



REQUEST FOR PROPOSAL

Elevator Upgrade/Modernization
June 19, 2024

360 East Deerpath Road
Lake Forest, IL 60045
847.234.0636
www.lakeforestlibrary.org

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Overview

The Lake Forest (Illinois) Library invites bids from qualified and experienced firms and organizations to substantially upgrade/modernize its existing hydraulic elevator located at 360 E. Deerpath Road, Lake Forest, IL 60045. This elevator was manufactured by Automatic Elevator Company in April 1977 and serves the following four levels of the library building:

1. Basement level that includes the Children's Library and the Maintenance areas.
2. Mezzanine level that includes the Teen Library and the Sorting Room of the Friends of the Lake Forest Library.
3. Main Level that includes Circulation, Reference, Media Lab, Reading Room, Business and Fine Arts annexes and staff offices.
4. Upper Level that includes the non-fiction Adult collections.

Contact Person: Ishwar Laxminarayan, Executive Director
ishwar@lakeforestlibrary.org
847.810.4602

Date of Issue: Wednesday, June 19, 2024

Due Date: Friday, August 2, 2024, 5:00 pm (CDT)

Submit to: Ishwar Laxminarayan, Executive Director
Lake Forest Library
360 East Deerpath Road
Lake Forest, IL 60045
ishwar@lakeforestlibrary.org

Lake Forest Library Board of Trustees:

Jim Clifton, President; JoAnn Desmond, Vice President; John F. Johnson, Treasurer; Sue M. Shattock, Secretary; and Trustees Josh Jackson, Robert Shaw, Vince Sparrow, Heather Strong and Emily Van Bel.

General

1. This RFP and any addenda are available on the Library's website at: www.lakeforestlibrary.org/requests.
2. A mandatory pre-bid meeting will be held on Monday, July 8, 2024 at 1 pm CDT in the Library for bidders to inspect the elevator and learn more about the Library's operations, needs and expectations prior to submitting a proposal.
3. All questions pertaining to the RFP must be in writing and received no later than 5:00 pm (CDT), Monday, July 15, 2024. Please send questions via email, using the subject line *Elevator Upgrade/Modernization RFP*, to Ishwar Laxminarayan at ishwar@lakeforestlibrary.org. All written questions will be answered via addendum and posted to the Library's website at: www.lakeforestlibrary.org by 5 pm CDT on Friday, July 19, 2024. No questions will be accepted or answered verbally, nor will any question be accepted or answered after 5:00 pm CST on Friday, July 19, 2024.
4. Any changes to the RFP or addenda will be posted no later than Friday, July 26, 2024 by 5:00 pm CDT.
5. Prospective bidders are responsible for checking the Library's website to ensure that they have the most current information about this RFP.
6. The Library is not liable for any costs incurred by any organization or agent thereof in connection with this RFP. Expenses incurred by responding organizations and its agents are the sole responsibility of the organization and may not be billed or charged to the Library now or at any time in the future.
7. Deadline for submissions is **Friday, August 2, 2024 at 5:00 pm CDT**. Please submit a printed copy of your proposal to the Library address noted below:

Ishwar Laxminarayan, Executive Director
Lake Forest Library
360 East Deerpath Road
Lake Forest, IL 60045

An electronic copy of your proposal should also be sent to ishwar@lakeforestlibrary.org by the deadline noted above.

8. All submitted proposals are binding until Friday, November 1, 2024 ninety (90) calendar days following the RFP submission due date.

Scope of the Project

The Lake Forest (Illinois) Library invites bids from qualified and experienced firms to substantially upgrade/modernize its existing hydraulic elevator. This elevator was manufactured by the Automatic Elevator Company in April 1977. The Library is looking for a cost effective, reliable and modern solution to safely transport the hundreds of patrons of all ages who visit the building each day and use its facilities and services on the following four levels:

1. Basement level that includes the Children's Library and the Maintenance areas.
2. Mezzanine level that includes the Teen Library and the Sorting Room of the Friends of the Lake Forest Library.
3. Main Level that includes Circulation, Reference, Media Lab, Reading Room, Business and Fine Arts annexes and staff offices.
4. Upper Level that includes the non-fiction Adult collections.

Lake Forest Library occupies a very special place in the hearts of community members. Beginning on the second floor of the City Hall building in 1898, it moved to its current location in 1931 and celebrated its 125th anniversary on July 8, 2023. The present building, designed as a library by architect Edwin H. Clark, was given to the City of Lake Forest by Mrs. Charles H. Schweppe and Mrs. Stanley Keith in memory of Mrs. Keith's first husband, Kersey Coates Reed, and was dedicated on June 7, 1931. It is a contributing building in the Lake Forest Historic District, a predominantly residential district generally consisting of large homes in a park-like setting.

Bidders should have a track record of successful experience with the upgrading/modernizing of similar elevators. The selected firm/organization shall provide and furnish all of the work, labor, supervision, services, material and equipment that are reasonably necessary to provide the Library with a fully functional State of Illinois certified elevator service. The Project shall be performed in accordance with all applicable laws, codes, rules, regulations, statues and ordinances, and the standards of all applicable utilities and authorities having jurisdictions over the Project.

Bidders should also include opportunities for any energy efficiencies or cost savings that may be realized during this upgrade/modernization project. Prospective firms should also include costs for providing maintenance service on the upgraded/modernized elevator on an ongoing basis.

Evaluation Process and Criteria

The firm/organization that is awarded the contract will need to demonstrate an ability to provide a high level of skill and expertise in elevator upgrade and modernization projects. Additionally, the selected firm/organization will need to work in close partnership with the Library staff to ensure that there is minimum disruption of library services and patron traffic during the upgrade/modernization of the elevator. The Library is open 69 hours a week and receives several hundred visitors daily.

The RFP will be published and notice of its release sent to a select number of firms with relevant experience. The RFP and any addenda will also be available on the Library website at: www.lakeforestlibrary.org/requests. The Library will select the firm based on its professed ability to meet the overall expectations of the Library. The following criteria will be used in the selection process:

- Responsiveness and completeness of the response provided to the RFP.
- Experience and qualifications of the firm/organization.
- Understanding of project objectives and scope.
- Overall project management and ability to accomplish a project of this nature within the proposed time and schedule.
- The firm's ability to provide any future maintenance or service needed for the upgraded/modernized elevator.

Selection Process

The contract will be awarded to the lowest responsible and eligible general bidder complying with the conditions and requirements provide in this RFP. The Library's Building Committee will review and evaluate the written responses to the RFP. The Building Committee may, at its discretion, seek expert advice in reviewing the responses. Firms submitting the top-ranked proposals will be invited to participate in an on-site interview at their own expense during the week of August 12-16, 2024. Full details regarding the interview schedule and format will be announced later in the process. The Committee will make a recommendation to the Library's Board of Trustees that will make the final decision and authorize the Executive Director to enter into contract negotiations with the successful organization. If these negotiations fail, the Library will proceed with contract negotiations with the firm scoring second, and so on. Unsuccessful respondents will be notified as soon as possible.

The Library is under no obligation to select under this RFP, and it reserves the rights to select the lowest responsible bidder. The Library reserves the right to reject any and all submissions at its sole discretion, accept a proposal based on considerations other than cost, and waive or modify any provision of this RFP. The Library also reserves the right to adjust the timeline of the project as it deems necessary.

Submissions

Submit 1 printed copy of the completed response to this RFP no later than 5:00 pm CDT, Friday, August 2, 2024, to:

Ishwar Laxminarayan
Executive Director
Lake Forest Library
360 East Deerpath Road
Lake Forest, IL 60045

Also send an electronic copy of your response to ishwar@lakeforestlibrary.org. by the deadline noted above.

Late submissions will not be accepted. Proposals will not be opened in public, and proposal information will be kept confidential until an award is made. An acknowledgement will be sent for each proposal received.

The response must include the below listed required information in the stated order. Submissions should not exceed 20 single-spaced pages. This limit does not include the cover letter and resumes. The submission may be printed single-sided or double-sided as long it does not exceed the 20 single-spaced page limit.

Required Information

Prospective bidders must have a strong record of installing, upgrading and modernizing elevators in public buildings such as public libraries, museums, or similar governmental and non-profit organizations. Bidders must familiarize themselves with the condition of the existing elevator to assess the method, timeline and cost of the project. The following should be included in the submission in the stated order:

1. Introduction

- a. Cover letter with firm's name, address, email, phone, and fax number.
- b. Contact person's name, address, email, phone, and fax number.
- c. Statement of philosophy.
- d. A concise statement that demonstrates the organization's understanding of the project and scope of services sought by the Library.
- e. Description of the organization's approach to the project.
- f. Description of the implementation of the project, including listing of specific tasks.
- g. Proposed completion date and timeline for the project, including key milestones.
- h. Any work that may have to be completed outside of the regular working hours of the library.
- i. Any work that the library will have to perform as a result of substantially modernizing/upgrading the existing elevator.
- j. Impact, if any, on the daily operations of the Library.
- k. Warranties/Guarantees for work completed.
- l. Details of any Maintenance/Service contracts.

2. Organization History/Experience

- a. Number of years in business.
- b. Type of organization.
- c. Type of ownership, identify owners, partners, etc.
- d. Geographical areas of operation.
- e. Professional affiliations.

3. Personnel

- a. List of principals and stakeholders.
- b. Description of the size and composition of your organization.
- c. An organizational chart.
- d. Resumes of the proposed project manager and other key personnel proposed to be assigned to this project (the “team”).
- e. Description of any additional consultants that will perform work as part of your proposal. Provide names, addresses, and relevant experience for additional consultants.

4. Experience and References

- a. Discuss your organization’s experience and, in particular, the team’s experience with installing, upgrading and modernizing elevators in public facilities in general and public libraries in particular.
- b. Identify five completed similar projects, that the identified key personnel have completed within the last five (5) years which best represent the skills of the organization and the team. For these projects provide:
 - i. Name and address of client.
 - ii. Name, telephone number, and email address of the client contact person.
 - iii. Summary of the project, including budget and year completed.

5. Fee Structure

Provide information on your proposed fee structure which separately lists the costs of substantially upgrading/modernizing the existing elevator and related fees based on the scope of the project discussed above, separately stating, if necessary, any charges for anticipated reimbursable costs. This structure should be expressed as a “fee not to exceed” figure which itemizes all services included in the proposed fee, as well as an itemized list of what would be considered “additional services” if requested by the Library. Bidders will also provide a complete description of work that will need to be performed by other contractors or the Library with detailed costs.

Other Information

Provide other pertinent information that you feel makes you qualified for the proposed project.

Responding organizations shall at all times observe and comply with all Federal, State, Municipal and other local laws, ordinances, regulations, and requirements which in any manner affect the

conduct of the project, and with all Federal, State and local laws and policies of non-discrimination, sexual harassment, prevailing wages and others applicable thereto. They will also secure and maintain in effect the appropriate insurance coverage throughout the duration of the project at the Lake Forest Library.

Timeline

The Library would like to move quickly in the selection of a firm or organization to complete the substantial upgrade/modernization of its elevator. The selected firm should be prepared to begin work immediately after a contract is signed with the goal of completing work no later than January 31, 2025.

Item	Due Date
Issue RFP	Wednesday, June 19, 2024
Mandatory Pre bid meeting	Monday, July 8, 2024, 1 pm CDT
Deadline for bidders to submit questions	Monday, July 15, 2024, 5 pm CDT
Answers to questions posted	Friday, July 19, 2024, 5 pm CDT
Addenda/Changes to RFP posted	Friday, July 26, 2024, 5 pm CDT
Completed proposals due	Friday, August 2, 2024, 5 pm CDT
Review by Building Committee	week of August 5-9, 2024
Interviews with Building Committee	week of August 12-16, 2024
Selection and notification	August 21, 2024
Complete negotiations and approval of contract	September 30, 2024