REQUEST FOR PROPOSALS

Sealed proposals addressed to the Purchasing Agent, City of Hutto, 401 W. Front Street, Hutto, Texas 78634, will be received for the project **"CONSULTING SERVICES FOR LIBRARY MASTER PLAN"** until 3:00 p.m. on **June10, 2011** then publicly opened and acknowledged in **Council Chambers** at the same address.

Any responses received after scheduled opening time as per the specification will be returned unopened. **Emailed or faxed responses will not be accepted.**

Specification documents may be downloaded from the Current Bid Opportunities page on the City of Hutto website at http://www.huttotx.gov/index.aspx?nid=366. They may also be obtained by contacting the Purchasing Agent at the address noted above, by phone at 512-759-4049, or by email at Randy.Barker@HuttoTX.gov.

Publication Dates:

May 18, 2011

May 25, 2011

REQUEST FOR PROPOSALS

CONSULTING SERVICES FOR LIBRARY MASTER PLAN

IMPORTANT DATES

Solicitation Release Date.....May 18, 2011

Pre-Proposal Site Visit.....May 27, 2011

Deadline for Questions.....June 1, 2011

City's Response to Questions.....June 6, 2011

Submittal Deadline (3:00 p.m.).....June 10, 2011

CITY CONTACT

Randy Barker, Purchasing Agent **City of Hutto**

Phone: 512-759-4049 **401 W. Front Street**

Email: Randy.Barker@HuttoTX.gov **Hutto, Texas 78634**

PART I

GENERAL INFORMATION

1. PURPOSE:

The City of Hutto is seeking proposals from qualified consultants who demonstrate extensive experience, especially with Library master planning, architectural design, and construction services, to develop a comprehensive and long-range strategic plan, and to make recommendations regarding service delivery models for the City of Hutto Public Library. This Request for Proposals (RFP) is designed to present interested firms with the description of the City's desired services, and a format for responding to our request.

2. BACKGROUND:

Hutto Public Library

The Hutto Public Library is housed in the Old Fire Station Building at 205 West Street, Hutto Texas. The current structure a metal building 60' x 75' with a high ceiling built to accommodate the fire trucks and overhead bay doors on two sides. The total area is 4,500 sq. ft., of which only 1,248 sq. ft. (including two bathrooms) is currently in use by the library. The remainder of the space is being used as storage for materials and excess books and is not air-conditioned.

The library has over 4,000 card holders and over 17,000 items for circulation. The library also has five computers for public use with printing capability. There are two small circulation desks, one on either side of the entrance. On an average, about 65-75 people visit the library daily, though once a week at story times, there may be as many as 45-50 adults and kids in the library at the same time. The Library offers a very extensive Summer Reading Program during June and July and the bay areas are often used for performances by entertainers. Attendance at these events often exceeds more than 250 people. Other programs, such as reading clubs and knitting groups, meet at the library when it is not open to public due to lack of a dedicated meeting room.

Attachment A to this specification contains recent photos of the exterior and interior of the current Public Library facility. A pre-proposal site visit will be held to permit interested parties to view the building prior to response deadline.

Community

The city of Hutto is nestled on the rich black lands of southwestern Williamson County. Located at the intersection of U.S. 79 and SH 130, Hutto is approximately 10 miles east of Round Rock, 15 miles south of the county seat of Georgetown, and 20 miles from Austin, making it an attractive place to live. While the local economy has agrarian roots, the booming central Texas economy now includes many high-tech, manufacturing, and service jobs. The small-town charm of Hutto is balanced with quality schools, rowing

parks, expanding retail opportunities, and a strong workforce.

Hutto was recognized in the winter 2008 issue of the Southern Business and Development Magazine as one of the Top 10 Edge Markets. “Edge markets” are communities recognized with outstanding business climate and available land and labor force. The City was also recognized by the same publication as one of the top 100 “Best Major Markets in the South to Locate Your Company.”

Hutto Today

Hutto has experienced tremendous growth in the last decade. The 1990 population was 630. By 2000, the population had grown to 1,250. The latest estimates show Hutto nearing 17,500 in total population, making Hutto one of the fastest growing cities in the state.

Aided by affordable land, proximity to major cities, and its small town charm, Hutto continues to attract new residents. Many new mixed-use developments are planned for the community that will add housing diversity, office space, and increased retail opportunities.

The City has received praise for the recently adopted SmartCode zoning as well as the City’s Downtown Plan. The community’s roots are grounded in strong values and work ethics held by the farming families that built Hutto. Hutto has one of the lowest crime rates in the Central Texas area, and is known for friendly neighborhoods.

3. DEFINITIONS:

The following definitions shall be used for identified terms throughout the specification and proposal document:

3.1. Agreement – a mutually binding legal document obligating the Contractor to furnish the goods, equipment or services, and obligating the City to pay for it.

3.2. City – identifies the City of Hutto, Williamson County, Texas.

3.3. Contractor – a person or business enterprise providing goods, equipment, labor and/or services to the City as fulfillment of obligations arising from a contract or purchase order.

3.4. Deliverables – the goods, products, materials, and/or services to be provided to the City by vendor if awarded agreement.

3.5. Goods - represent materials, supplies, commodities and equipment.

3.6. Proposal – complete, properly signed response to a Solicitation that if accepted, would bind the Proposer to perform the resulting agreement.

3.7. Proposer - identified throughout this specification shall describe persons and entities that consider themselves qualified to provide the goods, equipment or services.

3.8. Services – work performed to meet a demand. The furnishing of labor, time or effort by the vendor and their ability to comply with promised delivery dates, specifications, and technical assistance specified.

3.9. Subcontractor - any person or business enterprise providing goods, equipment, labor, and/or services to a Contractor if such goods, equipment, labor, and/or services are procured or used in fulfillment of the Contractor's obligations arising from a contract with the City.

3.10. Vendor (sometimes referred to as Contractor) – a person or business enterprise providing goods, equipment, labor and/or services to the City as fulfillment of obligations arising from an agreement or purchase order.

4. CONFLICT OF INTEREST:

4.1. Effective March 1, 2006, chapter 176 of the Texas Local Government Code (House Bill 914) requires that any vendor or person considering doing business with a local government entity disclose the vendor or person's affiliation or business relationship that might cause a conflict of interest with a local government entity. The Conflict of Interest Questionnaire form is available from the Texas Ethics Commission at www.ethics.state.tx.us. Completed conflict of Interest Questionnaires may be mailed or delivered by hand to the City Secretary. If mailing a completed form, please mail to:

City of Hutto
City Secretary
401 W. Front Street
Hutto, Texas 78634

4.2. Any attempt to intentionally or unintentionally conceal or obfuscate a conflict of interest may automatically result in the disqualification of the vendor's Proposal.

5. CLARIFICATION:

For clarification of specifications, Proposers may contact:

Randy Barker
Purchasing Agent
City of Hutto
Telephone: 512-759-4049

The individual listed above may be contacted by telephone or visited for clarification of the specifications only. No authority is intended or implied that specifications may be amended or alterations accepted prior to proposal opening without written approval of the City of Hutto through the Purchasing Division.

PART II

STANDARD TERMS AND CONDITIONS

1. ABANDONMENT OR DEFAULT:

A Contractor who abandons or defaults the work on the contract and causes the City to purchase the services elsewhere may be charged the difference in service if any and shall not be considered in the re-advertisement of the service and may not be considered in future proposals for the same type of work unless the scope of work is significantly changed.

2. AGREEMENT:

The term of this Agreement shall be for a twelve (12) month period of time from the date of award. Prices shall be firm for the duration of the Agreement. This Agreement may be renewed for four (4) additional periods of time not to exceed twelve months for each renewal provided both parties agree.

3. CANCELLATION:

Either party reserves the right to cancel the Agreement without penalty by providing 30 days prior written notice to the other party. Termination under this paragraph shall not relieve the Contractor of any obligation or liability that has occurred prior to cancellation. **NOTE: This Agreement is subject to cancellation, without penalty, at any time the City deems the vendor to be non-compliant with contractual obligations.**

4. CODES, PERMITS AND LICENSES:

The successful Proposer shall comply with all National, State and Local standards, codes and ordinances as well as other authorities that have jurisdiction pertaining to equipment and materials used and their application. None of the terms or provisions of the specification shall be construed as waiving any rules, regulations or requirements of these authorities. The successful Proposer shall be responsible for obtaining all necessary permits, certificates and/or licenses to fulfill contractual obligations.

5. COMPLIANCE WITH LAWS:

The successful Proposer shall comply with all federal, state, and local laws, statutes, ordinances, rules and regulations. When requested, the Contractor shall furnish the City with satisfactory proof of its compliance.

6. CONTRACTOR RESPONSIBILITIES:

6.1. The Contractor shall provide all goods and labor necessary to perform the service.

6.2. The Contractor shall employ all personnel for work in accordance with the requirements set forth by the United States Department of Labor.

6.3. The Contractor shall be responsible and liable for the safety, injury and health of its working personnel while its employees are performing service work.

6.4. The City is committed to maintaining an alcohol and drug free workplace. Possession, use, or being under the influence of alcohol or controlled substances by Contractor, Contractor's employees, subcontractor (s') or subcontractor (s') employees while in the performance of the service is prohibited. Violation of this requirement shall constitute grounds for termination of the service.

7. INDEMNITY:

Contractor shall indemnify, save harmless and defend the City, its officers, agents, servants, and employees from and against any and all suits, actions, legal proceedings, claims, demands, damages, costs, expenses, attorney's fees and any and all other costs or fees incident to the performance of the resulting Agreement and arising out of a willful or negligent act or omission of the Contractor, its officers, agents, servants and employees.

8. LIENS:

Contractor agrees to and shall indemnify and save harmless the City against any and all liens and encumbrances for all labor, goods and services which may be provided under the resulting Agreement. At the City's request, the Contractor or subcontractors shall provide a proper release of all liens or satisfactory evidence of freedom from liens shall be delivered to the City.

9. NON-APPROPRIATION:

The resulting Agreement is a commitment of the City's current revenues only. It is understood and agreed the City shall have the right to terminate the Agreement at the end of any City fiscal year if the governing body of the City does not appropriate funds as determined by the City's budget for the fiscal year in question. The City may effect such termination by giving Contractor a written notice of termination at the end of its then current fiscal year.

10. VENDOR PERFORMANCE:

The City reserves the right to review the Vendor's performance at the end of each twelve month contract period and to cancel all or part of the Agreement (without penalty) or continue the contract through the next period.

11. VENUE:

Both the City and the Contractor agree that venue for any litigation arising from a resulting Agreement shall lie in Williamson County.

PART III

PROPOSAL INSTRUCTIONS

1. PROPOSAL SCHEDULE:

It is the City's intent to comply with the following timeline:

Solicitation Release Date	May 18, 2011
Pre-Proposal Site Visit	May 27, 2011
Deadline for Questions	June 1, 2011
City's Response to Questions	June 6, 2011
Submittal Deadline (3:00 p.m.)	June 10, 2011

1.1. **NOTE:** These dates represent a tentative schedule of events. The City reserves the right to modify these dates at any time, with appropriate notice to known Proposers.

1.2. All questions regarding the RFP shall be submitted in writing (either e-mail, fax, or regular mail) by **5:00 p.m.** on **June 1, 2011** to the above named City Contact. All questions submitted and the City's response will be provided to known interested firms and posted on the City's website by **5:00 p.m.** on **June 6, 2011**.

2. PRE-PROPOSAL SITE VISIT:

The City will conduct a Pre-Proposal Site Visit for all interested Proposers to familiarize themselves with the current facility and requested services of the RFP.

Date: **Friday, May 27, 2011**
Time: 2**:00 – 3:00 p.m., CDT**
Location: **City of Hutto – Public Library**
205 West Street
Hutto, Texas 78634

3. PROPOSAL DUE DATE:

Sealed Proposals are due no later than **3:00 p.m.** on **June 10, 2011** to the City of Hutto. Mail or carry sealed Proposals to:

City of Hutto
Attn: Randy Barker
401 W. Front Street
Hutto, Texas 78634

3.1. Proposals received after this time and date will not be considered.

3.2. Sealed Proposals shall be clearly marked **"DO NOT OPEN – Consulting Services for Library Master Plan"**.

3.3. Facsimile or electronically transmitted Proposals are **not acceptable**.

3.4. Each Proposal shall contain one (1) unbound original and five (5) copies.

3.5. There will be no formal bid opening at the expiration of the response deadline. Results of the submitted Proposals will be available after the City Council selects the successful advisor.

4. PROPOSAL FORMAT:

It is intended that this RFP describe the requirements and Proposal format in sufficient detail to secure comparable Proposals. Interested and qualified firms shall:

4.1. Submit one (1) unbound original and five (5) copies of materials that demonstrate the Proposer's ability to meet City requirements as specified in this Request for Proposals.

4.2. Responding firms shall submit Proposals in the following format and sequence:

Organization:

4.2.1. Describe the organization, date founded, ownership of your firm, as well as any subsidiaries and affiliates relevant to the City;
4.2.2. Identification of parent companies, subsidiaries, major shareholders, investors and/or owners.

Personnel:

4.2.3. Identification of Managing Partner(s), key executives and decision makers;
4.2.4. Names and titles of key personnel identified for the Project;
4.2.5. Experience related to same or similar work by key personnel;
4.2.6. Brief resume of key personnel.

Phase I Approach:

4.2.7. Project Plan;
4.2.8. Associated Cost.

Phase II Approach:

4.2.9. Project Plan;
4.2.10. Associated Cost.

Phase III Approach:

4.2.11. Project Plan;
4.2.12. Associated Cost.

References:

4.2.13. Provide a list of at least three (3) public client references, including contact persons and telephone numbers;
4.2.14. Provide a list of similar public projects completed by your firm in the last

five (5) years including participant name, address, contact person, telephone numbers and email addresses.

Standard Agreement:

4.2.15. Provide a standard Services Agreement as would customarily be executed between your firm and clients reflecting the goods and services specified in this Request for Proposals.

4.3. A Responder may withdraw their Proposal by submitting a written request for its withdrawal by the signature of an authorized individual to the Purchasing Agent any time prior to the submission deadline. The prospective Responder may thereafter offer a new Proposal prior to the deadline. Modifications offered in any manner will not be considered if submitted after the deadline.

5. CLARIFICATION OF PROPOSAL:

The City, in its sole discretion, expressly reserves the right to request and/or require any additional information from the Proposer(s) that it may deem relevant with respect to this RFP. The contents of the Proposal and any clarification or counter-Proposal thereto submitted by the successful vendor shall become part of the contractual obligation and incorporated by reference into the ensuing contract.

6. BEST VALUE EVALUATION:

All proposals received shall be evaluated based on the best value for the City. Best value shall be determined by considering all or part of the criteria listed below, as well as any relevant criteria specifically listed in the solicitation.

6.1. Proposal price;
6.2. Reputation of the Proposer and of Proposer's goods and services;
6.3. The quality of the Proposer's goods or services;
6.4. The extent to which the goods or services meet the City's needs;
6.5. Proposer's past relationship with the City. All vendors shall be evaluated on their past performance and prior dealings with the City to include, but not limited to, failure to meet specifications, poor quality, poor workmanship, and late delivery.

7. EVALUATION PROCESS:

A committee comprised of City Staff and others as appropriate will review the Proposals and may develop a short list of firms.

7.1. Interviews and/or demonstrations may be conducted with any responding firms/teams to discuss their qualifications, resources, and availability to provide the services requested.

7.1.1. The City will not provide compensation or defray any cost incurred by any firm related to the Proposal or this request.

7.2. The City reserves the right to request additional information or to meet with representatives from proposing organizations to discuss points in the proposal after submission, any and all of which may be used in forming a recommendation.

7.3. The City reserves the right to negotiate with any and all persons or firms. The City also reserves the right to reject any or all Proposals, or to accept any Proposal deemed most advantageous, or to waive any irregularities or informalities in the Proposal received, and to revise the process and/or schedule as circumstances require.

8. EX PARTE COMMUNICATION:

Please note that to insure the proper and fair evaluation of a Proposal, the City prohibits ex parte communication (e.g., unsolicited) initiated by the Responder to a City Official or Employee evaluating or considering the Proposals prior to the time a formal decision has been made. Questions and other communication from vendors will be permissible until 5:00 pm on the day specified as the deadline for questions. Any communication between Responder and the City after the deadline for questions will be initiated by the appropriate City Official or Employee in order to obtain information or clarification needed to develop a proper and accurate evaluation of the Proposal. Ex parte communication may be grounds for disqualifying the offending Responder from consideration or award of the solicitation then in evaluation, or any future solicitation.

PART IV

SCOPE OF WORK

1. SCOPE:

These specifications cover only the general requirements for a consultant/consulting firm as to the planning, architectural, and construction services desired to fully develop a comprehensive Library Master Plan. The planning component of this project will be to assist the City of Hutto with development of a Library Master Plan which will be implemented for the initial deliverables, but also for regular updates in the future. The architectural design and construction component will be required to prepare construction plans, specifications, contract documents and project schedules. In addition, the scope of services will involve participating in the selection of a construction firm, supervising the bidding process, periodic on-site observation, contract administration, design survey, and the site geotechnical investigation.

2. PHASE I: Development of a Facilities Planning Process And Assessment

The purpose of this phase is to assist the City of Hutto with development of a Library Master Plan which will be implemented for the initial deliverables, but also for regular updates in the future. A part of the process will include a cultural shift whereby information in the Library Master Plan is updated annually and strategies for the short- and long-term are considered and modified on a regular basis.

Major service factors to consider in developing the facility plan are: collection size, use of technology, adult and children's programming, seating, and meeting room space. The City seeks to maximize facility space while continuing to utilize space in a manner that mirrors projected population growth in the community.

The first part of this process will include consideration of a number of possible planning principles which will provide the foundation for facilities plan decision making. These principles will reflect the values of the City in its approach to the physical environment visited daily by the City citizenry and the daily work environment of City staff.

The second part of the process will be a comprehensive assessment of the services provided by and resources available to City of Hutto.

2.1. Part I: Planning Principles

2.1.1. The goals, limitations and philosophies of the City which will provide the foundation for facilities planning.

2.1.2. Consultant will explore possible planning principles, presenting pros and cons, costs and ramifications of each principle and facilitate staff and leadership discussion and decision making. Examples to consider, but not limited to:

2.1.2.1. Co-Location,
2.1.2.2. Consolidation/Centralization,
2.1.2.3. Planned Growth,
2.1.2.4. Levels of Sustainability,
2.1.2.5. Facility Ownership,
2.1.2.6. Space Standards,
2.1.2.7. Levels of Quality,
2.1.2.8. Innovation/Efficiency/Technology,
2.1.2.9. Community Aesthetics/Civic Architecture.

2.2. Part II: Comprehensive Assessment

2.2.1. Service Analysis – An exploration of current services provided by the City, proven service delivery trends and consideration of future service expectations.

2.2.2. Consideration and inclusion of the following:

2.2.2.1. Growth Guidance Plan,
2.2.2.2. Hutto Census/Population Data,
2.2.2.3. Hutto ISD Demographic Data,
2.2.2.4. Texas State Data Center Information,
2.2.2.5. Texas State Library Standards.

2.2.3. Resource Analysis - An exploration of City staff's current staffing levels, staffing projections and needs.

2.2.4. Facility Analysis – An exploration of City's current facilities and environment and consideration of future facility requirements. This will also include consideration of the reuse possibilities for the current facility.

2.2.5. A building assessment of current City facilities including:

2.2.5.1. Study of Adjacencies;
2.2.5.2. Confirmation of space by Department;
2.2.5.3. Department Interviews – including discussion of business plans and 5-, 10-, and 15-year service projections;
2.2.5.4. Review of Existing Plans (Ex. City of Hutto Strategic Guide, Facility Study, and any information related to the Parks & Recreation Open Space and Trails Master Plan that may be relevant, etc.);
2.2.5.5. Ensure Master Plan fosters and promotes the conditions necessary to achieve current, ongoing and future compliance with the Texas State Library Standards, to include but not limited to:
2.2.5.6. Compliance with federal, state and local building codes, including the Americans with Disabilities Act (ADA) and the Texas Architectural Barriers Act (TABA);
2.2.5.7. Existence of emergency manual and disaster plan;

2.2.5.8. Convenient and adequate parking based on applicable building codes and anticipated usage;

2.2.5.9. Exterior signage identifying the facility as a library that is clearly visible from the street;

2.2.5.10. Feature well designed signs and graphics including the display of the International Symbol of Accessibility, where appropriate;

2.2.5.11. Incorporate changes to existing and future libraries to move toward sustainable buildings by addressing environmental issues, e.g. conserving water, using recyclable materials;

2.2.5.12. Adequate provision for current and future electrical, data and telephone connections;

2.2.5.13. Controlled temperatures and humidity for the benefit of users and staff as well as the protection of library property;

2.2.5.14. Adequate interior and exterior lighting in all areas;

2.2.5.15. After hours book return that is fireproof in a safe, well-lit area;

2.2.5.16. Furnishings and equipment adequate to the needs of users and staff;

2.2.5.17. Adequate space to meet its service, operation and storage needs;

2.2.5.18. Adequate noise control;

2.2.5.19. Meeting space available for library programming and for use by community groups, if such is a part of the library's plan.

2.2.6. Formulation of Detailed Assessment Conclusions

2.2.6.1. By Program

2.2.6.2. By City Facility (both current and long-term).

2.2.7. Working with the City of Hutto, the consultant shall be responsible for the development of departmental questionnaires and data spreadsheets which will become the property of City of Hutto and incorporated in subsequent facility plan updates.

3. PHASE II: Development of Strategies to Address Issues

3.1. The purpose of this phase is to formally recognize and prioritize facilities issues confirmed in the comprehensive assessment and develop alternative ideas and solutions for addressing these issues. Work on this phase is predicated on the planning principles developed in Phase I. These principles will test and validate need and provide the foundation for the development of their solutions.

3.2. Part I: Prioritize Issues

3.2.1. Consultant will guide the City in developing criteria for prioritization of issues.

3.2.2. Health and safety considerations, work environment and service delivery challenges will be evaluated as part of the criteria.

3.2.3. Based on the criteria, issues will be arranged along a timeline, (ex. Immediate Issue, Two-Year Issue, Five-Year Issue, Ten-Year Issue, etc.)

3.2.4. As part of the ongoing process, Consultant will make recommendations to the City on how issues should be re-prioritized on a regular basis

3.3. Part II: Exploration of Alternatives

3.3.1. Consultant will use their knowledge and experience to guide the City in an exploration of alternative strategies for prioritized issues.

3.3.2. On-site planning sessions with various group participants may be utilized.

3.3.3. Consultant will synthesize strategic discussions of all feasible options including renovation, new construction, expansion, demolition and purchase or disposition of existing buildings into detailed strategies,

3.3.4. A discussion of the pros and cons of each strategy, a strategy's relationship to other issues, and consideration of the impact of each strategy shall be included.

3.3.5. Issues prioritized on a timeline of ten years or beyond may be discussed in a more theoretical manner, but must include Consultant's best estimation of the pros and cons and impacts of each strategy.

3.4. Part III: Recommended Strategies

3.4.1. Using knowledge of the City's culture, expectations and goals gained during previous phases, Consultant shall make a primary recommendation and secondary recommendation for each prioritized issue.

3.4.2. Recommendations shall include a comprehensive discussion on their selection.

3.5. Part IV: Project Cost Estimates

3.5.1. Consultant shall develop project cost estimates for each recommended strategy.

3.5.2. A Project Cost Estimate shall include corollary costs such as relocation costs, swing space lease costs, furnishings, fixtures and equipment (FF&E) and annual O & M costs.

4. PHASE III: Development of a Long-Term Vision

4.1. This phase will be the consideration of the physical environment of City of Hutto and the current Public Library facility after transition to the developed Co-Op site. A consultant will be responsible for leading the City through a visioning process whereby discoveries and decisions on the nature of service provision, service delivery, technology and the evolving workplace will be made.

4.2. Part I: Alignment of Facilities Plan with the City of Hutto Strategic Guide

4.3. Part II: Alignment with Local Government Planning Efforts

4.4. Part III: Consideration of the City's Administrative Presence

4.5. Part IV: Consideration of Expanded Services in Outlaying Municipalities

4.6. Part VI: Advanced Plan for Sustainability

4.7. Part VII: Technology in the 21st Century

4.8. Part VIII: A 21st Century Workplace

5. ALTERNATE/OPTIONAL PROPOSALS:

Proposers are encouraged to submit alternate or optional proposals reflecting the ability of the firm to meet or exceed City requirements listed herein. Alternate approaches will be considered in selection. All proposals which delineate from specified City requirements shall be clearly noted as such in response.

PART V

INVOICING AND PAYMENT

1. **INVOICING**: Contractor shall submit one original and one copy of each invoice on a monthly basis to the following address:

City of Hutto
Accounts Payable
401 W. Front Street
Hutto, Texas 78634

2. **PROMPT PAYMENT POLICY**: Payments shall be made within thirty days after the city receives the supplies, materials, equipment, or the day on which the performance of services was completed or the day on which the City receives a correct invoice for the supplies, materials, equipment or services, whichever is later. The Contractor may charge a late fee (fee shall not be greater than that which is permitted by Texas law) for payments not made in accordance with this prompt payment policy; however, this policy does not apply to payments made by the City in the event:

2.1. There is a bona fide dispute between the City and Contractor concerning the supplies, materials, services or equipment delivered or the services performed that causes the payment to be late; or

2.2. The terms of a federal agreement, grant, regulation, or statute prevent the City from making a timely payment with Federal Funds; or

2.3. There is a bona fide dispute between the Contractor and a subcontractor or between a subcontractor and its suppliers concerning supplies, material, or equipment delivered or the services performed which caused the payment to be late; or

2.4. The invoice is not mailed to the City in strict accordance with instructions, if any, on the purchase order or agreement or other such contractual agreement.

ATTACHMENT A

Library – Front

Library – North side

Library – Rear

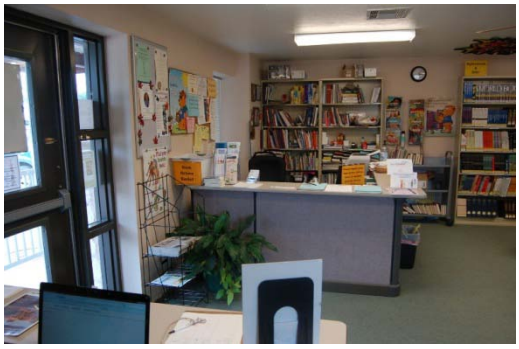
Library – South side

Book Drop

Front Entrance - Exterior

Front Entrance – Interior

Desk Area #1



ATTACHMENT A

Desk Area #2

Interior – Center aisle

Center – Table area

Center – Computer area

Kitchen/Break area

Youth Reading Room

Restroom – Mens

Restroom – Womens

ATTACHMENT A

Bay Doors – Front

Bay Doors – Rear

Bay area – North Wall

Bay area – North Wall 2

Bay area – South Wall

Bay area – Upstairs Meeting Room

Mayor
Debbie Holland

Mayor Pro-tem
Ronnie Quintanilla-Perez

Council Members
Anne Cano, Place 1
Paul Prince, Place 2
Michael Smith, Place 4
Melanie Rios, Place 5
Max Yeste, Place 6

Addendum One

To: Firms

From: Randy Barker, Purchasing Agent

Re: Request for Proposals – Consulting Services for Library Master Plan

Date: May 26, 2011

Please note the following changes to the specification document. This addendum shall be acknowledged by signature and date by submitting firm and included in firm's response to the Request for Proposals. All other response requirements remain the same as noted in the solicitation document.

PART III, PROPOSAL INSTRUCTIONS, 4. PROPOSAL FORMAT, Page 8 of 16.

Delete the following submittal requirements:

4.2.8 Associated Cost.

4.2.10 Associated Cost.

4.2.12 Associated Cost.

PART III, PROPOSAL INSTRUCTIONS, 6. BEST VALUE EVALUATION, Page 9 of 16.

Delete the following evaluation criteria:

6.1 Proposal price;

ISSUED:

Randy Barker, Purchasing Agent, City of Hutto — 5/26/11 Date

By the signatures affixed below, Addendum One is hereby incorporated into and made a part of the above referenced solicitation.

ACKNOWLEDGED:

Vendor — Authorized Signature — Date

Mayor
Debbie Holland

Mayor Pro-tem
Ronnie Quintanilla-Perez, Place 3

Council Members
Anne Cano, Place 1
Paul Prince, Place 2
Michael Smith, Place 4
Melanie Rios, Place 5
Max Yeste, Place 6

Addendum Two

To: Firms

From: Randy Barker, Purchasing Agent

Re: Request for Proposals – Consulting Services for Library Master Plan

Date: June 6, 2011

The following questions have been submitted by vendors regarding the above RFP.

1. Can you share with me the name of the architecture firm that did your recent facilities master plan?
   CITY RESPONSE:
   The Facility Needs Assessment was done in 2009/2010 by Antenora Architects LLP. The assessment document is available online at http://www.huttotx.gov/DocumentView.aspx?DID=858.

2. Has a budget been set for the Facility?
   CITY RESPONSE:
   The City has executed an Interlocal Agreement with the Friends of the Hutto Public Library for funding of this project in an amount not to exceed $20,000.

3. Will selection for this RFP preclude the firm from the design work?
   CITY RESPONSE:
   No

4. On page 11 under **SCOPE** paragraph 1, the RFP states that: "The architectural design and construction components will be required to prepare construction plans, specifications, contract documents and projects schedules." When in the process is this to be completed as it is not specified in any of the phases as listed? Will this be required during this master planning process or at a later date? If not, in what phase?
   CITY RESPONSE:
   The referenced components are not specifically mentioned in any phase because we believe them to be ongoing, underlying elements of all 3 phases. The actual deliverables may vary by

approach (ex. space-planning of current facility vs. redesign/renovation). We will negotiate final deliverables with selected consultant.

5. On page 11 **PHASE I** paragraph 1 it states that the "information in the Library Master Plan is updated annually and strategies for the short- and long-term are considered and modified on a regular basis." What kind of information and who is responsible for the updating?
CITY RESPONSE:
The City is seeking as a deliverable a Master Plan that will serve as a "blueprint" for future strategies and decisions. City staff will update and implement Master Plan strategies.

6. If a new library is to be designed during this process, has a site been selected or will that be part of the scope of work for the consultant?
CITY RESPONSE:
This project is for the current facility only and the desire to expand and/or enhance current services. A site and building have already been selected for a future library facility, but that project will be handled separately. The future facility is relevant to this project in Phase III planning.

7. On page 12 in section 2.2.5.7 if no "emergency manual or disaster plan" exists, is the consultant expected to create or write one for the Hutto Public Library?
CITY RESPONSE:
PHASE I, Part II is a Comprehensive Assessment of current City facilities. The intent of this section is to determine if the referenced plan exists, if it is current with industry standards, and will it need to change or adapt due to space-planning or proposed changes. The expectation is consultant will recommend regarding "emergency manual or disaster plan" but not necessarily provide.

8. What is the intent of sections 2.2.6.1 and 2.2.6.2 on page 13? To what does the term "Program" refer and the term "City Facility" refer?
CITY RESPONSE:
We are seeking assessment of both Program (services) and Facility (building). "Program" refers to Library services to the public; "City Facility" refers to the Library facility.

9. Page 14 **Phase II** Part IV Section 3.5.1 and 3.5.2 As Texas is a "qualifications based selection state" how is it possible that the City of Hutto is requesting fees/costs related to design, construction plans, specifications, contract documents, etc. to be submitted with this proposal?
CITY RESPONSE:
Addendum One issued on May 26, 2011 removed pricing from response and evaluation criteria for this project.

10. On page 14 under **PHASE III** section 4.1, what does "after transition to the developed Co-op site mean?
CITY RESPONSE:
This refers to long-term planning for Library services; preparing the Hutto Public Library to expand and enhance services to a growing population. The future Library facility will be located in the Municipal Complex at the developed Co-Op site.

11. Wouldn't it be more appropriate to create a vision for future library service at the beginning of this entire process, irrespective of the current facility, to insure a realistic and community based Library Master Plan, rather than at the end of the process?
CITY RESPONSE:
Our primary focus for this project is the current Library facility and services. Realistically, we do not anticipate moving to the future Library site for 5-6 years so we are most concerned with maximizing our present resources while developing a plan that will embrace growth.

12. Is funding in place for this Master planning process or is it yet to be allocated?
CITY RESPONSE:
See response to Question # 2.

13. What is the range of funding the City plans to allocate for this comprehensive project?
CITY RESPONSE:
See response to Question # 2.

14. Do the questions asked at the pre-proposal site visit need to be resubmitted as stated on page 7 section 1.2?
CITY RESPONSE:
The questions asked at the Site Visit have been included in this document.

15. Pages 5 and 6 - **CONTRACTOR RESPONSIBILITIES:** There is no mention of insurance requirements. *What are the City of Hutto requirements for insurance for this project?*
CITY RESPONSE:
Insurance requirements will be negotiated with selected consultant based on project approach and final deliverables.

16. Page 11 – **1. SCOPE:** First paragraph, first and second sentences, state "These specifications cover only the general requirements for a consultant/consulting firm as to the planning, architectural, and construction services desired to fully develop a comprehensive Library Master Plan. The planning component of this project will be to assist the City of Hutto with development of a Library Master Plan which will be implemented for the initial deliverables, but also for regular updates in the future." *Do PHASES I, II, and III and ALTERNATE/OPTIONAL PROPOSALS on RFP pages 11-15 outline the extent City of Hutto's vision for the scope of work of the "planning component of this project"?*
CITY RESPONSE:
Yes.

17. First paragraph, third sentence, states "The architectural design and construction component will be required to prepare construction plans, specifications, contract documents and project schedules." *Preparation of construction plans, specifications, contract documents, etc. is or is not a portion of the scope of work as defined by this RFP?*
CITY RESPONSE:
The SCOPE OF WORK indicates all desired results for this project. The City cannot anticipate the differences in approach, scope and commitment that may be proposed for this project. Firms should include in their proposals the project plans that reflect the firm's commitment expectations. Actual deliverables will be negotiated with selected consultant prior to contract.

18. First paragraph, fourth sentence, states "In addition, the scope of services will involve participating in the selection of a construction firm, supervising the bidding process, periodic on-site observation, contract administration, design survey, and the site geotechnical investigation." *Participating in the selection of a construction firm, supervising the bidding process, etc. is or is not a portion of the scope of work defined by this RFP?*
CITY RESPONSE:
See response to Question # 17.

19. Page 11 – **2. PHASE I: Development ... And Assessment:** First paragraph, second sentence, states "A part of the process ... updated on a regular basis." *Is it the City of Hutto's expectation that the Contractor, i.e., consultant, will be involved in the annual updates?*
CITY RESPONSE:
See response to Question # 5.

20. Page 12 – **2.2 Part II: Comprehensive Assessment:** 2.2.3 Resource Analysis states "An exploration ... projections and needs." *Is it the City of Hutto's expectation that the Contractor, i.e., consultant, will explore the total City of Hutto staffing levels or just those of the public library?*
CITY RESPONSE:
Library staffing only.

21. 2.2.4 Facility Analysis states "An exploration of City's current facilities and environment ... reuse possibilities for the current facility." *Does the term "... City's current facilities and environment ..." apply to all City of Hutto facilities, or just the current public library facility?*
CITY RESPONSE:
Current public library facility only.

22. 2.2.5 "A building assessment of current City facilities including:" This question is related to the 2.2.4 question. *Are we to include all City of Hutto facilities or just the public library facility?*
CITY RESPONSE:
Current public library facility only.

23. Page 13 – **2.2 Part II: Comprehensive Assessment:** 2.2.6.1 "By Program" *Please elaborate on your meaning of Program in this context.*
CITY RESPONSE:
"Program" describes Library services to the public.

24. *2.2.6.2 "By City Facility (both current and long*-term)" This question is related to the 2.2.4 and 2.2.5 questions. *Are we to include all City of Hutto facilities or just the public library facility?*
CITY RESPONSE:
Public library facility only.

25. Page 14 – **3.3 Part II: Exploration of Alternatives:** 3.3.2 On-site planning ... various group participants ...utilized." *Will the City of Hutto, the Contractor, or the City and the Contractor jointly, identify the "various group participants" and schedule meetings/interviews/etc.?*
CITY RESPONSE:
We envision this to be a joint effort; the City will identify groups and assist with scheduling.

26. Is the "regular updates in the future" expected to be contained within the announced budget amount at the pre-posal meeting?
CITY RESPONSE:
See response to Question # 5.

27. Please define/describe in detail and verify the actual scope of work that the City of Hutto expects for the $20,000 allocated for the project.
CITY RESPONSE:
See response to Question # 17.

28. Please verify plans for the re-location of the Hutto Public Library to the "Swing Building" of the Hutto Co-Op Master Plan following the construction of a new City Hall.
CITY RESPONSE:
For more information regarding future City facilities and development of the Co-Op site, we recommend you visit the webpage: www.huttocoopdistrict.com. The Facility Needs Assessment is also available for download from the website.

29. What is the size (BGSF) of the swing building and will it be a one story or two story building?
CITY RESPONSE:
See response to Question # 28.

30. Is the master planning of the "Swing or Long Building" as the future public library part of scope of work of the current Library Master Plan RFP? If yes, to what degree?
CITY RESPONSE:
No, but consideration of service expansion will be a component of Phase III.

SITE VISIT QUESTIONS:

31. Will the contract for this project be with the Friends of the Hutto Public Library or the City of Hutto?
CITY RESPONSE:
The City of Hutto will be the contracting entity. The Friends of the Hutto Public Library will reimburse the City for funds spent on this project.

32. Is this Master Plan for just the current Library or for the future site?
CITY RESPONSE:
The desired Master Plan will be centered on current facility/services but should include consideration of future expansion and/or enhancements.

33. How far along is the concept of the Hutto Co-Op District?
CITY RESPONSE:
Well set. Swing building and concept has been approved by City Council. We are currently in the process of selecting a Master Developer for the property.

34. Is the construction exclusive of this $20,000? Will there be another quote/proposal?
CITY RESPONSE:
This project does not include any construction of new facilities, just maximizing our current facility. We anticipate solicitations for future construction at the Co-Op site.

35. Who will be responsible for reporting on the Plan?
CITY RESPONSE:
City staff will be responsible for Plan reporting.

36. Will you be posting a list of all who signed in at the Site Visit?
CITY RESPONSE:
The list of attendees has been sent to all known interested firms and posted on the City website at www.HuttoTX.gov/bids.

37. How many firms will be short-listed for interviews?
CITY RESPONSE:
We have not determined the number of firms that will be short-listed for interviews, but a project this size typically results in 4-5 being interviewed. We reserve the right to adjust our final number based on evaluation of the proposals received for the project.

Randy Barker
Purchasing Agent
City of Hutto
Phone: 512-759-4049
Randy.Barker@HuttoTX.gov

Pre-Proposal/Site Visit Sign-In
CONSULTANT SERVICES FOR LIBRARY MASTER PLAN
Friday, May 27, 2011 at 2:00 PM

Company Name	Address	City, State, Zip	Contact	Phone Number	Email
BRINKLEY SARGENT ARCHITECTS	611 S. CONGRESS SUITE 215	AUSTIN 78704	DENNY BOLES	(512) 610-4706	DBOLES@BRINKLEYSARGENT.COM
Providence Associates	13163 Hunters Brook ~~San Antonio~~	San Antonio, Tx 78230	Audrey George	210 277-0690	AGEORGE13@SATX.RR.COM
Stewart-Brown Library Consulting/BRS Architecture	5032 Ridgeview Ct N. Richland Hills, TX 76180	N. Richland Hills, TX 76180	Steve Brown	817-368-0892	slb@flash.net
KA HICKMAN ARCHITECTS	1517 PALM VALLEY	ROUND ROCK, TX 78664	JIM BELL	512 255 9690	jim@KAHARCHITECTS.com
Averus Corp.	111 Wild Horse Way	Georgetown, TX 78633	David Price	512-868-0246	dprice@averus.biz
~~Brad~~ Pflugar Assoc	209 E. Riverside Drive	Austin TX 78704	~~Jessica~~ Brad Pflugar	512 476-4040	brad@pflugerassociates.com
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HA ARCHITECTURE	1406 Three points DR A100	PFLUGERVILLE	DAN CAMPES	512-251-4232	dcampes@hamilton-associates.c
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KA Hickman Architects	1517 E. Palm Valley Blvd Round Rock, TX 78664	"	Denise Carrington	512.255.9690	denise@kaharchitects.com
Architecture Plus	1907 N. Lamar #260	Austin TX 78705	Mac Ragsdale	512 478-0970	mac@austinarchplus.com

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CONSULTANT SERVICES FOR LIBRARY MASTER PLAN
Friday, May 27, 2011 at 2:00 PM

Company Name	Address	City, State, Zip	Contact	Phone Number	Email
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JASON LEMKE	1 CHISHOLM TRL 5200,	Round Rock TX 78739	JASON LEMKE	512 244 1545	JASONL@HEA-ENG.PRO
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