

Hartford Public Library Request for Proposals/Qualifications

Hartford Public Library is seeking qualified professionals to provide space planning design services for its Downtown Library location located at 500 Main Street. The work will include surveying the space and developing space planning recommendations for staff.

A. INTRODUCTION

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 70% 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.

The Downtown Library has 4 levels utilized as follows:

Ground Level – housing UConn Library, Classrooms, atrium and the Digital Library Lab.

1st Floor – Main Lobby and public service area, public computers, open study/reading space, collection stacks, Connecticut Workforce Partners, UConn Library Offices, 3 modular Offices, Classrooms, Center for Contemporary Culture (auditorium), Café space.

2nd Floor - The American Place (Immigration Services, Adult Education, 3 offices), Learning Lab, YOUmedia, Study rooms, 1 Classroom, , 1 Back office, vacant space where the former Recorded Books was housed (the space contains a sound booth), staff area space, HPD homelessness outreach Officer, Community Justice Program office. A commercial grade kitchen(originally created cooking show and training.)

3rd Floor – Art Walk exhibit area, Hartford History Center, Youth and Family Department, Program space, Children Department’s Offices, Administration, Finance, Human Resources, Technical Services, Donor Relations, Communication, Programming, staff lounge.

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SCOPE OF WORK

The Downtown Library underwent major renovations in 2016-2017 to accommodate leased space for UConn's downtown campus and the UConn library. The renovations included creating classroom space and office space for UConn and renovating the employee staff area on the 2nd and 3rd floors, and building out The American Place space on the second floor.

The selected vendor will be assisting Hartford Public Library in evaluating current and anticipated space needs with regard to organizational structure, functional requirements, and workspace design; the work will primarily focus on supporting staff workspace and efficiency.

The purpose of this redesign is to look at existing space utilization and redesign the space for improved staff workspace utilization. Staffing levels have increased and the existing open space layout outs for staff on the 2nd and 3rd floor require redesign to improve the utilization of the existing space. The Downtown Library employs full time and part time staff and accommodates staff from Branch locations who are assigned Downtown on a rotation; this requires hoteling space when working on site. The Hartford History Center needs to be redesigned to house staff and to leverage the existing space for optimal use.

- A. Examination of current office layout and function;
- B. Interviews with HPL leadership to determine organizational structure development strategy, anticipated staff growth, and other needs of HPL ;
- C. Survey of HPL staff to gather data on workplace requirements and preferences;
- D. Develop recommendations for office space needs for HPL incorporating the following:
 1. Survey and document space size in square feet;
 2. Efficient, modern, workplace design and furnishing scenarios;
 3. Evaluate how to maximize the efficiency of the space that already exists. Review and analyze current workspaces and flow. Identify any efficiency and cost-effective layout alterations that may provide solutions to challenges.
 4. Documentation of space needs in a holistic approach to include staff workspace and consider the type of work being conducted and alignment of departments which have natural workflow by virtue of the work they do.
 5. Identification of space that is not used, underutilized, and areas where configurations are do not leverage optimal usage.
 6. Provide recommendations for space redesign providing design documents and cost estimates. Design should consider the alignment of staff areas that have complementary functions for seamless work and types of function performed, potential consolidation of space, and providing storage space. Design recommendations should consider functional needs. Leverage as much of existing furniture elements in space redesign. Provide timelines for completion and benchmarks for use in tracking the project.
 7. Ongoing consultation services as the project continues into the execution phase.

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Staff Space Redesign	Public Space Redesign
Ground Floor Facilities	1st Floor Peter's Reading Room
2nd Floor Open Staff Area (TAP & Programming) Office Spaces	2nd Floor Study Room Spaces
3rd Floor Open Staff Area (Tech Services) Office Space (HR workroom, HHC workrooms) Hartford Public Library Studio Space	3rd Floor Hartford History Center
<ul style="list-style-type: none"> • Identification of space for Human Resource and Security Staff. • Identification of hoteling space for branch staff working Downtown periodically • Identification of staging space for outreach and material storage • Signage recommendations for way finding and/or space utilization • Identification for potential storage space. 	

SCHEDULE

Activity	Due Date
RFP Issuance	July 22, 2022 (Tuesday)
Site Walk *	July 28, 2022 (Tuesday) 2:00pm Downtown Library 500 Main Street Hartford CT.
Last Day to Submit Clarifying Questions Responses will be posted to HPL website	August 1 , 2022 by 12:00pm (EST.)
Due	August 5, 2022, 3:00pm (EST.)
Interview(s)	August 15-17, 2022
Selection	August 19, 2022
Contract Start Date	Sept 2, 2022

Note: Only one site walk through will be conducted. 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.

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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 **August 5, 2022, by 3:00pm (EST.)**.

Hartford Public Library
Request for Proposal Space Redesign
RFP#06102022-Downtown Library Space Redesign - 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

Electronic Copies Of The Proposals are to be emailed to: HPLRFP@hplct.org

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. 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 3:00 p.m. (EST) as noted in the schedule above. Q & A will be posted on the library website hplct.org.

Any questions regarding this RFP must be submitted via the RFP email address provided HPLRFP@hplct.org. Questions will not be responded to via telephone.

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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.

This letter should briefly state the proposer's understanding of the work to be performed, the commitment to perform the work, and why the proposer is the best qualified to perform the duties requested. Provide a description of work experience relevant to the scope of work described.

2.0 Qualifications

A statement of qualifications for space commercial planning services should be included. Qualifications shall include resumes of staff proposed to complete this project, including contact information. Provide three (3) local references for similar commercial space planning services.

Provide a list of designer's experience with projects of this size and quality during the past three (3) years. Include a photo, brief description of the project, and a statement of the scope of work your firm completed.

3.0 Design Approach

Consultant should include a short narrative, no longer than one (1) page describing its design approach to this project and other items, it recommends Hartford Public Library should consider that are not covered in this RFP. One (1) page timeline with tasks for the project.

4.0 Fee Proposal

Provide cost estimates for space planning design services. The submittal shall include the Consultant's hourly rates for each position required to perform the work and all other charges. Final fees will be negotiated following the selection of the Consultant. If fee negotiations with the Consultant determined most qualified are not successful, and/or the fees discussed are outside the budgetary constraints for the Project, HPL reserves the right to suspend negotiations with the most qualified responder and proceed to other responders.

Hartford Public Library reserves the right to cancel this RFP, to make a partial award, or to make no award if it determines that such action is in the best interest of the library.