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Request for Proposals Mixed-use Development for the Whitewater “Library Project Area”

Introduction

The Irvin L. Young Memorial Library (“Library”), the City of Whitewater (“City”), and the Whitewater Community Development Authority (“CDA”) invite you to share your vision and design for a new Library as a part of a mixed-use development, which the library and other complementary public services would anchor.

A mixed-use library development might also include retail, office, medical, residential, and other uses in addition to the library. The proposed “Library Project Area” (see map on page 2) includes the existing Library building and several surrounding city-owned properties. Design and development proposals submitted in response to this RFP should meet Library space needs identified by professional analysis in 2017, create appropriate separation of uses, providing clear access and entrances for the Library and other uses, as well as provide parking as appropriate for the entire mixed-use development.

Library Project Area

The Library is situated on 1.6213 acres of land. The City/Library has acquired four properties adjacent to the existing Library offering an additional 1.13 acres for expansion space (see map on page 2). The existing Library site and these additional parcels collectively comprise the 2.75 acre **Library Project Area**.

Responses to this RFP can include proposals to meet the increased Library space needs as part of a mixed-development in the defined Library Project Area. Responses might also propose construction of a new Library in a different location with the existing Library Project Area being used for a mixed-use development.



City Owned Land in Library Project Area		
Tax ID	Lot Size	
/OT 00196(Library)	1.2113	Acres
/OT 00197(Library)	0.41	Acres
/OT 00198	0.24	Acres
/OT 00199	0.17	Acres
/OT 00198A	0.34	Acres
/OT 00197A	0.38	Acres
Total:	2.7513	Acres
Lot size information was obtained from the Walworth County Land Information GIS website.		

Potential Incentives to Developer

The Library and City may be willing to provide the land in the Library Project Area, without charge, to a selected developer as a means of incentivizing this project. Development of the Library Project Area could potentially make use of New Market Tax Credits, investments under the new Federal Economic Opportunity Zone program, Community Development Block Grant funds, future City TIF funding and a revolving loan fund for economic development.

Community Profile

The City of Whitewater (located in both Walworth and Jefferson counties) is a primary gateway to the Kettle Moraine State Forest and home to the University of Wisconsin-Whitewater (UW-W). The City of Whitewater is located 14 miles east of Interstate 90/39, 18 miles south of Interstate 94 and 18 miles north of Interstate 43. Whitewater’s population is 14,913 which includes a significant number of UW-W students who live in the City off-campus. The population is expected to grow with a recently announced 33-unit single-family home development project. There is also renewed interest from other developers to build single-family homes in the community.

The Library is located in the heart of our City, between the downtown district and the University of Wisconsin-Whitewater. The downtown area has embraced the creative economic energy of business, tourism, education, and the love of the Kettle Moraine. The downtown’s resurgence and increased vibrancy has drawn praise from the Main Street awards program for revitalization with Downtown Whitewater Inc. receiving several awards over the years. Downtown Whitewater Inc. continually advocates a return to community self-reliance, local empowerment,

and the rebuilding of traditional commercial districts based on their unique assets: distinctive architecture, a pedestrian-friendly environment, personal services, local ownership, and a sense of community.

University of Wisconsin-Whitewater Profile

The University of Wisconsin-Whitewater is accredited by the Higher Learning Commission and has an enrollment of 12,430 students. UW-W offers undergraduate as well as advanced degrees with classes taught on its 593-acre campus and on-line. Approximately 1,400 faculty and staff are employed by the university. The student body includes individuals from 40 states and 30 countries. UW-W is a member of NCAA Division III for athletics and competes in more than 20 sports. Athletics draw close to 100,000 visitors to the community each year. Cultural offerings provided by the Irvin L. Young Auditorium and the Crossman Gallery on campus also are a major visitor draw. Day and overnight camps held at the University attract an additional 8,000 visitors to the community each summer.

Library Background and Space Needs

The Library is located at 431 West Center Street. Whitewater is a member of the Bridges Library System, which serves Jefferson and Waukesha counties. The Library has more than 7,000 registered borrowers. It currently houses a collection of 59,000 print items, 6,500 audio items, 10,000 video items and 1,400 kits, devices, games, puzzles, and other non-traditional items available for checking out and taking home. The Library also provides 16 laptop computers for in-house use by the community. In 2017, the Library circulated 130,858 items, the public computers were used over 6,800 times and had 70,000 visitors. The current Library was built in 1991, prior to the advent of the internet and affordable video media. The Library is 14,900 sq. ft. in size. An additional 10,000 sq. ft. is needed. The current library with an addition or a new library would be 25,000 sq. ft. in total.

A space needs summary was conducted in 2003, with a work plan and schematic program update study conducted in 2017 in addition to two building program statements. The complete documentation can be reviewed on the Library website <http://whitewaterlibrary.org/buildingproject.asp>.

An example of the lack of space relative to the community's needs can be seen in the children's area. The children's area is approximately 1,600 sq. ft., which is 11% of the total Library space. By comparison, the children's area at Fort Atkinson's public library, a community of similar size and close proximity, consists of 20% of the library's total square footage. Additionally, the teen area only has 600 sq. ft. The single meeting room is approximately 1,400 sq. ft., which allows for a maximum occupancy of 70. In 2017, the library provided 272 events, classes, and workshops in the meeting room and it was used by the public 122 times, averaging just over one use per day. A second meeting room was converted to a makerspace in 2013 and in 2017 saw 343 users in it.

Our ideal library would be 25,000 square feet. This number was determined by completing a service and space needs summary created by the Wisconsin Department of Public Instruction

which factors in population, collection space, reader seating space, staff work space, meeting room space, special use space, and other non-assignable space such as furnace rooms, restrooms, vestibules, etc.

The existing Library and the Library Project Area will be made available for inspection by request for those anticipating submitting a proposal. Please contact Library Director Stacey Lunsford at 262-473-0530 to arrange a tour.

Submission of Proposals

Proposals are due to the City of Whitewater on **December 7, 2018 at 4:30 p.m.** The selection committee will review the proposals and it is anticipated the results will be presented to the Library Board on January 21, 2019 with a recommendation for approval.

Responses to this RFP will be evaluated on several factors and must include:

- A detailed scope of work including a description of the technical approach to the project, an outline of the sequence of the task, and major benchmarks.
- An executive summary of the proposed plan.
- A listing of key staff (including a project manager) who would be involved with this project.
- A description of the respondents' experience with at least two (2) similar projects.
- Identification of any sub-consultant if applicable (including staff experience and similar project experience)
- Project timeline
- Budget breakdown

The developer must:

- Be experienced in developing the type of use being proposed
- Have the financial and organizational capacity to fund, oversee, manage, and complete the Project, and be able to demonstrate that financial capacity.
- Be a stable development partner with a long-term commitment to ownership and management of the proposed use.
- Have its financing package in place as soon as possible and no later than three months prior to the construction of the Library Project.
- Propose a project that contributes to the City tax base.
- Propose a financially feasible project which includes reliable budget estimates and a strong probability for financing.
- Be timely with respect to design, financing, and construction to allow parallel or independent completion of the additional library space or replacement library project.
- Be compliant with City ordinances and policies.

The proposed project must:

- Create a signature aesthetic that reflects 21st-century public library service and is complementary to the surrounding neighborhood, including the historic downtown district.

- Meet the Library's space and location requirements.
- Meet acceptable sustainability standards.

Scope of Work

The developers are encouraged either to propose a new site for the Library or to consider redevelopment of the existing Library Project Area for this mixed-use project. The site must create a premier project that will enhance the location, contribute to the arts and culture of the area, and foster economic development that will benefit the entire community. Proposals should take into consideration the needs and current market condition. Utilization of the Library Project Area land should leverage public (federal, state, and local) funds and private funds in order to develop the site into a vibrant, sustainable mixed-use development. The proposal should help guide City decisions related to the allocation of public funds and other resources. Creating a community vision and excitement for a new or renovated public Library will be an integral part of the successful proposal.

The successful firm will be prepared to offer visual representations of potential designs to the community throughout the visioning process. The analysis of this scenario would demonstrate the economics of this decision to the community.

An interior remodel design should encompass seating and collection areas in the public spaces of the Library including Adult, Teen, Youth, Reference, Archives, Makerspace, and Lobby, as well as the staff workspace and offices. Suggested interior changes would include but are not limited to:

1. Reduce space devoted to physical collections to improve interior sightlines, to provide better flow, and to allow for better display of the materials.
2. Create a flexible space that could double as a coffee and conversation spot that could be used for small displays and exhibits.
3. Create a self-service suite with provision for self-service copying and printing, reserved book retrieval, and self-service checkout.
4. Significantly increase the number of power outlets within the Library and, wherever possible, provide furniture wired for power.
5. Include at least two small group study rooms; more, if space allows.
6. Include a quiet reading space with comfortable seating and good light with the capacity for approximately ten readers.
7. Define a young adult space with good visibility, sized for approximately ten users, which would include several flexible work surfaces perhaps including a self-contained craft table.
8. Incorporate a medium-sized group meeting room to accommodate 10-15 people.

The successful firm will review the feasibility and economics of renovating and expanding the existing structure. Demolition of the existing structure and new construction will also need to be reviewed.

The design should be cost-effective and incorporate sustainable and green remodeling practices, making use of existing features, shelving, and furniture whenever feasible and desirable. Elements of the design should incorporate portability to allow for multi-use spaces to accommodate special events including programs, lectures, receptions, and other educational and cultural activities.

The successful firm will be prepared to present to the public with visual representations of materials, designs, and creative library service design solutions. The deliverables will include images, material samples, and an architectural program that reflects community needs.

The images and other visual material will include no fewer than five examples of the concept library's interior, and five images representing the exterior of the building.

The deliverables will be used to present to the community, potential benefactors, foundations, and grant makers in an effort to attain support and financing for the construction of a public library. The project may be financed with a combination of private equity investment, new market and other tax credits, and public sources.

The proposal is expected to contain economical solutions to well-documented needs for programming space, collection growth, the integration of technology, specific spaces for children, and public meeting spaces. The design should complement existing and adjacent developments (dependent on preferred location) and incorporate sustainability into design in cost effective ways while recognizing and incorporating the climate and natural landscape.

Information and Instruction for Submission of Proposals

To be deemed timely, ten (10) hard card copy proposals and one (1) electronic copy in PDF format shall be received on or before December 7, 2018 by 4:30 pm CST by

City of Whitewater
Irvin L. Young Memorial Library
Attn: Stacey Lunsford
Library Director
431 West Center Street
Whitewater, WI 53190

Selection Process and Schedule

The Library and the City shall consider the following information when evaluating submissions to determine the proposal that is in the best interest of the Library and the City. Selection will be based upon the proposal submitted and will be ranked primarily based upon the following criteria:

- Developer/Firm understanding and technical approach to the project.
- Developer/Firm ability to meet the project schedule
- Pertinent experience and qualification of the project team.

- Value of the services to be provided.

The following schedule represents the anticipated timeline for the selection of a consultant and completion of the project, which may be altered as the need arises:

• RFP formally announced and distributed: September 7, 2018
• ILYML tour of facilities and site for RFP respondents (available upon request)
• Deadline for receipt of proposals: December 7, 2018
• City review of submissions for conformity with RFP requirements and selection of interview panel: January 11, 2019
• In-person interviews and final development concept selections: January 21-25, 2019
• Finalist notified: February 1, 2019
• Public presentation by the successful developer to the Library Board and Common Council: February 19, 2019 (joint meeting)
• Contract review and approval by Library Board (special meeting): March 11, 2019 and Common Council: March 19, 2019

NOTE: The City reserves the right to deviate from this schedule

Submission Requirements:

Include the following information:

- A. Name and address of firm
- B. Principals of firm
- C. Resumes or brief background descriptions including relevant experience of the proposed project staff
- D. Description of previous experience with library interior design and space planning
- E. A list of at least two (2) projects of similar scope and size, preferably libraries, with the following information:
 1. Project name and location project type (remodel, expansion) and description, including energy savings and sustainable or creative concepts used
 2. Date
 3. References (name, relationship to project, address, phone number, email address)
 4. Square footage involved
 5. Estimated and completed costs
 6. Description of how the firm would approach the project and gather information to develop the design(s), including soliciting public comment
 7. Discussion of whether the firm would oversee the project or would propose hiring a project manager
 8. Timeline
 9. Budget breakdown

All submissions must include a commitment to complete design and space planning, including detailed cost estimates, for initial review by December 7, 2018.

The City of Whitewater reserves the right to contact any and all references to obtain, without limitation, ratings for the following performance indicators:

1. How would you rate the firm's efforts in providing the service as requested?
2. How would you rate the overall knowledge and skills of the team in the requirements of the project?
3. How satisfied were you with the service provided by this company?
4. Would you contract for service from this firm again in the future?

Developer/Firm shall provide information that documents its firm's experience and capacity to produce the required outcomes. Developer/Firm is defined as the company, entity, or partnership that is submitting a proposal under this RFP, not individual companies in a partnership of joint venture. This information shall include:

1. Form of ownership. Number of years the Developer/Firm has been in business under its current name. Description of the length and nature of the developer's experience in providing the products and services requested in this RFP.
2. State if the Developer/Firm is presently negotiating a sale, acquisition, or merger that would alter the developer's existing structure.
3. Disclosure of any pending lawsuits against the Developer/Firm or against others; and if none, state that.
4. Any other information that demonstrates the Developer/Firm's experience, ability, and capacity to produce the required outcomes requested in this RFP.

Responsibility: It is the sole responsibility of the Developer/Firm to assure that they have received the entire Request for Proposal (RFP).

Right of Rejection and Clarification: The City reserves the right to reject any and all proposals and to request clarification of information from any Developer/Firm. The City is not obligated to enter into a contract on the basis of any proposal submitted in response to this document. The City is not required to accept the lowest-priced proposal.

Request for Additional Information: Prior to the final selection, Developer/Firm may be required to submit additional information which the City may deem necessary to further evaluate qualifications.

Denial of Reimbursement: The City will not reimburse developers/firms for any costs associated with the preparation and submittal of any proposal, or for any travel and/or per diem costs that are incurred.

Right of Negotiation: The City reserves the right to negotiate with the selected Developer/Firm the fee for the proposed scope of work and the exact terms and conditions of the contract.

Exceptions to the RFP: It is anticipated that developers/firms may find instances where they may take exception with certain requirements or specifications of the RFP. All exceptions shall be clearly identified, and written explanations shall include the scope of the exceptions, the ramifications of the exceptions for the City, and a description of the advantage to be gained or disadvantages to be incurred by the City of Whitewater as a result of these exceptions.

Indemnification: The Developer/Firm, at their own expense and without exception, shall indemnify, defend, and pay all damages, costs, expenses, including attorney fees, and otherwise hold harmless the City, its employees and agents from any liability of any nature or kind in regard to the delivery of these services. The Developer/Firm shall secure and maintain General Liability Insurance and will protect themselves from claims under the Workers Compensation Acts and from claims for bodily injury, death, or property damage which may arise from the performance of services under this contract. Further, the Developer/Firm shall provide the City with evidence and the amount of Errors and Omissions Insurance, i.e. Professional Liability Insurance currently in effect.

Rights to Submitted Material: All proposals, responses, inquiries, or correspondence relating to or in reference to this RFP, and all reports, charts, and other documentation submitted by Developer/Firms shall become the property of the City when received.

Termination of Contract: The City may cancel the contract at any time for breach of contractual obligations by providing the successful Developer/Firm with a written notice of such cancellation. Should the City exercise its right to cancel the contract for such reasons, the cancellation shall become effective on the date as specified in the notice of cancellation.

Assignment: The successful Developer/Firm shall not sell, assign, transfer, or convey any contract resulting from this RFP, in whole or in part, without the prior written consent of the City of Whitewater.

Conflict of Interest: The Developer/Firm covenants that they presently have no interest and shall not acquire any interest, directly or indirectly, which would conflict in any manner or degree with the performance of the services hereunder. The Developer/Firm further covenants that no person having any such known interest shall be employed or conveyed an interest, directly or indirectly, in the contract.

Independent Contractor: The Developer/Firm must be represented as an independent contractor offering such services to the general public and shall not represent itself or its employees to be an employee of the City of Whitewater. Therefore, the Developer/Firm shall assume all legal and financial responsibility for taxes, FICA, employee fringe benefits, workers compensation, employee insurance, minimum wage requirements, overtime, and other expenses. The Developer/Firm also agrees to indemnify, save, and hold the City of Whitewater, its officers, agents and employees harmless from and against, any and all losses, any costs to include

attorney fees and damage of any kind related to such matters. The Developer/Firm shall further understand that the City of Whitewater will not save and hold harmless and or indemnify the Developer/Firm and/or the Developer's/Firm's employees against any liability incurred or arising as a result of any activity of the Developer/Firm or any activity of the Developer's/Firm's employees performed in connection with the contract.

Questions about requirements: All questions should be submitted by email to Library Director, Stacey Lunsford slunsford@whitewater-wi.gov.

Applicable Law

As CDBG funds may be used in this project, the following regulations should be taken into account:

Title VI of the Civil Rights Act of 1964 (P.L. 88-352), which provides that no person shall be excluded from participation, denied the benefits, or subjected to discrimination on the basis of race, color, or national origin under any program or activity receiving federal financial assistance.

Section 109 of Housing and Urban Development Act of 1974, as amended, which provides that no person shall be excluded from participation (including employment), denied benefits or subjected to discrimination on the basis of race, color, national origin or sex, age or handicap under any program or activity, funded in whole or in part under Title I (Community Development) of the Act.

Section 3 of the Housing and Urban Development Act of 1968. The work to be performed under this contract is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u (Section 3). The purpose of Section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD-assisted projects covered by Section 3, shall, to the greatest extent feasible, and be directed to low- and very low-income persons, particularly persons who are recipients of HUD assistance for housing.

Because the City of Whitewater and the Irvin L. Young Memorial Library are public entities, they are subject to the public construction bidding statute (Wis. Statute 62.14(1)). This requirement should be taken into account by all potential developers.