation that all the subcontractors have received payment in full and have provided a final lien release as a condition of project completion. Interim lien waivers will be required from the General Contractor and all subcontractors with each pay requisition.
- Ensure all waivers are properly submitted with each requisition prepared by the General Contractor.
- Ensure that a required lien waiver from all sub-consultants accompanies all pay requisitions from the Architect.
- Review the safety program developed by the construction contractors as required by the contract documents and coordinate the safety program for the project without assuming responsibility for the construction contractor's implementation of site safety activities or for the adequacy or enforcement of the construction contractor's safety program.
- Coordinate and oversee the specification, purchase and delivery of furniture, fixtures, and equipment.
- The OPM will be required to provide the personnel and documentation necessary to comply with all requirements for Project close-out and turnover.
- Review equipment warranties to ensure that the Library's responsibilities are clearly defined.
  - Oversee and review the training of the Library's facilities personnel with all systems.
  - Oversee the videotaping of this training.
  - Review the creation of a "Hartford Public Library Barbour Library @ Swift Operating manual" that is to be kept in the facility.
  - Review the preparation of the O&M manuals for commissioned equipment.

***Compile a Commissioning Record, which shall include:***

Prepare a brief summary report that includes a list of participants and roles, brief building description, overview of commissioning and testing scope and a general description of testing and verification methods. For each piece of commissioned equipment, the report should contain the disposition of the commissioning provider regarding the adequacy of the equipment, documentation and training meeting the contract documents in the following areas:

- i. Equipment meeting the equipment specifications
- ii. Equipment installation
- iii. Functional performance and efficiency
- iv. Operator training

All outstanding non-compliance items shall be specifically listed. Recommendations for improvement to equipment or operations, future actions, commissioning process changes, etc. shall also be listed. Each non-compliance issue shall be referenced to the specific functional test, inspection, trend log, etc. where the deficiency is documented.

Also included in the Commissioning Record shall be the issues log, commissioning plan, progress reports, submittal and O&M manual reviews, training record, test schedules, construction checklists, start-up reports, functional tests, and trend log analysis.

Compile a Systems Manual that consists of the following: Library's Project Requirements (by Library); Design Narrative and Basis of Design (by designer); Performance Metrics, if completed during design; space and use descriptions, single line drawings and schematics for major systems (by designer); control drawings sequences of control (by contractor); and a table of all setpoints and implications when changing them, schedules, instructions for operation of each piece of equipment for emergencies, seasonal adjustment, startup and shutdown, instructions for energy savings operations and descriptions of the energy savings strategies in the facility, recommendations for recommissioning frequency by equipment type, energy tracking recommendations and recommended standard trend logs with a brief description of what to look for in them (all by commissioning provider).

Coordinate and supervise required opposite season or deferred testing and deficiency corrections and provide the final testing documentation for the Commissioning Record and O&M manuals.



### Other

1. Ensure that HPL has all contractor and subcontractor contact information.
2. Facilitate and attend a warranty review ten months after Substantial completion.
3. Provide any required follow up on warranty issues until rectified.
4. Assist Library warranty period with non-responsive contractors.

*The Administrative, Design, Preconstruction and other sections are illustrative examples of the work to be performed this will be determined and finalized at time of contracting.*

### PROPOSAL SUBMITTAL REQUIREMENTS

Each proposal must be submitted in PDF form, 12-point font single space and is limited to a maximum of 15 8.5x11 pages excluding exhibits and contain, each section should be clearly tabbed, and response must have the corresponding number identifying the section and question number for each response. Missing or incomplete information may be grounds for disqualification). An original proposal, five (5) copies of the proposal, and one electronic copy (Adobe PDF) must be submitted via email electronic and hard copy due May 31, 2022, by 3:00pm.

Hartford Public Library  
Request for Proposal Barbour Library @ Swift Building  
RFP#02-Swift/Barbour Library - 2022

### HARD COPIES OF THE PROPOSALS ARE TO BE DELIVERED TO:

**Attention:** Mary Tzambazakis, Chief Administrative Officer  
Hartford Public Library Administrative Offices  
3RD FLOOR 500 MAIN STREET HARTFORD, CT. 06103-6312  
BY: 3:00PM ON MAY 31, 2022D

Electronic Copies Of The Proposals Are Due by May 31,2022 @ 3:00pm (EST)

emailed to:

[HPLRFP@hplct.org](mailto:HPLRFP@hplct.org)

Calendar of Events Listed below are tasks and due dates related to this RFP. If HPL finds it necessary to make changes to the schedule it will do so by updating the HPL website on the Request for Proposals page located in the About section of the library's website.

## HARTFORD PUBLIC LIBRARY RFP: CONSTRUCTION OPM

Activity	Due Date
RFP Issued	<b>May 10,2022</b>
Site Walk through	<b>May 20, 2022</b> <b>Time:</b> <b>11:00am</b> Swift Factory 10 Love Lane Hartford, CT.
Last Date to Submit Questions (No questions will be answered after this date.)	<b>May 23, 2022</b> Responses to Questions will be posted on Thursday May 26, 2022*
Due Date	<b>May 31, 2022</b>
Interview Dates	<b>June 6,2022 – June 8,2022</b>
Selection	<b>June 10, 2022</b>
Contract Start Date	<b>July 1, 2022</b>

**Note:** *All proposers please note of the dates listed for interview and plan schedules accordingly, if selected.* HPL reserves the right to waive information in any proposal or reject any or all proposal or to accept the proposal deemed most favorable to HPL. HPL will determine if interviews will be held at its sole discretion.

### CLARIFICATIONS AND/OR REVISIONS TO SPECIFICATIONS AND REQUIREMENTS

If a Proposer discovers any significant ambiguity, error, conflict, discrepancy, omission, or other deficiency in this RFP, the Proposer should immediately notify the Chief Administrative Officer via email at [HPLRFP@hplct.org](mailto:HPLRFP@hplct.org). The email should identify the issue and concern which requires review. Any questions concerning the subject matter of the RFP must be submitted via e-mail on or before by 4:00 p.m. (EST) as noted in the schedule above. Q & A will be posted on the library website [hplct.org](http://hplct.org).

### The sections/tabs are to be in the following order:

#### 1.0 Letter of transmittal,

Addressed to Mary Tzambazakis, Chief Administrative Officer, as above. The letter should identify the submitting firm or consultant as well as the name, title, telephone, fax number and email address of the person authorized to contractually obligate the firm or consultant. The letter should be signed by the named person.

### 2.0 Provide a General Statement of Qualifications

That responds to the project background information given above and include the items listed below.

#### 2.1 Minimum Qualifications

At a minimum firms must have experience with the design and construction of projects which include:

- a. Library Construction Projects
- b. Fit Out projects of at least \$5M
- c. Historic Projects
- d. Participatory Design Process
- e. Sustainable & Healthy Building

#### 2.2 General Qualifications

- a. Statement as to the firm's particular abilities and qualifications related to this project, as well as the number of years the firm has been in business, the geographical area of operations and professional affiliations.
- b. List of libraries/schools and/or nonprofits in Connecticut and other states for which the firm has provided similar services in the last three years with the name and contact information.
- c. Additional information or documentation that may be useful and applicable to this project.

### 3.0 Personnel

3.1 Outline the qualifications of the firm and Owner's Project Manager (OPM) who will be assigned to this project.

3.2 Provide an organizational chart, including resumes of all personnel who would be committed to this project. Provide the name and phone number of two clients who have had similar projects for the OPM who will be assigned to this project.

3.3 Complete – Staffing Resources (Attach as an Exhibit A)

List individuals assigned to this project by function, attach resumes of each, and specific information on their experience on projects similar to this.

List professional consultants outside your firm whom you propose would provide services in the event you would use them if not available in your firm. Provide specific information documenting their work on similar projects.

### 4. Experience with Library and similar Buildings

4.1 Submit a list of all similar projects your firm currently has in progress or has completed in the last 10 years and the status of each.

4.2 For each, provide the following:

- a. Name of project*
- b. Client contact*
- c. Owner's total initial budget*
- d. Total project cost*
- e. Number of change orders*
- f. Total cost of change orders*
- g. Date of bid*
- h. Scheduled completion date*
- i. Actual completion date*

4.3 Describe the service offering which may be provided to library by your firm.

4.4 Explain your firm's expertise with interior fit out of library or related buildings.

4.5 Explain your firm's expertise community engagement and participatory design.

### 5. OPM Services

5.1 Provide information on your current workload and how you would accommodate this project.

5.2 Describe in detail you Project Management process for construction project management and they type of reports you use to keep the project on track with respect to scope, budget, and timeline.

5.3 Describe your quality control/coordination steps and/or processes followed to assure electrical, mechanical, and plumbing design plans align with the architectural design and with the existing conditions in order to reduce conflicts during construction which would require change orders and result in increased project costs.

5.4 Please describe your firm's construction experience, change order evaluation, critical path scheduling and budget oversight process.

5.5 Please describe your experience with working collaboratively with Community based organizations, Citizens groups, City officials, Building Committees and/or Task Forces, Architects, General Contractors, Subcontractors, and Engineers.

### **6. Construction Costs ( to be submitted separately from proposal)**

6.1 Describe cost control methods you use and how you establish cost estimates. Include information on determining costs associated with construction in existing facilities.

6.2 List the steps in your standard change order procedure.

### **7. Legal Concerns**

7.1 Explain the circumstances and outcome of any litigation, arbitration, or claims filed against your company by a library client or any of the same you have filed against a library client.

7.2 Explain the circumstances and outcome of any litigation, arbitration, or claims filed against your company by any client other than a library client or any of the same you have filed.

7.3 Explain your General Liability Insurance coverage.

7.4 Explain your Professional Liability Insurance coverage.

### **8. Diversity, Equity & Inclusion**

8.1 Are you a WBME owned business?

8.2 What is your approach to ensure diversity, equity and inclusion in your workplace and your work? Provide a response that demonstrates your experience and approach to:

- a. Community engagement
- b. Hiring and retention of a diverse workforce
- c. Employee training and professional development

8.3 Describe your experience working on projects that have construction hiring requirements from local, state, or federal agencies.

### **9. Fees (Submit separately – include Exhibit B information)**

9.1 Provide information on your fee structure based on the scope indicated above, including anticipated reimbursable costs.

9.2 Submit a schedule of hourly rates by employee classification, including terms and rates of overtime for additional work if requested.

9.3 Provide your fees for this project as outlined below:

Description
I . Administrative
II. Design Development
III. Construction
IV. Post Construction
VI. Reimbursable Expenses - cost basis

### Exhibit A - Conceptual Plans – Buildout (PDF on HPL Website)

#### III. Preferred Qualifications

The Library expects each respondent to meet at least the following minimum qualifications:

1. The owner's project manager must have construction management experience of a minimum of 10 years and demonstrated experience as an Owner's Project Manager or Construction Manager in the completion of at least two (2) library construction projects, with a budget of \$10 million or more, in the last five (5) years.
2. Preference will be given to demonstrated experience with providing such services in projects with new-library construction, rehabilitation in historical building, or renovation of a library or other similar experience.
3. The owner's project manager must have demonstrated experience providing services to libraries and/or schools in the State of Connecticut.
4. The owner's representative must have demonstrated strong owner's representative and project management skills including, but not limited to, extensive construction experience, change order evaluation, critical path scheduling and budget oversight. The selected firm must demonstrate the ability to work collaboratively with Community based organizations, Citizens groups, City officials, Building Committees and/or Task Forces, Architects, General Contractors, Subcontractors, Engineers, and Construction managers.
5. The Swift Library project will be subject to the requirements of the Federal EDA funding which was awarded to Community Solutions for the build out of the 2<sup>nd</sup> floor Next Gen., therefore, knowledge of EDA funding is desirable.

### SELECTION / EVALUATION PROCESS

The Hartford Public Library, as the Awarding Authority, reserves the right to reject all proposals and to waive any formalities or irregularities as is deemed in the best interest of the Library.

All proposals that offer all of the required project management services, to determine the most advantageous proposal. The Library *may* select the top three (3) firms to be interviewed. If there is an interview process, the final ranking of the firms will be prepared.

Contract negotiations with the Library will start with the highest-ranking firm shortly after the rankings are finalized. If negotiations cannot be successfully completed with the highest-ranking firm the Library will pursue negotiations with the second highest ranking firm and so on until the terms of a contract are reached between the parties. The Library reserves the right to reject any and all proposals deemed not to be in the best interest of the Library.

1. All proposals become the property of the Library.
2. All correspondence, documentation and materials generated for work associated with this project become the property of the Library.
3. The applicant, and all sub-consultants of the selected applicant shall be expected to comply with all applicable federal, state, and local rules, regulations, and laws as they apply to the project without limitation including all federal, state, and local, environmental, and safety rules, regulations, and laws in the performance of service.
4. The following insurance requirements must be met by the selected OPM:

At least ten days before the Contract is executed and prior to commencement of work thereunder, the Provider will be required to file with the Purchasing Agent a certificate of insurance, executed by an insurance company or authorized representative satisfactory to the Library and in an acceptable form. The policy shall name Hartford Public Library as Additional Insured on a primary noncontributory basis on all lines except Workers Compensation and Professional Liability, all policies should include a waiver of subrogation except Professional Liability, and state that, with respect to the award, the Provider carries insurance in accordance with the following requirements:

- 1) Commercial General Liability: With respect to the operations, he performs and also those performed by him for subcontractors, the Provider shall carry Commercial General Liability insurance with a minimum limit of \$1,000,000 per occurrence for bodily injury, personal injury, and property damage. Coverage shall include Premises and Operations, Independent Contractors, Products and Completed Operations, Contractual Liability and Broad Form Property Damage coverage. If a general aggregate is used, the general

aggregate limit shall apply separately to the project or the general aggregate limit shall be twice the occurrence limit.

2) Workers' Compensation and Employers' Liability: With respect to all Provider operations and all those performed for him by sub-contractors, the Provider shall carry statutory coverage in compliance with the Workers' Compensation laws of the State of Connecticut. Coverage shall include Employer's Liability with minimum limits of \$1,000,000 each accident, \$1,000,000 Policy Disease Limit, \$1,000,000 each employee.

3) Automobile Liability: The operation of all motor vehicles, including those owned, hired or non-owned, used in connection with the contract shall be covered by Automobile Liability insurance with a minimum of \$1,000,000 combined single limit for all damages arising out of any one accident or occurrence. If a vehicle is not used in execution of this contract, then automobile coverage is not required.

4) Professional Liability: Professional shall provide Professional Liability coverage with a minimum limit of \$1,000,000.

5) Excess Liability: Provider shall provide follow form Excess Liability coverage with minimum limits of \$1,000,000 Each Occurrence and \$1,000,000 Aggregate.

6) Cyber Liability/Data Breach: If Information technology exposure exists, \$1,000,000 Each Cyber Incident and \$1,000,000 aggregate must be supplied.

### **CONTRACT**

Upon selection, the successful Owner's Project Manager will receive a contract document prepared by the Library for review and execution. Upon execution of the Contract, the OPM will be instructed to commence providing the work outlined in the contract. All information, data, documents, photos, computer records and other materials of any kind acquired or developed by the OPM pursuant to this project shall be the property of the Library.



**EXHIBIT A – Conceptual Design Plans** on HPL Website as separate attachment.

## HARTFORD PUBLIC LIBRARY RFP: CONSTRUCTION OPM

**Exhibit B Cost Sheet** - Please list the individual positions which will be supporting the OPM work with their title and hourly rate and estimated cost.

**Please provide a detail breakdown of Owner Project Management Services charges and total cost for project management services below:**

Description	Total
I. Administrative	
II. Design Development	
III. Construction	
IV. Post Construction	
V. Warranty	
VI. Reimbursable Expenses - cost basis	
<b>Contract Grand Total:</b>	

**List each position to be assigned project**

Position Title	Role	Estimated no. hours on project	Hourly Rate	Total Costs

Other & Reimbursable Expense Description	Amount

Please provide a list of other services offered by position with hourly rate that may be offered.