

Stevens Memorial Community Library

REQUEST FOR PROPOSALS

Library Parking Lot

PROPOSAL DUE DATE: August 15, 2025 by 5:00 PM

CONTACT : **Palmer Perkins, pperkins@owwl.org**

Date of Award: Monday, August 18, 2025 at 6:00 PM at the library

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SUMMARY

The Stevens Memorial Community Library (“SMCL” or “Library”) is issuing this Request for Proposal to engage a contractor to provide labor and material for the repair and/or maintenance of the Library Parking Lot, including layout and lining for parking spaces. The scope of services is further outlined below and generally includes whatever work is needed in the parking lot improvement and providing labor, materials, tools, supervision and other services necessary. The library would like the project completed in the Fall of 2025.

Proposals may not be submitted via fax, and Proposals received after the August 15, 2025 by 5:00 PM deadline will not be eligible for consideration.

Completed proposals will be reviewed and evaluated by the Library in anticipation of the awarding of a contract.

SMCL reserves the right to reject and or waive any and all proposals and to waive any irregularities in procedure.

Any questions regarding this Request for Proposal should be submitted in writing (via email) to the SMCL, Attention **Palmer Perkins, pperkins@owwl.org** by **August 12, 2025**. All questions and responses will be posted as an addendum by August 13, 2025.

INSTRUCTIONS TO PROPOSERS

A. SITE VISIT REQUIRED

Site visit and meeting mandatory (schedule with **Palmer Perkins, pperkins@owwl.org**). The SMCL does not assume responsibility for errors or misinterpretations resulting from the use of incomplete measurements or sets of the documents which make up this request.

B. GENERAL INFORMATION

An RFP defines the situation for which the services are required, how they are expected to be used and/or problems that they are expected to address. Proposers are invited to submit solutions which will result in the satisfaction of the SMCL’s objectives in a cost-effective manner. The proposed solutions are evaluated against a predetermined set of criteria of which price may, but may not always be the primary consideration.

Formal requests for clarification or questions regarding this Request for Proposal should be submitted via email to the SMCL at **pperkins@owwl.org** (e-mail), by **August 15, 2025 by 5:00 PM**. Any information given to a Proposer in response to a formal request will be furnished to all Proposers as an amendment to this solicitation if such information is deemed necessary for the preparation of uniform proposals. Only such amendments when issued by the SMCL will be considered as being binding on the Library. Verbal explanations or instructions given by a library

employee, consultant, etc., to a Proposer regarding this solicitation shall not be binding on the SMCL, and shall be considered informal unless confirmed in writing by the Director of Facilities PLEASE NOTE THAT THE SMCL WILL POST RESULTS IN ITS SMCL BOARD MEETING MINUTES TO THE LIBRARY WEB-SITE ONCE OPENED AND A SELECTION IS VOTED ON AND MADE PUBLIC.

While it is the Library's express intention to issue a fair and competitive document, the Library reserves the right to waive specific requirements of this solicitation when such waiver is deemed to be in the Library's best interest. This Request for Proposal does not commit SMCL to award a contract or pay any costs incurred by a Proposer in the preparation of a proposal. Any Proposer who submits a proposal in response to this solicitation does so at their own expense including attendance at subsequent meetings to discuss their proposal.

C. EVALUATION – AWARD

All proposals received in response to this RFP will be evaluated to determine if they are complete and meet the requirements specified in this RFP. After determining that a proposal satisfies the requirements stated in the RFP, a comparative assessment of the relative benefits and deficiencies of the proposal in relationship to the published evaluation criteria will be made using subjective judgement. The award of a contract shall be based on the best proposal received in accordance with the evaluation criteria described below, and whose offer is judged to be the most advantageous to the Library. If needed, additional information, and/or interviews may be requested.

Proposal will be evaluated based on the following criteria:

D. QUALIFICATIONS

Each Proposer must be prepared to present satisfactory proof of their capacity and ability to successfully complete the requirements of this solicitation.

The Library reserves the right to make whatever investigations or inquiries necessary to determine the competency and ability of any Proposer to complete the requirements of this solicitation. A review may include but not be limited to inspection of the Proposer's facilities and equipment, references or previous contract performance with the Library or others.

PROJECT DELIVERY

Contractor will be required to field measure the parking and order appropriate material for the proposed project of replacement/repair/maintenance of the parking lot.

During the Construction Phase, the Contractor will be required to provide all labor, materials, supervision and other services as may be necessary to complete the Project. Due to lead time associated with the parking lot work/curing/etc., the SMCL anticipates that the parking lot work will take place while Library business is in session.

The Contractor will be required to coordinate all work with the Director the Library, and shall be responsible for erecting safety barricades as necessary to ensure Library work force and patrons are separated from the work areas.

Form of Contract

Upon selection of RFP a contract will be issued.

Contractor's Compensation

As will be more fully described in the Form of Contract, this will be a Lump Sum type contract. Offerors will be required to submit with their proposal a Lump Sum Price for the work. The Lump Sum Price should include sufficient funding to cover all of the costs necessary to complete the Project, including, but not limited to, profit, home and field office overhead, supervision, labor, materials, equipment, bonds, insurance and other services as may be required to obtain the necessary permits, and construct the work. The Lump Sum Price should also include sufficient funding to fund items that are not specifically identified on the Drawing and Specifications RFP but which are reasonably inferable from therefrom as well as the performance criteria outline in Section B of this RFP.

Selection Criteria

Proposals will be evaluated in accordance with Part D of this RFP. The following evaluation criteria will be used:

- **Experience & References (35 points)**
- **Management Plan & Schedule (15 points)**
- **Cost (35 points)**
- **Warranty (15 points)**

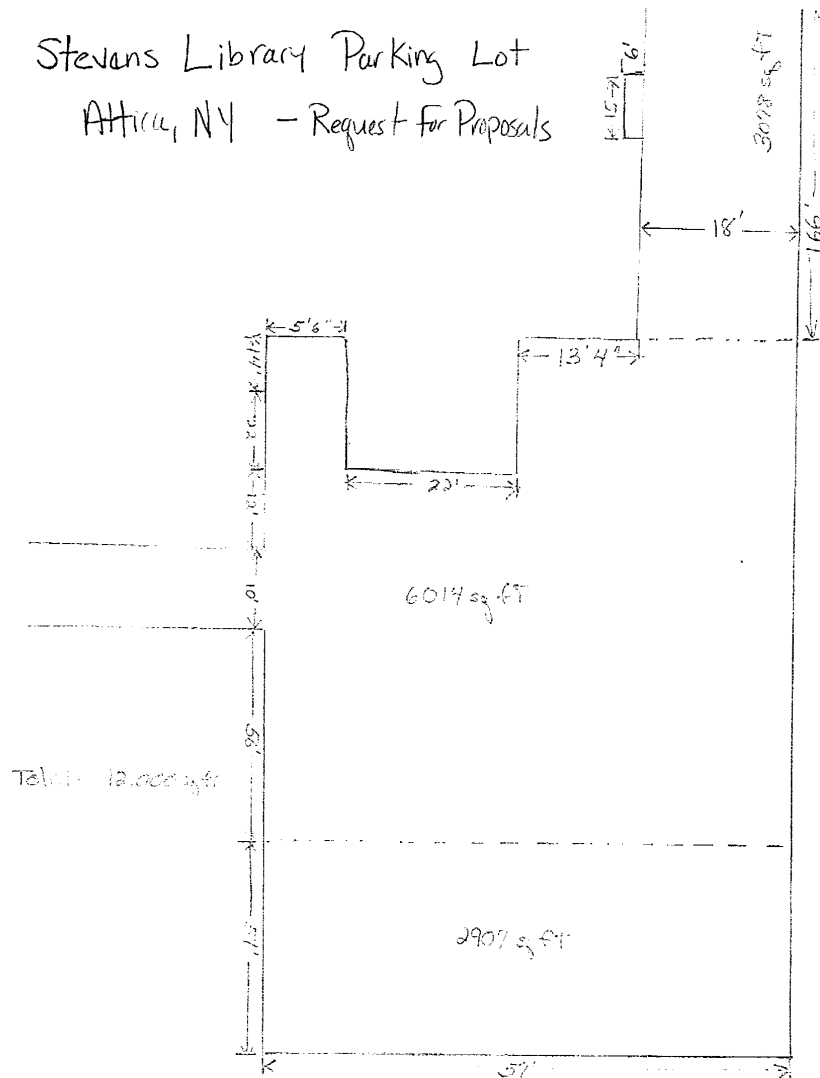
Procurement Schedule

The schedule for this procurement is as follows:

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| • Issue RFP | Approve at 7/21/2025 Board Meeting, publish RFP and circulate through 7/31/2025 |
| • Site Visit Available via appointment | through August 13, 2025 |
| • Last Day for Questions/Clarifications | August 13, 2025 |
| • Proposals Due | August 15, 2025 by 5:00 PM |
| • Notice of Award | August 18, 2025 at 6:00 PM at the Library |

SECTION B SCOPE OF WORK

SCOPE OF WORK



CONTACT : Palmer Perkins, pperkins@owwl.org

Performance Criteria

The Contractor shall be required to install/repair/maintain the Library Parking Lot in a first-class, workman-like, neat, safe and professional manner.

Preconstruction Phase

The Library will require an approximate project timeline and what the plan is for the parking lot closure. The parking lot “work zone” shall be kept in a neat and orderly manner at all times

Construction Phase

During the Construction Phase, the selected constructor shall carry out such activities as are necessary to complete the construction/ installation/repair/maintenance.

Evaluation and Award**Criteria Experience & References (35 points)**

The SMCL desires to engage a Contractor with the experience necessary to realize the objectives set forth in Section A of this RFP. Offerors will be evaluated based on their demonstrated experience in:

- Commercial parking lot repair/maintenance/paving and how long have they been in business
- Please submit 2 or 3 references from other municipalities or similar commercial projects

Management Plan & Schedule (15 points)

Offerors are required to submit a Management Plan and Schedule. The Project Management Plan should clearly explain how the Contractor intends to manage and implement the Project. It should demonstrate a knowledge of the process and impediments that must be overcome and ensure that sufficient staffing will be provided. At a minimum, the plan should:

- identify the key personnel and their specific roles and responsibilities managing the Project; including contact information
- identify the key milestone dates and provide a narrative explanation of how these dates will be achieved;

The SMCL will also consider the experience that the Contractor and its team members have working together on similar projects. This element of the evaluation is worth 15 points

Cost (35 points)

Offerors will be required to bid a Lump Sum Price for the Project work as well as a schedule of unit rates a. This element of the evaluation is worth thirty-five (35) points.

Warranty (15 points)

CONTACT: *Palmer Perkins, pperkins@owwl.org*