

# Lake Elmo Public Library

## Bathroom Design Build Project Request for Proposals

### **DESIGN BUILD PROJECT SCOPE**

A Pre-bid meeting will be held in the Library at a date to be determined by the facilities committee. All potential bidders and sub bidders are invited to attend.

#### **Project Introduction**

Project Name: Design Build for Library Restrooms

#### **1.1 Scope**

In accordance with the terms and conditions of the Contract, the Design-Build Contractor (DBC) shall perform the work of this Request for Proposal (RFP) for the Lake Elmo Public Library as described below.

Where required by the local Building Official, Tony Liljedhl, Architect-Engineer (A-E) Services required in this RFP shall be performed by licensed Architects and Engineers registered in the Minnesota .

#### **1.2 Cost**

The Design Build Construction Team (DBC Team) is responsible for providing all design and construction services required for the Not-to-Exceed amount negotiated with the DBC.

#### **1.3 Location**

This project is located at 3537 Lake Elmo Ave., Lake Elmo, Minnesota. The building is owned by the City of Lake Elmo and under the exclusive operation of the Lake Elmo Public Library Board.

#### **1.4 Background**

The Library has one existing restroom each for Men and Women. The restrooms do not fully comply with the ADA or current building code and have an insufficient fixture count for optimal use.

### **1.5 Description**

The new work will provide separate restrooms for men and women in a new location. The existing restrooms will be abandoned for future use. All new work will comply with current codes and regulations. The work is shown on the attached preliminary sketch. The scope may expand if requested by the Library and agreement is reached with the DBC.

### **1.6 Contract Award**

*Proposals will be reviewed by the Board with award to the lowest responsible bidder within 30 days of the Bid Date.*

The work in this RFP shall be completed in accordance with the following schedule:

#### DB Design Development Documents:

DB Design Development Documents submitted no later than 21 calendar days after award.

Library Review will completed no later than 7 calendar days after submission of DB Design Development Documents

#### 100% Draft DB Construction Documents:

Work on Construction Documents shall continue during the Design Development Documents review and once Design Development review comments are received they shall be addressed and incorporated in the Construction Documents.

100% Draft DB Construction Documents and written responses to the Library Comments submitted no later than 14 calendar days after submission of DB Design Development Documents.

The Library Review will completed no later than 7 calendar days after receipt of 100% Draft DB Construction Documents.

#### Complete Stamped and Signed DB Construction Documents:

Where required by the City Building inspector, submit stamped and signed DB Construction Documents to the building inspector for approval. Allow two (2) weeks for review.

#### Construction:

Construction completed no later than \_\_\_\_\_ calendar days after award of the contract.

As-Constructed Drawings:

Not required

Submit all DB Design Development and DB Construction Documents and As-Constructed Drawings to the Library Director.

**1.7 Information**

Library Points of Contact:

**Contractual:**

Library's Technical Representative(CO): Library Director Nate Deprey, 651-773-4926,  
lepldirector@gmail.com

**Technical:**

Library Facilities Committee Chair Steve DeLapp, 651-777-1001,  
stevedelapp@gmail.com

Address:

**Lake Elmo Public Library**

3537 Lake Elmo Ave.  
Lake Elmo, MN 55042

**1.8 Data and Materials to be provided by the Library**

The following data and materials will be provided to the DBC and are included in Section 5 of this RFP:

Project Summary  
Drawing of selected Existing Conditions.  
Drawing of new work

## **2.0 PROJECT REQUIREMENTS**

### **2.1 General Requirements**

#### **2.1.1 Scope of Work and Project Summary/Requirements**

The project will consist of the design and construction of two restrooms and associated spaces at east end of Library building.

The project will include, but not be limited to, the following: Upon award, determine and provide:

- Schedule of Design Work
- Submit Design Development and DB Construction Documents for review and approval by Technical Contact
- Schedule of construction work.
- Secure work area and provide for continued access to the facility. Protect Library Patrons from harm caused by project construction.
- Secure work site to avoid vandalism.
- Construct project
- Create and provide operations and maintenance manuals

#### **2.1.2 Progress Payments**

**Design Phase** - Progress payments during the design phase of the work will be based on submission, review, and acceptance of design deliverables.

**Construction Phase** – Monthly progress payments during design and construction will be based on the percentage of work completed on items listed on the approved schedule of values. Actual construction completed and in place will form the basis for payment. Verification of the % complete shall be made by the Library Technical Representative and payment will be based on 90% of the work determined to be complete.

#### **2.1.3 DBC Updates to Owner**

Provide Owner with regular updates on project progress in time for Director to include update in weekly Friday Director's Report sent to Board members.

After 100% Complete DB Construction Documents are approved (or completed portions of DBCDs necessary for fast tracking the project), and prior to the start of construction, participate in an on-site Preconstruction meeting with the DBC. The meeting agenda will include the following as a minimum:

- Correspondence procedures
- Roles and responsibilities
- Lines of Authority
- Progress Payments

- Submittal process
- Construction
- Accident reporting
- Library Rules and Regulations
- Environmental and sustainability requirements for the Project, required tracking for sustainability (related submittals), use of the NPS Project Sustainability Checklist.
- Archeological Resources Protection Requirements
- Hours of construction work and building access.
- Interior and exterior material staging areas

#### **2.1.4 Project Schedule**

**General:** The Contractor shall provide two (2) color copies and one electronic copy of the project schedule after award and before the design meeting. The schedule shall include a detailed design phase with design deliverable submission dates, review periods as well as a summary construction schedule with important milestones included for both phases.

Fully develop the construction portion of the schedule and submit to the Library's Technical Representative before the Preconstruction meeting or any construction begins. The project schedule shall be updated on a monthly basis throughout the entire contract period and until project substantial completion. The status date of each schedule update shall be 10 days before the progress payment request date.

**Purpose:** The purpose of the project schedule is to ensure adequate planning, coordination, scheduling, and reporting during execution of design and construction activities of the DBC. The project schedule will assist the DBC and the Library Director and Technical Representative in monitoring the progress of the work, evaluating proposed changes, and processing the DBC's monthly progress payment requests

**Schedule Development:** The project schedule shall cover the entire contract period. The late finish date of the project schedule shall be the same date as the established completion date of the contract. A basic bar chart will be considered adequate for Library purposes.

Library's Technical Representative a written time impact analysis illustrating the influence of each modification, change, delay, or DBC request on the contract time.

## **2.2 Construction Requirements**

### **2.2.1 Environmental and Sustainability Requirements**

Specific sustainability requirements generated in design will dictate more stringent environmental requirements for this project. Refer to part 3, Performance Requirements, of this document and the NPS Project Sustainability Checklist. The following are general requirements:

- Air: Employ construction practices that minimize dust production and combustion byproducts
- Noise: Minimize noise generation during construction. Minimize disturbance to Library patrons.
- Waste Management Goals: Employ processes that ensure the generation of as little waste as possible.

### **2.2.2 Schedule of Values**

After contract award and before the Design Meeting, submit a schedule of dollar values based on the Contract Price Schedule. Breakdown each lump-sum item into component parts of design deliverables or construction work for which progress payments may be requested. The total costs for the component parts of work shall equal the contract line item amount for that lump-sum item. The Library's Technical Representative may request data to verify accuracy of dollar values. Include mobilization, general condition costs, overhead and profit in the total dollar value of unit price items and in the component parts of work for each lump-sum item, as described below. Do not include mobilization, general condition costs, overhead or profit as a separate item.

Do not break down unit price items. Use only the contract line item amount for unit price items.

The total cost of all items shall equal the contract sum. The Schedule of Values will form the basis for progress payments.

An acceptable Schedule of Values shall be agreed upon by the Contractor and Library's Technical Representative before the first progress payment is processed. A cost loaded project schedule is an acceptable substitute for a schedule of values.

### **2.2.3 Staging Areas**

Construction sites will be limited to the smallest feasible area. Ground disturbance and site management will be carefully controlled to prevent undue damage to vegetation, soils, and archeological resources and to minimize air, water, soil, and noise pollution.

Staging is limited in or near the construction area for a construction office or trailer. Construction equipment and material storage shall be located in previously disturbed areas near the construction site. All staging areas shall be returned to pre-construction conditions once construction is complete. Standards for this, and methods for determining when the standards are met, shall be developed in consultation with the Library Director.

#### **2.2.4 Structures:**

Contractor may park work related vehicles in Library Parking Lot depending on availability due to exterior construction by others

DBC's Field Office: Field office shall be structurally sound construction, and weather tight. The location will be determined by NPS prior to issuing a Start Work Notice.

The location of the Staging Area for construction equipment will require Director approval.

Construction Camp: Establishment of a construction camp will not be permitted.

#### **2.2.5 Construction Zones**

Coordinate separation of work zone from operating library patrons with Owner. Provide sheet plastic dust barriers to keep operating portions of the library clean.

#### **2.2.6 Parking of Construction Vehicles**

Parking of vehicles shall be limited to existing roads, in legally designated areas, and within approved staging area(s).

#### **2.2.7 Technical Representative Review:**

Assume risk for any work done or orders for materials or services placed before by Technical Representative.

After reviewing submittals, the Library Technical Representative will return one copy of two required copies of shop drawings to the DBC. All submitted items will be retained. The DBC is responsible for producing additional copies for his/her own use.

Samples: Samples shall be large enough to illustrate clearly the functional characteristics and full range of color, texture, or pattern. Manufacturers' Catalog Sheets: Submit only pertinent pages; mark each copy of standard printed data to identify specific products proposed for use. The Technical Representative reserves the right to require additional submittals. After review, the Library's Technical Representative shall notify the DBC of approval, approved with notations, or disapproved - resubmit.

The returned submittal will be marked in one of three ways as defined below:

**APPROVED:** Acceptable with no corrections.

**APPROVED WITH NOTATIONS:** Minor corrections or clarifications are required. All comments are clear and no further review is required. The Contractor shall address all review comments when proceeding with the work.

**DISAPPROVED - RESUBMIT:** Rejected as not in accordance with the contract or as requiring major corrections or clarifications. The Library's Technical Representative will identify the reasons for disapproval. Revise and resubmit with changes clearly identified.

### **2.2.8 Construction Coordination**

**Notification:** The Library's Technical Representative will provide all necessary written notification and/or direction to the contractor. This is expected to be a small project and provision of informal coordination will be the Owner's goal. Weekly CBD meetings with Owner are not mandatory. Phone conferences or meetings with on site Library Director are all that is anticipated.

### **2.2.9 Quality Control**

The quality of all work shall be the responsibility of the Contractor. Testing shall be the responsibility of an independent testing laboratory. Inspect and test all work as needed to ensure that the quality of materials, workmanship, construction, finish, and functional performance is in compliance with applicable specifications and drawings.

### **2.2.10 Working Hours**

#### **Library Hours**

Mon - Thurs 10 AM-8 PM

Friday & Saturday 10AM-2PM

Closed Sunday

The Library is closed on the following holidays:

New Year's Day

Memorial Day

Independence Day

#### **Construction Hours**

Please coordinate with Library Director. Avoid disruption of evening events after 6 PM on weekdays. Access will be provided to DBC during off hours.

**2.2.11 Hazard Control:** Take all necessary precautions to prevent fire during construction. Do not store flammable or combustible liquids in existing structures. Provide adequate ventilation during use of volatile or noxious substances.

**2.2.12 Smoking:** Smoking within buildings is prohibited.

**2.2.13 Welding:** Cutting by torch or welding shall be performed only when adequate fire protection is provided.

**2.2.14 Electricity and Lighting:** Power will be provided by Owner. Use existing lighting where feasible.

**2.2.15 Telephone:** Not provided by Owner.

**2.2.16 Hot and Cold Water:** Provided by Owner.

**2.2.17 Heating and Cooling:** Furnish temporary heating and cooling if needed. Otherwise use existing HVAC equipment. Maintain normal temperatures in Library during operation. Coordinate HVAC work with Owner's service contract holder, Coldwell Banker

### **2.2.18 Existing Utilities**

Disruptions of services shall be kept to a minimum. Coordinate with Library Director.

### **2.2.19 Accident Prevention**

**2.2.19.1 Accident Prevention:** Library Patron and Contractor personnel safety is critical to Owner. Do not assume Library Staff will protect Patrons.

**2.2.19.2 Quality Assurance:** Ensure that all employees are physically qualified to perform their assigned duties in a safe manner. Do not allow employees to work if their abilities are impaired. Operators of all equipment shall be able to understand signs, signals and operating instructions, and be capable of operating such equipment.

### **2.2.19.3 Accident Prevention Products: Provide the following:**

- First aid facilities.
- Personnel protective equipment: Meet requirements of NIOSH and MSHA.
- Emergency instructions, including telephone numbers and reporting instruction for ambulance, physician, hospital, fire department and park police. Place in conspicuous locations at the worksite.
- Adequate egress at all times in accordance with the Life Safety Code (NFPA 241).
- Hard hats and safety glasses for all employees.
- Designate and post signs in all hardhat areas.

**2.2.20 Housekeeping:** Keep project neat, orderly, and in a safe condition at all times.

**2.2.21 Cleaning:** Before scheduling the final inspection, remove all tools, equipment, surplus materials, and rubbish. Restore or refinish surfaces that are damaged due to work of this contract to original condition. Remove grease, dirt, stains, foreign materials, and labels from finished surfaces. Thoroughly clean building interiors. Pick up and remove all construction debris from the site. At time of final inspection, project shall be thoroughly clean and ready for use.

Before submitting a request for final inspection, submit the following:

- Guarantees and Bonds: As specified in Performance Requirements and Specifications.
- Spare Parts and Materials: As specified in Performance Requirements and Specifications
- Operation and Maintenance Data: As specified below and in Performance Requirements and Specifications.
- Operating Tools: As specified in the individual sections.
- Special Tools: One set of special tools required to operate, adjust, dismantle, or repair equipment. Special tools are those not normally found in possession of mechanics or maintenance personnel.
- System Demonstration and Training: As specified below and in Performance Requirements and Specifications.
- Mechanical and Electrical Systems: Verify the following in writing:
  - All systems are complete.
  - All systems have been properly started and are operational.
  - All controls are complete and operational, and sequences have been checked and are functioning properly.
- Testing and Balancing Report: As required in the technical specifications.

**2.2.22 Operation and Maintenance Data:** Provide one of 3-ring binders with operation and maintenance data, to the Contacting Officer for review, prior to the final inspection. Data shall include manufacturer's standard literature, equipment data sheets, vendor-furnished as-built drawings; custom written data not included in manufacturer's standard literature; schedules, warranties, parts lists, test results, and subcontractor list.

### **2.2.23 Substantial Completion and Final Inspection**

Submit written certification that project, or designated portion of project, is substantially complete, and request in writing a final inspection. Upon receipt of written request that project is substantially complete, the Library's Technical Representative will proceed with inspection within 10 days of receipt of request or will advise the Contractor of items that prevent the project from being designated as substantially complete.

When work is determined to be substantially complete, the Library's Technical Representative will prepare a list of deficiencies ("Punch List") to be corrected before final acceptance.

**Acceptance of the work:** After all deficiencies have been corrected, the Library's Technical Representative will issue a Letter of Acceptance.

## **2.3 Selected Summary of Work Scope**

### 2.3.1 Accomplish the following

- 1.0 Construction of completely functional and code compliant Restrooms, Lobby, and Storage Room.
- 2.0 Sewer connection to new sanitary sewer line extending up from cellar floor. The connection will be extended to the sink in the Kitchenette and the Utility Room Sink.
- 3.0 Connections to existing City water in the Cellar.
- 4.0 All materials needed for the new work except the two water closets and any salvage materials that can be re-used.
- 5.0 Demolition of fixtures and stalls in existing Men's and Women's restrooms.
- 6.0 After wall demolition, remove floor tiles with 17 ½" sq. spacing that are not whole tiles and extend matching tiles into remainder of Lobby and restrooms. If no matching tiles can be located, determine alternative solution with Library Representatives. Lay carpet tiles to be selected by Owner in Storage Room. Provide budget amount for material.
- 7.0 On (4) restroom wet walls, apply wall tiles to height of 48" above floor. Wet walls include wall adjacent to water closets for at least 36" from back wall. They do not need to be extended for 8 feet.
- 8.0 Install suspended ceiling in restrooms 9'-0" above finished floor. Use ¾" thick mylar coated material.
- 9.0 Install suspended ceiling in Store Room 11'-0" above finished floor.
- 10.0 Extend suspended ceiling in Lobby to match existing. (USG Radar™ Illusion 2' x 4' Acoustical 2-Square Lay-In Ceiling Tile Panel)
- 11.0 Remove the double doors to the Cellar from the exterior. Narrow the size of the stairwell to the Cellar with removal of the sliding ramp on the north side of the stair. Relocate the Stair and railings to the location now occupied by the ramp. Move the light switch in serving the stair. Install one 40" wide commercial grade steel door to the cellar in the existing opening and close the existing opening with well insulated wood framing similar to what surrounds the personnel door about 25 feet to the south. Include a weathertight and closeable vent in the bottom of the door with about 200 square inches of opening area. The vent will be used in the future to provide fresh air for the Cellar during the summer.
- 12.0 Salvage baseboard trim from walls to be demolished for re-use as base on the new walls in the Lobby and Storage Room.

**2.3.2 Painting** Paint rooms to match. Color selection by Owner. Use **Behr** Premium Plus Ultra (Home Depot)

### 2.3.3 Lighting

Match existing except where feasible and economic, use fixtures which accept LED lamps. Lighting should meet illumination standards of IEEE.

Provide motion detection activation for lights in Restrooms and Storage Room.

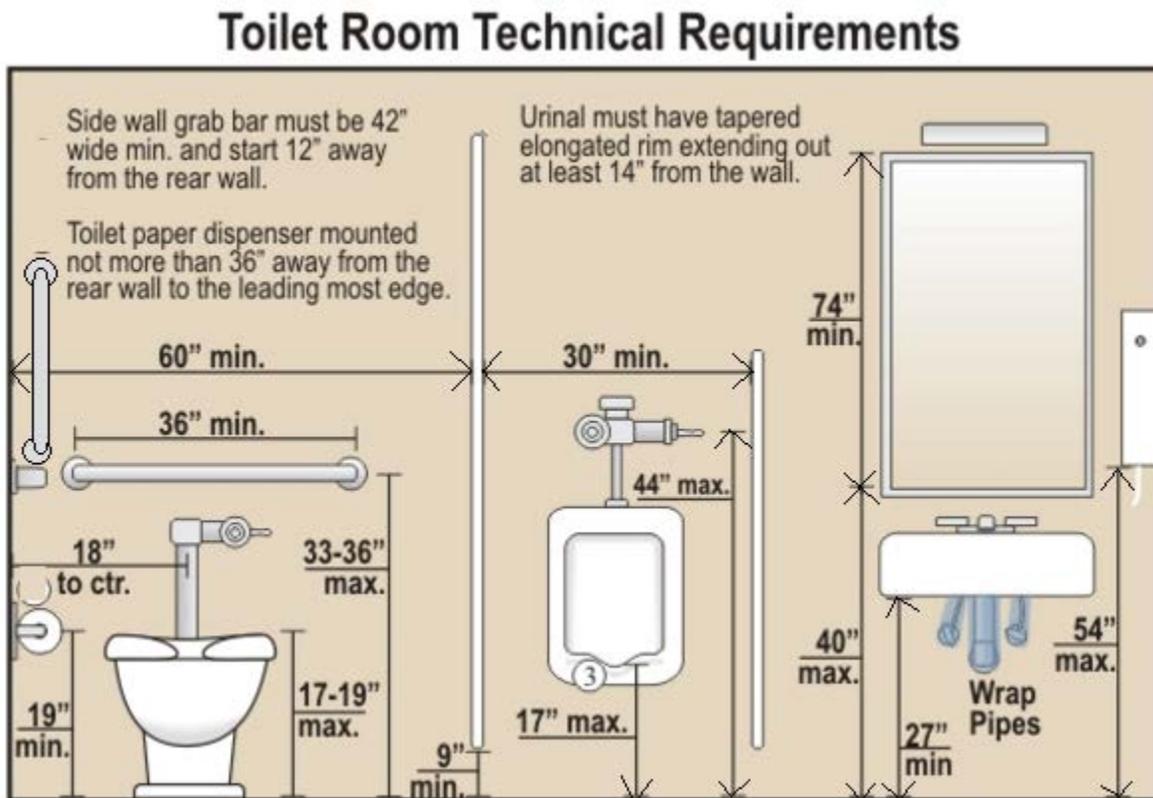
Maintain existing exit signage.

### 2.3.4 HVAC

Remove existing baseboard heat and salvage parts that can economically be reused. Coordinate HVAC with Coldwell Banker Management which has a standing contract to service the Library. Meet code for room exhaust in Restrooms.

**2.3.5 Power** Provide outlets in compliance with Building Code. Put duplex outlet 12' o.c. in new walls of expanded Lobby.

Restroom dimensions for ADA fixtures are required to comply with ADA.



Install American Standard 6590.001.020 White Top Spud Urinal or comparable model by other manufacturers.