MPL RFQ 20-005 Milwaukee Public Library – Martin Luther King Branch Architecture and Engineering
(Response due date revised)

Return by 4:00 p.m. on **February 28, 2020**

**To: Board of Trustees**
% Business Office  
Milwaukee Public Library  
814 West Wisconsin Avenue  
Milwaukee, Wisconsin 53233  
Milwaukee Public Library

Request for Qualifications for Architecture and Engineering Services:

The Board of Trustees, Milwaukee Public Library is seeking qualified firms for the design and construction management of the interior of the Martin Luther King Redevelopment project. Firms will be evaluated based on their experience with library design, experience with design of spaces within mixed-use buildings, experience in community engagement regarding design, professional capability of firm and staff, and ability to meet project goals, timelines and the City of Milwaukee 25% requirement for the Small Business Enterprise Provision.

The three highest ranked firms will be invited to make a presentation to the Board of Trustees. The final contract will be negotiated with the selected architectural firm.

I. Project: Milwaukee Public Library – Martin Luther King Redevelopment Design and Construction

First Page of RFP Response form to include:

Name (Print or Type)  
Title (Print or Type)

Signature & Date

Name of Firm

Address  
City/State

Telephone No.:  
Fax No.

Email Address:

Date Firm Established:

Indicate Organization Status (Partnership, Corporation, Etc.)

Submission of response includes agreement to the attachments including General Specifications and Insurance Requirements to project 20-005.

Martin Luther King Redevelopment Project

RFQ-Declaration of Interest
II. General Information

The selected firm will be expected to review the Library Program Plan and to provide design and specification services for architectural interior build-out, mechanical and security systems, furniture, shelving, and equipment, assist MPL in overall project management, and coordinate with the owner, contractor, and architect of record for the core-and-shell of the library space.

The Library hopes to bid the interior build-out in 2020 with scheduled occupancy in 2021. The design firm selected shall coordinate with the Developer’s Architect of Record regarding the Core and Shell provided by the Developer. The selected firm shall review the Responsibility Matrix (Attachment 4) regarding the Developer’s (core and shell) and MPL’s (interior build out) responsibilities for design and construction of the library space.

III. Instructions for Preparation of Responses

Interested firms must provide five copies of all the following information in order to be considered. Responses shall be limited to 15 single sided pages. A letter of introduction, signature page, table of contents, section dividers, detailed resumes and sample work products (photographs or drawings) are not included in this limit.

1. Specify Principals of firm. Include names, titles, and any degrees obtained.

2. List the key individuals who will be the architect/designer and project manager. Describe relevant qualifications and experience and length of time with firm.

3. List other associates that would be involved in this project, including relevant qualifications and experience.

4. If you would engage the services of any other consultants or specialists please provide information on the firm’s qualifications and experience.

5. Describe experience with redevelopment of mixed-use ventures, library development projects, design of sustainable buildings, project and construction management.

6. List five library projects completed or in progress, including any public redevelopment and mixed-use projects. Include the project name, owner and location; scope of services; year of completion; project budget and final cost; name and role of firm member assigned to the project; and names of any sub-consultants.

7. Provide four client references for projects completed in the last five years. Include name, email address and telephone number for each contact.

8. Describe your proposed approach to managing the project expertly and efficiently, including your team participation. Describe what approach you take to integrating the design and construction process. Describe what you do to verify quality of work and mitigate problems.
9. Describe your fee structure (percentage of project, lump sum, etc.), including a definition of basic and additional services. Indicate how you would address program review, conceptual design, reviewing/revising construction cost estimates and construction management.

10. Describe your experience and approach to engaging local communities in the design process. Please highlight any experience in community engagement in design with a culturally diverse constituency.

11. Describe any experience and your approach to coordinating with multiple owners, contractors, and architects on the same project.

11. Identify SBE firm(s) that will be involved in this project.