



500 West Big Beaver  
Troy, MI 48084  
troymi.gov

J-04b

## CITY COUNCIL AGENDA ITEM

Date: January 21, 2019

To: Mark F. Miller, City Manager

From: MaryBeth Murz, Purchasing Manager  
Tom Darling, Director of Financial Services  
Cathy Russ, Library Director  
Phillip Kwik, Assistant Library Director  
Meaghan Battle, Head of Youth Services, Library

Subject: Standard Purchasing Resolution 8 – Best Value Award – Design Services – Library Youth Area

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### History

- The Youth Services Department of the Troy Public Library is located in what used to be the entire original Library, built in 1971. The Department was expanded to its current size when the Library addition was built in 1984.
- The Youth area is approximately 9,500 square feet. The space features brick and cinderblock walls, cement soffits, high ceilings, and glass-enclosed internal vestibule chambers.
- The area houses over 94,000 physical print and audiovisual items for children, on approximately 4,000 linear feet of shelving. It also houses a technology farm and a technology center for children.
- The Youth Services Department is a busy, well-used and highly-trafficked space that serves children birth through 13 years, their accompanying adults, and adults who work with children.
- In addition to the collection and technology, the department provides youth reference assistance and homework help; study and collaborative space; casual reading areas; social, cognitive, and creative play opportunities for children 0-5 years; and space to accommodate small programs.
- Unfortunately, most of the furnishings in the area are not suitable for children. Many of the tables and chairs are 20-35 years old, and were originally part of the Adult Services Department. All the furniture shows significant wear-and-tear from years of heavy use, and were not designed for young people.
- Over the last three years, the Library has undertaken several projects to improve the Youth Services area, both aesthetically and structurally. In 2016, the Story and Craft Rooms within the department were renovated with donated funds, and new wayfinding was installed.
- In 2017, the area was recarpeted and the skylights were replaced.
- And in 2018, a glassboard and two comfortable chairs were added with funds derived from the interest from the Troy Library Endowment Fund.
- Today, the pressures on the Youth Services Department and the space it occupies are growing. Evolving educational standards have increased demand for flexible and collaborative spaces, while the public increasingly recognizes that play opportunities are beneficial to young children, resulting in demand for these types of public spaces. All the while, requests for quiet space for reading and study are also increasing.



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# CITY COUNCIL AGENDA ITEM

## History (continued)

- In order to best meet and exceed the needs of the youth of the City of Troy, their parents, caregivers, and teachers, the Library Youth Services area needs to be redesigned for the 21<sup>st</sup> Century into a more modern and inviting space, to include more areas for collaboration, new technology, and growing collections, open spaces for play, and quiet areas for reading and study.
- To assist with such a redesign, the Library staff is requesting the City contract with a design and interior space firm.

## Purchasing

- On November 16, 2018 a Request for Proposal was issued and posted on the Michigan Inter-governmental Trade Network (MITN) website: [www.mitn.info](http://www.mitn.info).
- On December 20, 2018 a bid opening was conducted and Proposals were received as required by City Charter and Code for Library Design Services. The names only of firms submitting a proposal were publicly read aloud. Below is a summary of potential firms.

<b>Companies notified via MITN</b>	202
Troy Companies notified via MITN	6
Troy Companies - Active email Notification	6
Troy Companies - Active Free	0
<b>Companies that viewed the bid</b>	73
Troy Companies that viewed the bid	5

**MITN** provides a resourceful online platform to streamline the procurement process, reduce costs, and make it easier and more transparent for vendors to do business with the City of Troy. **Active MITN** members with a current membership and paying annual dues receive automatic electronic notification which allows instant access to Bids, RFPS and Quote opportunities with the City. **Active MITN non-paying** members are responsible to monitor and check the MITN website for opportunities to do business with the City. **Inactive MITN member** status can occur when a company does not renew their account upon expiration. Inactive members cannot be notified of solicitations or access any bid information.

- Nine (9) Proposal responses were received:
  - Library Design Associates
  - IBI Group Engineering Services, Inc.
  - WTA Architects
  - Merritt Cleslak Design, PLC
  - DiClemente Siegel Design, Inc.
  - Luckenbach/Ziegelman/Gardner Architects
  - Integrated Design Associates
  - Sidock Group, Inc.
  - Seit Group, LLC
  - TMP Architecture\*  
\*Late Bid Submittal

- Plymouth, MI
- Southfield, MI
- Saginaw, MI
- Farmington, MI
- Southfield, MI
- Birmingham, MI
- Troy, MI
- Novi, MI
- Walled Lake, MI
- Bloomfield Hills, MI



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### Purchasing (continued)

- Selection Criteria for Library Design Services was:
  - Experience of Firm.
  - Experience and qualifications of Firm’s personnel assigned to the contract.
  - Positive references for the firm & examples of previous design projects.
  - Work plan and methodology
  - Proposed project timeline

- Scoring criteria was as follows:

Scoring and Selection	Points
Proposal Score	40%
Price Score	20%
Interview Score	40%
<b>TOTAL POINTS</b>	<b>100%</b>

- Three (3) Committee Members reviewed and evaluated the proposals. The Committee Members were as follows:
  - Cathy Russ, Library Director
  - Phillip Kwik. Assistant Library Director
  - Meaghan Battle, Youth Services Department Head
- The Selection Committee interviewed four (4) Firms on Thursday, January 10, 2019:
  - Integrated Design Solutions
  - Library Design Associates, Inc.
  - IBI Group
  - Luckenbach/Ziegelman/Gardner Architects
- The Selection Committee also checked references for each proposer.
- Based on the selection and scoring criteria, the Committee unanimously recommends awarding a contract to the highest rated proposer: *Integrated Design Solutions, of Troy, MI (IDS)*.
- The Committee felt that IDS presented a well-rounded team with passion for this project. They provided a very thorough proposal that conveyed creativity and vision. IDS’s work is modern and shows forward-thinking solutions to space issues. The work incorporates emerging technologies, flexible spaces, and interactive design. IDS has experience in a variety of settings, including educational and library projects, and uses a collaborative process, which includes the public and young users as stakeholders.
- The overall Best Value Scoring Summary is detailed below and the Bid Tabulation is attached.

Firms:	IBI Group Engineering Services (USA) Inc.	Luckenbach Ziegelman Gardner Architects	Library Design Associates, Inc	Integrated Design Solutions
SCORE:	50.47	51.00	51.37	65.73



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## **CITY COUNCIL AGENDA ITEM**

### **Financial**

- The total cost of design services for the Youth Services area of the Library is \$22,760.
- Funds are available in the Library's Capital Budget, 401.790.7980.010, Project 2019C0040.

### **Recommendation**

City management recommends awarding a contract for Design Services for the Library Youth Area at the Troy Public Library to *Integrated Design Services of Troy, MI*, the highest rated proposer as a result of a best value process for a not to exceed amount of \$22,760.00.

Vendor Name:	Library Design Associates, Inc.	IBI Group Engineering Services (USA) Inc.	WTA Architects	Merritt Cieslak Design, PLC	DiClemente Siegel Design Inc.
City:	Plymouth, MI	Southfield, MI	Saginaw, MI	Farmington, MI	Southfield, MI

**PROPOSAL: LIBRARY DESIGN SERVICES FOR THE CITY OF TROY PUBLIC LIBRARY- YOUTH AREA**

Design Services Total Cost:	\$7,500.00	\$14,500.00	\$16,800.00	\$18,600.00	\$18,800.00
Attended Pre Bid:	Y or N	Y	Y	Y	Y
Questionnaire:	Y or N	Y	Y	Y	Y
Insurance Met:	Y or N	Y	Y	Y	Y
Payment Terms:		Net 30	None	Net 30	None
Exceptions:	Y or N	None	None	None	None
Acknowledgement:	Y or N	Y	Y	Y	Y
Forms:	Y or N	Y	Y	Y	Y

Vendor Name:	Luckenbach/Ziegelman/Gardner Architects	Integrated Design Solutions	Sidock Group, Inc.	Lori Seit/dba Seit Group LLC	TMP Architecture
City:	Birmingham, MI	Troy, MI	Novi, MI	Walled Lake, MI	Bloomfield Hills, MI

**PROPOSAL: LIBRARY DESIGN SERVICES FOR THE CITY OF TROY PUBLIC LIBRARY- YOUTH AREA**

Design Services Total Cost:	\$18,800.00	\$22,760.00	\$22,960.00	\$105,000.00	Late Bid
Attended Pre Bid:	Y or N	Y	Y	Y	
Questionnaire:	Y or N	Y	Y	Y	
Insurance Met:	Y or N	Y	Y	N	
Payment Terms:		Net 14	None	None	
Exceptions:	Y or N	None	None	Y	
Acknowledgement:	Y or N	Y	Y	Y	
Forms:	Y or N	Y	Y	Y	

ATTEST:  
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 Sue Reisterer  
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 Cathy Russ  
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 Kristine Kallek  
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 Meaghan Battle

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 MaryBeth Murz,  
 Purchasing Manager