

REQUEST FOR PROPOSAL (RFP)

**LAFAYETTE CONSOLIDATED GOVERNMENT / LAFAYETTE PUBLIC LIBRARY -
FOR THE PURCHASE OF PROPERTY TO CONSTRUCT A REGIONAL LIBRARY
TO BE LOCATED IN THE NORTHEAST PART OF LAFAYETTE PARISH**

RFP REQUIREMENTS AND SPECIAL CONDITIONS

Insert Cover Page (Purchasing Division)

Insert Notice To Proposers (Purchasing Division)

Insert LCG General Conditions for Proposals (Purchasing Division)

REQUEST FOR PROPOSAL (RFP)

LAFAYETTE CONSOLIDATED GOVERNMENT / LAFAYETTE PUBLIC LIBRARY - FOR THE PURCHASE OF PROPERTY TO CONSTRUCT A REGIONAL LIBRARY TO BE LOCATED IN THE NORTHEAST PART OF LAFAYETTE PARISH

RFP REQUIREMENTS AND SPECIAL CONDITIONS

1. SCOPE OF RFP

The Lafayette Public Library is seeking a Request for Proposals (RFP) to purchase approximately **four (4) to six (6) acres** of land within the corporate limits of Lafayette Parish, Louisiana, for the construction of a Regional Public Library. This Library will be a branch of the Lafayette Public Library System. The Lafayette Public Library will consider land which is offered for **purchase, via cooperative endeavor, via intergovernmental Agreement, or as a gift/donation.**

2. SITE LOCATION CRITERIA

The proposed site must be within the corporate limits of Lafayette Parish, Louisiana and should be located with a **1.5 or 3 mile radius of the intersection of and or from the GPS coordinates of "lat" : "30.236254319250044", "long" : "-92.00125064742826", or within the boundaries identified on the map provided in the RFP.** Properties located on the west side of the NE Evangeline Throughway will not be considered. The proposed site should be highly visible, easily accessible and be able to offer access to all major utilities. **The proposed site shall be suitable to accommodate a regional library of up to 13,000 square feet for current needs and up to 25,000 square feet future needs, with 100-130 parking spaces and a warehouse space up to 10,000 square feet. Additional green space will also be considered.**

3. ENVIRONMENTAL TESTING

The acceptance of any proposed land is subject to testing for environmental hazards, and must comply with all State of Louisiana DEQ and Federal rules, laws for environmental compliance.

4. EXISTING STRUCTURES

If an RFP is submitted for property on which a structure or structures is currently located, the Lafayette Public Library will evaluate said structure(s) to determine if it is suitable for, and/or will meet the requirements of, the proposed library. If the structure or structures currently located on the proposed site is not suitable for and/or will not meet the requirements of the proposed branch, the cost of demolition and removal of said structure(s) shall be considered as part of the purchase price in evaluating the RFP.

5. PROPOSED PROPERTY OWNERSHIP

The RFP submitted shall include the list of all property owners and agents, if any. All property owners or their respective agent shall be a signatory to the RFP. It shall also include all plats and plans.

REQUEST FOR PROPOSAL (RFP)

LAFAYETTE CONSOLIDATED GOVERNMENT / LAFAYETTE PUBLIC LIBRARY - FOR THE PURCHASE OF PROPERTY TO CONSTRUCT A REGIONAL LIBRARY TO BE LOCATED IN THE NORTHEAST PART OF LAFAYETTE PARISH

RFP REQUIREMENTS AND SPECIAL CONDITIONS

6. INVITATION

Your firm is invited to submit a proposal package to provided Lafayette City-Parish Consolidated Government/Lafayette Public Library with property for the proposed Lafayette Public Library branch location.

This invitation is not to be construed as a commitment of any kind; nor does it commit LCG to pay for costs incurred in the submission of a proposal package or for any costs incurred prior to the execution of a formal contract.

7. PROPOSAL FORMAT AND SUBMITTAL

Written proposal packages should be based upon the desired location and description on the property described in the proposal to Proposers. Three (3) original copies and one (1) electronic copy must be submitted and received by Lafayette City-Parish Consolidated Government (LCG), Purchasing Division on or before the date and time and at the address specified below.

All information must be legible. Each proposal must be signed by authorized respondent(s) and required information must be provided.

8. AWARD

It is LCG's objective to award this contract to the responsible proposer/proposers whose proposal/proposals will be most advantage to LCG, price and other factors considered.

9. LCG RIGHTS

LCG reserves the right to reject all of the proposals and to waive informalities and minor irregularities in the proposals received, to issue subsequent request for proposals, to cancel this entire proposal.

LCG may award a contract, based on the initial proposals received, without discussion of such proposals, or make its selection after negotiations with all offerees whose proposals are within the competitive range, i.e., the proposals which appear to have a reasonable chance of being selected. Accordingly, each proposal should be submitted on the most favorable terms from a cost and technical standpoint which the proposer can submit to LCG.

RFP TIME TABLE

RFP Issuance Date -

RFP Clarification Request Deadline.....

REQUEST FOR PROPOSAL (RFP)

LAFAYETTE CONSOLIDATED GOVERNMENT / LAFAYETTE PUBLIC LIBRARY - FOR THE PURCHASE OF PROPERTY TO CONSTRUCT A REGIONAL LIBRARY TO BE LOCATED IN THE NORTHEAST PART OF LAFAYETTE PARISH

RFP REQUIREMENTS AND SPECIAL CONDITIONS

RFP Submittal Deadline.....

10. WRITTEN QUESTIONS/EXPLANATIONS

Any written explanation desired by a Proposer regarding the meaning or interpretation of the RFP must be requested in writing and received by (Insert name) in the Purchasing Division of Lafayette Consolidated Government, no later than the RFP clarification deadline specified above. There will be no oral explanations or instructions given.

Any written information given to a prospective Proposer concerning the RFP will be furnished to all perspective proposers as an addendum of the RFP, if such information is necessary to Proposers in submitting proposals on the RFP or if lack of such information would be prejudicial to uninformed Proposers. No technical assistance or aid will be given by LCG in the preparation of your proposal.

All inquiries should be addressed to Request for Proposal – Written Explanation, Lafayette Consolidated Government – Purchasing Division, Attn: (insert Name), P.O. Box 4017-C Lafayette, LA 70502.

11. PROPOSAL TRANSMITTAL AND DUE DATE

Proposers shall submit proposals to LCG by the time specified above. Any proposal received after this time will not be considered. All proposals shall be addressed as follows:

Response to Purchasing & Property Division
Lafayette City-Parish Consolidated Government
Attn: (insert name)
P.O. Box 4017-C
Lafayette, LA 70502

12. CONFIDENTIALITY OF PROPOSAL INFORMATION

Each proposal and supporting documents must be submitted under cover of a sealed envelope to provide confidentiality of the proposal information prior to the proposal opening. All proposals and supporting documents become public information at the bid opening and are available for inspection by the general public.

REQUEST FOR PROPOSAL (RFP)

LAFAYETTE CONSOLIDATED GOVERNMENT / LAFAYETTE PUBLIC LIBRARY - FOR THE PURCHASE OF PROPERTY TO CONSTRUCT A REGIONAL LIBRARY TO BE LOCATED IN THE NORTHEAST PART OF LAFAYETTE PARISH

RFP REQUIREMENTS AND SPECIAL CONDITIONS

13. ADDENDA

All LCG changes in connection with this proposal will be issued in the form of a written addendum. Therefore, all intended Proposers should inform LCG, in writing, of their desire to receive notice of any changes. Addendum shall only be sent to those prospective Proposers who were notified of this RFP and those who send a request for information regarding any addendum and/ or changes to: (Insert Name), Lafayette Consolidated Government, P.O. Box 4017-C, 705 W. University Avenue, Lafayette, LA 70502, Telephone: (337)291-.... **The Proposer must acknowledge receipt of any addenda to the RFP by signing and returning a copy of the addendum with their RFP submittal.** Oral instructions by LCG representatives are not binding.

14. LATE PROPOSALS AND MODIFICATIONS OR WITHDRAWALS

Proposals received after the deadline designated in this proposal document shall not be opened or considered. The Proposer will be notified by mail and given the opportunity to pick up proposals. If proposal are not picked up within a reasonable amount of time, specified in the notice, they will be destroyed.

Proposals may be withdrawn or modified prior to the proposal opening. All such transactions must be submitted in writing and received prior to the proposal opening.

15. PROPOSALS BINDING

All proposals submitted in accordance with the terms and conditions of this RFP shall be binding upon the Proposer for one hundred (100) days after the proposal opening date.

16. MULTIPLE PROPOSAL SUBMITTALS

If a property owner has more than one property that they feel will meet the needs of this RFP, they may submit multiple proposals. **However, multiple proposals for the same property at different terms will not be accepted and the proposer is expected to provide their best and final offer upfront.** To be clear, one proposal per different property will be accepted. **The proposer is responsible for identifying on the outside of their sealed proposal, the address of the property or the name of the property to distinguish multiple property proposals are being submitted. If this information is not clearly indicated on the sealed proposals, only one proposal will be opened by the Purchasing Division which will be the last one received as indicated by the date and time stamped as received.**

REQUEST FOR PROPOSAL (RFP)

LAFAYETTE CONSOLIDATED GOVERNMENT / LAFAYETTE PUBLIC LIBRARY - FOR THE PURCHASE OF PROPERTY TO CONSTRUCT A REGIONAL LIBRARY TO BE LOCATED IN THE NORTHEAST PART OF LAFAYETTE PARISH

RFP REQUIREMENTS AND SPECIAL CONDITIONS

17. EVALUATION PROCESS AND CRITERIA

A. REVIEW PROCESS

The North East Regional Library Exploratory Committee or Subcommittee will review and evaluate proposals and make a recommendation to the Lafayette Public Library Board of Control (Library Board). The Library Board will consider the recommendation at a Regular or Special Library Board meeting and may accept the recommendation, or, after a separate review and evaluation of the proposals, select and alternate proposal that it feels best meets the needs of the Lafayette Public Library System, with final approval from the Lafayette Mayor-President, and passage of an appropriate ordinance by the Lafayette Parish Council, if required.

B. EVALUATION PROCESS

The proposals will be reviewed by members of the North East Regional Library Exploratory Committee or Subcommittee. The NERL Exploratory Committee or Subcommittee will meet and rank each proposal, based upon total points awarded to the proposal. The selected proposal will be recommended to the Library Board of Control for final approval.

The Committee or Subcommittee may elect to consider all of the Proposals in the competitive range, i.e., all those that it determines have a reasonable chance of being selected based upon the RFP criteria. However, the Committee or Subcommittee shall have the right to make its selection on the basis of original proposals without negotiations with any Proposer. If it conducts any negotiations, it shall conduct negotiations with all Proposers within the competitive range.

18. EVALUATION CRITERIA

The Committee or Subcommittee will evaluate the overall proposal using the following evaluation criteria:

General Conditions – 10 percent – Is the site in the center of the population to be served, does the site offer the highest and best use of the site, will the library have a negative impact on the surrounding activities, what other types of activities are prevalent in the immediate location, i.e., evening office, retail, and cultural, and will the building work with traffic of the adjacent sites, will the branch improve the overall social life of the community, integrate with other cultural agencies near the site, attract performing and visual arts programs, and draw people to cultural programs and events.

REQUEST FOR PROPOSAL (RFP)

LAFAYETTE CONSOLIDATED GOVERNMENT / LAFAYETTE PUBLIC LIBRARY - FOR THE PURCHASE OF PROPERTY TO CONSTRUCT A REGIONAL LIBRARY TO BE LOCATED IN THE NORTHEAST PART OF LAFAYETTE PARISH

RFP REQUIREMENTS AND SPECIAL CONDITIONS

Location – 25 percent – Will the site have high visibility and identity as a library, does it have significant frontage on major and secondary thoroughfares, does the location offer the potential for an increased library usage versus other locations, and are there any safety issues which could impact the staff or customers.

Accessibility – 10 percent – Is the site in proximity to traffic controls that allow for easy ingress and egress from all directions, is the site readily accessible to autos, buses, bicycles, walking, and people with disabilities, does the site have connections to surrounding streets.

Size and Configuration – 20 percent – Does the site meet the minimum size floor plate of the library, does it permit green and landscape areas around the library, does it offer area for future expansion and growth, is there flexibility for the design and efficiency of the building, does the size and shape impose any constraints upon the design, and if an existing structure is on the site and acceptable for renovations, what is the capacity of the building.

Price – 20 percent – Is the site within budget, can the site be purchased at a reasonable market value, taking into account the present assess value of the property, will existing structure(s) need to be demolished or will the site otherwise need to be cleared, if the existing structure(s) need to be demolished or site needs to be cleared, what is the cost of such, what is the cost of renovation of any existing structure(s) on the site to make the same suitable for a library branch, if feasible.

Ownership – 5 percent – Is the site relatively easy to assemble and purchase in terms of one or multiple owners, must existing businesses or tenants be relocated and at what liability or cost.

Environmental – 10 percent – Is the site free from any problems relative to seismic, geology, or topography, archeology, buried objects, or toxic waste, are there any neighboring facilities that pose any environmental risk, any noise, safety, or nuisance problems, and if site is slopped – the advantages or disadvantages, does the site have any waterways or manmade waterways or formations that divide the property and limit its usability.

REQUEST FOR PROPOSAL (RFP)

**LAFAYETTE CONSOLIDATED GOVERNMENT / LAFAYETTE PUBLIC LIBRARY -
FOR THE PURCHASE OF PROPERTY TO CONSTRUCT A REGIONAL LIBRARY
TO BE LOCATED IN THE NORTHEAST PART OF LAFAYETTE PARISH**

RFP REQUIREMENTS AND SPECIAL CONDITIONS

SCORE CARD (To be completed by Evaluation Panel)

PROPOSER: _____

**(NEED TO RESEARCH AND CLARIFY HOW TO SCORE IS IT POINTS ON A
SCALE THEN THE POINTS ARE WEIGHTED BY THE BELOW
PERCENTAGES?)**

<u>General Conditions – 10 percent</u>	<u>Percent Awarded</u>
<u>Location – 25 percent</u>	<u>Percent Awarded</u>
<u>Accessibility – 10 percent</u>	<u>Percent Awarded</u>
<u>Size and Configuration – 20 percent</u>	<u>Percent Awarded</u>
<u>Price – 20 percent</u>	<u>Percent Awarded</u>
<u>Ownership – 5 percent</u>	<u>Percent Awarded</u>
<u>Environmental – 10 percent</u>	<u>Percent Awarded</u>

TOTAL EVALUATED SCORE: _____

REQUEST FOR PROPOSAL (RFP)

**LAFAYETTE CONSOLIDATED GOVERNMENT / LAFAYETTE PUBLIC LIBRARY -
FOR THE PURCHASE OF PROPERTY TO CONSTRUCT A REGIONAL LIBRARY
TO BE LOCATED IN THE NORTHEAST PART OF LAFAYETTE PARISH**

RFP REQUIREMENTS AND SPECIAL CONDITIONS

PROPOSAL SUMMARY (To be completed by Proposer)

Physical Address of Proposed Property: _____

List Municipality of Proposed Property of state if in Unincorporated Lafayette Parish:

Property Description and configuration:

Please attach a plat. Is the plat also available electronically as a PDF of JPEG? _____

Does Property contain any existing structure(s): No _____ Yes _____

If yes, please describe the structure(s) and enclose recent picture(s).

List major roads of access (north, south, east, and west):

REQUEST FOR PROPOSAL (RFP)

**LAFAYETTE CONSOLIDATED GOVERNMENT / LAFAYETTE PUBLIC LIBRARY -
FOR THE PURCHASE OF PROPERTY TO CONSTRUCT A REGIONAL LIBRARY
TO BE LOCATED IN THE NORTHEAST PART OF LAFAYETTE PARISH**

RFP REQUIREMENTS AND SPECIAL CONDITIONS

Approximate distance from the intersection of, or GPS coordinates of ("lat" :
"30.236254319250044", "long" : "-92.00125064742826"):

Driving Directions from the Intersection of or GPS coordinates of ("lat" : "30.236254319250044",
"long" : "-92.00125064742826"):

Any Additional Information:

REQUEST FOR PROPOSAL (RFP)

**LAFAYETTE CONSOLIDATED GOVERNMENT / LAFAYETTE PUBLIC LIBRARY -
FOR THE PURCHASE OF PROPERTY TO CONSTRUCT A REGIONAL LIBRARY
TO BE LOCATED IN THE NORTHEAST PART OF LAFAYETTE PARISH**

RFP REQUIREMENTS AND SPECIAL CONDITIONS

REQUEST FOR PROPOSAL PRICE FORM

NORTHEAST LAFAYETTE LOCATION:

Street Address of Proposed Location:

Number of Acres Proposed:

Cost per Acre:

TOTAL PRICE PROPOSED:

(\$ Amount Written)

(\$ Amount in Figures)

Signature: _____ **Date:** _____

Title: _____ **Phone No.:** _____

Company Name: _____

Mailing Address: _____

E-Mail Address: _____

Signatures of other Owners: _____

REQUEST FOR PROPOSAL (RFP)

LAFAYETTE CONSOLIDATED GOVERNMENT / LAFAYETTE PUBLIC LIBRARY - FOR THE PURCHASE OF PROPERTY TO CONSTRUCT A REGIONAL LIBRARY TO BE LOCATED IN THE NORTHEAST PART OF LAFAYETTE PARISH

RFP REQUIREMENTS AND SPECIAL CONDITIONS

**INSERT MAP HERE IDENTIFYING POINT OF REFERENCE AT ESTABLISHED
INTERSECTION WITH SPECIFIED DISTANCE RADIUS OR SPECIFIED
BOUNDARIES.**



1.5-Mile-LPL-Radius3-Mile-LPL-Radius.h
.html

e.g.



tml

