

Northeast Regional Estimated Timeline for Land / Existing Structure Purchase or Lease of Facility:

~~December 13, 2021: NERL Exploratory Committee Mtg.~~

-Northeast Regional Library Exploratory Committee Meeting – Kick-off

~~January 5, 2022: NERL Exploratory Committee Mtg.~~

-Northeast Regional Library Exploratory Committee Meeting – Presentation of Funding, estimated operational costs, etc.

~~January 10, 2022: LPL Board Mtg.~~

-Library Board to consider NERL Library Construction Budget, Estimate of Operational Costs, WRL Funding and operational costs, estimates of cost per square foot, library location maps, original building plan, and changes that could be made to existing library operations to fund a new library. Library Board Approval to Resume/Un-Pause the Northeast Regional Library Project. (Will authorize the Library Administration to initiate RFP's and other processes and services that will incur expenses related to this project).

~~January 11, 2022: LPL Admin.~~

-Library Administration will start drafting a Request for Proposal (decisions that will need to be made to help narrow the RFP document will be (location boundaries, minimum size of land if purchased, minimum square footage if leased, selection/evaluation method, etc.)

~~February 9, 2022: NERL Exploratory Committee Mtg.~~

- Discussion of draft RFP for Land, Lease, or Existing Structure.
- Possibly narrow the RFP to a land purchase, a lease, or an existing structure search.
- Discussion of any data being used to help determine the parameters being established in the RFP.
- Identify or confirm RFP boundaries on a map.
- Identify selection rating methods and scoring methods.
- Establish RFP evaluation subcommittee or have full committee evaluate?
- Identify potential land owners and real-estate agents interested in submitting a response to the RFP to ensure are notified of the RFP.
- Discuss other items?

~~February 21, 2022: LPL Board Meeting~~

- Present NERL Exploratory Committee RFP recommendations to Library Board of control and have the board of control approve or adjust and authorize Library Administration to proceed with RFP.

~~February 22, 2022:~~

- Library administration will send draft RFP documents to the Purchasing Office for review to ensure all Louisiana Public Bid Law requirements are being met as well as any LCG policy. Purchasing Office and Library Administration will add front end LCG documents to RFP, cover memo, notice to bidders, establish bidding dates, establish advertisement dates, etc. (The time of this process will be dependent on the work load of the Purchasing Office and how this project will fall in queue with other LCG projects pending Purchasing Office review and bid advertisement. Estimate 45 days or longer.)

~~March 9, 2022: NERL Exploratory Committee Mtg.~~

- Updates on RFP to be provided if available.
- Other discussions or action on items related to NERL Exploratory Committee.

~~March 21, 2022: LPL Board Mtg.~~

- Updates on RFP to be provided if available.
- Other recommendations/action on items related to NERL Exploratory Committee to be considered.

~~April 13, 2022: NERL Exploratory Committee Mtg.~~

- Updates on RFP to be provided if available.
- Other discussions or action on items related to NERL Exploratory Committee.

~~April 13, 2022: Estimated RFP Start Date. Actual Start Date 3/30/22.~~

- Notice of RFP is sent out to interested landowners and real estate-agents
- RFP is advertised as required by law 3 times in the official journal of LCG and RFP deadline must exceed 30 days from 1st advertisement date excluding holidays etc.
- Add 2 weeks for any last minute addenda/RFP clarifications that would require an extension of the due date.
- Repeat if no responses received.

~~May 11, 2022: NERL Exploratory Committee Mtg.~~

- Updates on RFP to be provided if available.
- Other discussions or action on items related to NERL Exploratory Committee.

~~May 16, 2022 LPL Board Mtg. Annual Budget Mtg.~~

- Updates on RFP to be provided if available.

~~May 26, 2022: Estimated RFP Due Date/Receipt of RFP's.~~

- RFP's opened and tabulated in Purchasing Office.

- If no responses are received the RFP is advertised again. Add another 35 to 45 Days to the process.

~~May 30, 2022: Copies of RFPs, tabulation and official paper work is received by Library Administration for review, evaluation, and recommendation.~~

~~May 30, 2022: Copies of RFP responses distributed to Evaluation Subcommittee or NERL Exploratory Committee:~~

- Copies of RFP responses made by LPL administration for all evaluation members. Copies dropped off, emailed, or picked-up by evaluation members.

~~June 8, 2022: NERL Exploratory Committee Mtg. May 11, 2022~~

- Discuss responses, rate responses based on RFP evaluation criteria, and make selection recommendation.

~~June 20, 2022: LPL Board Mtg.~~

- Present RFP recommendation to LPL Board. Board to review/vote.

Board voted to issue competitive range for ESD and Chappuis Properties.

~~July 27, 2022 — Best and Final Offers Due.~~

~~August 15, 2022 — Board to Score and Vote on final decision.~~

~~June 21, 2022 August 16, 2022: LPL Administration if Selection approved will:~~

- Notify Public Works, Architect, Legal, & Library Consultant of final decision.
- Initiate an Amendment of the Architect Contract if necessary (If renovation of existing structure adjust fee schedule and scope of work. If lease, change scope of work for build-out design and updates. If purchase of empty land, no amendment necessary. (Architect Contract amendment finalization. Estimate 3 months Sept. 2022).
- Request an attorney to start the land purchase process, or existing structure process, or lease agreement and buildout terms.
- If land or existing building to be purchased or donated additional steps involved (Appraisal of land; Agreement to proceed after appraised value established; Survey and establish official land boundaries; Identify any Right of Ways or Servitudes; Title Abstract; Phase I Environmental Site Analysis, Release of Surface Rights/Mineral Rights, etc.; Establish address, Purchase title insurance, Establish formal Purchase Agreement, Obtain Parish Council Ordinance approval, Establish Cash Sale, Execute Cash Sale, Write check for land).

September 2024: Finalize Land Purchase:

Estimate up to 2.5 Years to finalize a land purchase:

For West Regional Library the RFP for the land purchase was sent out in August 2013. No responses were received and it was sent out again in September 2013. Responses received and a recommendation was made to purchase in October 2013. After all the above processes were finished the land purchase was finalized January 2016.

October 2024 / November 2024 – Public Input:

- Establish and host public meeting with Library Consultant to obtain citizen input related library wants and needs.

December 2024 – Library Consultant and Library Administration Finalize a Library Program.

- This document establishes broad requirements of a new library (e.g. [West-Regional-Library-final-approved-building-program-Feb-15-2016.pdf \(lafayettepubliclibrary.org\)](#))

December 2024 / January 2025 – LPL Board of Control Votes/Approves – Library Program.

January 2025 – Approved Library Program is sent to Architect and Public Works Department.

February 2025 – Notice to Proceed Issued to Architect to start the Schematic Design Process. (75 Calendar Days)

April 2025 – LPL Administration, LPL Board, and Public Works Receive Schematic Design (Proposed rough building footprint, location of parking lot, interior designated spaces based on Library Program, initial rough design and theme of the facility, rough cost estimate). LPL Administration reviews and makes recommendations.

May 2025 – LPL Administration and Public Works start process of establishing other contracts for professional engineering services related to the construction (Geotechnical Inspections, Drainage impact analysis, Material Compaction Testing, etc.).

May 2025 – LPL Board of Control votes to approved Schematic Design Phase and move into Design Development Phase (60 calendar days)

May 2025 – LPL Administration and Library Consultant begin Furniture Layout and Design and Finish Planning and work with Architect to ensure layout works with facility.

July 2025 – LPL Administration, LPL Board, and Public Works Receive Design Development Phase documents and updated cost estimate. LPL Administration and Public Works review and make recommended changes.

July / August 2025 – LPL Board of Control votes to approve Design Development Phase and updated cost estimate.

August 2025 - Notice to Proceed Issued to Architect to start the Construction Documents Phase Process. (120 Calendar Days) – These are the final documents created by the Architect.

December 2025 - LPL Administration, LPL Board, and Public Works receive Construction Document Phase documents and updated cost estimate. LPL Administration and Public Works Review and make recommended changes.

January 2026 - LPL Board of Control votes to approve Construction Document Phase and updated cost estimate.

January 2026 - Notice to Proceed Issued to Architect to start the Bidding Phase Process.

January 2026 – March 2026 – LPL Administration, Architect, and Purchasing Department finalize bidding documents to incorporate into approved construction documents.

April 2026 – Bids Advertised for 30 days minim.

May 2026 – Bids Received

June 2026 – Bids evaluated and Low Responsible Bidder Awarded Project

August 2026 – Contract for Construction Contractor Finalized and Recorded.

September 2026 - Notice to Proceed issued to Contractor (Construction time unknown**).**

*****The West Regional Library required the contractor to complete the project in 365 days. However, due to substantial rain delays and change orders, the project took much longer. The construction started on July 17, 2017 and was substantially complete on March 15, 2019, taking a little over 1.5years. The grand opening to the public was on May 13, 2019.*****

*****Due to current supply issues I am told by architects that lead times for roofing materials and HVAC equipment are currently taking as long as 1 year to receive from date of order. If this remains at the time of construction, the time to construct the building will be substantially longer.*****

August 2027 – Library Administration and Library Consultant Finalize Furniture, Fixtures & Equipment “FFE” specifications.

September 2027 – Library Administration starts hiring new employees, if necessary.

October 2027 – Library Administration and Library Consultant bid out Furniture, Fixtures & Equipment through Purchasing Office.

April 2028 – Estimated Acceptance of Constructed Building.

April 2028 – June 2028 – Furniture Fixtures & Equipment are installed, I-T gear installed, etc.

July / August 2028 – Library Opens for Public Use.