**AV PACKAGE FOR THE HIAWATHA LIBRARY**

**RENOVATION AND EXPANSION PROJECT**

**2019-2020**

The City of Hiawatha and the Hiawatha Library Board of Trustees have completed its design and specifications for the Hiawatha Public Library renovation and expansion project located at its currently location at 150 Willman Street.

The Hiawatha Public Library Board of Trustees entered into a construction agreement with Garling Construction of Cedar Rapids, Iowa on March 12, 2019. Construction begins this month.

The project will be completed in two phases. Phase I begins with a 13,457 square feet expansion, Following the expansion, materials and equipment will be moved to the newly constructed portion of the library, and Phase II renovates the existing 8,543 square-foot structure.

The project will include design review of the expansion and renovation of the building to determine the best approach to meet the AV needs of the building, patrons and staff. Upon determining those needs the bid process will include materials, equipment, installation and the appropriate cost associated.

The expectations for the Audio Visual needs in the facility will include but not limited to:

1. A close working relationship between the audio visual firm, Fusion Architects and City Staff in the planning, design, implementation of the system for the renovated/expanded facility.
2. Planning related to short, intermediate and long term audio visual issues and needs within the Library.
3. Configuration of the audio visual control facilities, data cable and data ports in construction of Phase I and Phase II and in coordination with telephone and other structural utilities.
4. An AV package would include future A/V equipment wiring, speakers, display

monitors/mounts, AV racks and equipment, lecterns, microphones, and computers.

1. Garling Construction as per contract will provide future equipment pathways (conduit), data receptacles (outlets) ad wiring, controls touch screens in the community room, wall and floor boxes and receptacles, door position switches tied to fire alarm, rough in and cabling for camera, rough-in for card readers, rough-in for power supplies, doorbell with speaker, wireless routers, panic buttons and ADA door actuators and openers.
2. Construction plans can be located on the city of Hiawatha’s website (Hiawatha-iowa.com) under engineering as projects/bids.

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Written proposals must be submitted to the City of Hiawatha Iowa, City Administrators Office no later than **July 1, 2019 no later than 5:00 P.M.**

Each submittal shall include the following minimum information:

 Four bound originals of the completed proposal.

 Name, address, telephone number (voice and fax), and e-mail of the firm’s primary contact.

 A description of previous firm experience with Audio/Visual System set up, maintenance and

planning including references containing Name, telephone number (voice and fax), and e-mail of primary contacts.

 Information about the personnel who will be performing the anticipated work, the qualifications and experience on similar projects of the personnel, a listing of similar types of projects and references for said projects.

 Examples of any completed projects of similar nature.

 List of any sub-consultants to be used and the work they will perform.

 A comprehensive approach to the proposed work and a detailed timeline showing completion of the required scope of services.

 Summary of the firm’s ability to provide personnel to meet the proposed schedule.

Selection shall be by Quality Based Selection, including proposal review, and reference checks.

Evaluation factors to be used by the Selection Committee shall include specific expertise and availability of key personnel, grasp of project requirements, past performance, cost proposal, approach to performing services, qualifications, and references from previous clients.

The selection process will include interviews for those who provide a reasonable, responsible, and responsive proposal.

The selected consultant will prepare a Draft Professional Services Contract and participate in on-site negotiations to determine the final scope of services and submit all cost, technical, or other related changes made to the proposal. It is expected a consultant will be selected by City of Hiawatha Library Board of Trustees on or before **July 9, 2019.**

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City Clerk in the City Administrator’s Office will receive bids on July 1, 2019 at Hiawatha City Hall no later than 5:00 P.M. Bids will be received and opened at a public meeting as provided in the posted notice and the results of said bids shall be considered at the meeting of this Board on July 9, 2019 at 7:00 P.M.

The selection process will include interviews for those who provide a reasonable, responsible and responsive proposal.

The City of Hiawatha/Public Library Board of Trustees is not committed to entering an agreement or contract regarding the scope of services included in this proposed request.

The City of Hiawatha/Public Library Board of Trustees reserves the right to reject any and / or all proposals and to discontinue contract negotiations at any time without bias.

The City of Hiawatha/Public Library Board of Trustees is not financially responsible for any costs incurred in the preparation of a proposal.

The Scope of Services may not include all services required to complete the project.

The consultant shall be responsible for determining the extent of information needed to reach an appropriate project completion.

If you have any questions regarding this request for proposal, and to schedule a pre-proposal meeting, please direct calls to:

Kim Downs

City Administrator

Hiawatha Public Library

101 Emmons Street

Hiawatha, Iowa 52233

Phone: 319-393-1515

Fax: 319-294-1604

E-Mail: kdowns@hiawatha-iowa.com

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**INFORMATION AND FLOOR PLANS**

• **Community Room – Room Size = Room ‘A’ 34’8” X 25’6”; Room ‘B’ 41’9” X 33’8”**

**Room is programmed to have a movable dividing wall (see attached floor plan).**

• Audio System requirements:

The goals of this area are to allow the Community Room space(s) to be used as a multi-use area for a variety of public activities including, but not limited to children’s movie nights, craft programs and training programs, etc.

Audio System for room(s) with microphone outlets around the room can either be wired or wireless microphone (handheld, no lav please) please bid on both.

Development and installation of a sound system with necessary equipment to provide adequate sound coverage for community center space(s).

• Video Requirements

The goals of this area are to provide a reasonable viewing environment for patrons utilizing the Community Room space(s) for a variety of activities.

Projector location(s) and four TV monitors and location(s).

Conference Room(s) – typical layout

The goals of this area are to allow meeting participants to use in house fixed location technology ports to provide audio visual presentation capabilities.

1. Board table top computer access with projector connections.

2. TV monitor(s) strategically located to maximize viewing capabilities.

3. Sound system that works in conjunction with the video system.

4. Associated wiring schematics and installation coordinated with Fusion

 Architects, City Staff and General Contractor.

Open Areas to be consider – i.e. front entrance, children’s area services, lower level and youth services.

Any other device that we may be missing from the list that you feel we need to meet our objectives.

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