

**REQUEST FOR PROPOSALS  
CONSULTANT SERVICES  
FOR  
DESIGN WORK FOR BOILER REPLACEMENT**

ISSUE DATE: **MARCH 21, 2025**

DEADLINE FOR SUBMISSION OF PROPOSALS: **FRIDAY, APRIL 11, 2025**

All Firms are hereby placed on notice that neither the Library, nor its employees or agents shall be lobbied either individually or collectively regarding this RFP, proposers, consultants and their agents are hereby advised that they are not to contact members of the Bethlehem Public Library Board of Trustees or Library staff members for such purposes as holding meetings or introductions, or submission of information or literature not part the RFP response, etc., if they intend to submit, or have submitted a proposal.

ANY FIRM CONTACTING INDIVIDUALS MENTIONED HEREIN SHALL BE IN VIOLATION OF THIS WARNING AND SHALL AUTOMATICALLY BE DISQUALIFIED FROM FURTHER CONSIDERATION FOR THIS RFP.

REQUEST FOR PROPOSALS  
CONSULTANT SERVICES  
FOR  
DESIGN WORK FOR BOILER REPLACEMENT  
SCHEDULE OF EVENTS

Issued	3/21/2025
Walkthrough at Bethlehem Public Library at 10am	3/31/2025
Final questions or comments on RFP accepted by Board of Trustees	4/2/2025
Board of Trustees response to questions or comments (Anticipated)	4/4/2025
Proposal Submittal Deadline	<b>4/11/2025</b>
Possible interview with top firms	4/21-5/2/2025
Library Board of Trustees Approval	5/12/2025
Notice to proceed	5/13/2025

**REQUEST FOR PROPOSALS  
CONSULTANT SERVICES  
FOR  
ENGINEERING DESIGN WORK FOR BOILER REPLACEMENT**

**I. PURPOSE OF THE REQUEST FOR PROPOSALS**

Bethlehem Public Library (“the Library”) requests proposals from qualified and interested firms (hereinafter “Proposers”) to provide proposals for professional consultant services to report to the library Board of Trustees and staff for design work for replacement of the library’s boiler.

**II. INTRODUCTION AND BACKGROUND**

The current building housing Bethlehem Public Library was constructed in 1972. The library is chartered by the New York Education Department as a school district public library to provide services to residents of the Bethlehem Central School District as well as residents of Albany and Rensselaer Counties.

In a continued effort to provide excellent service the Board of Trustees would like to solicit bidders for design work related to boiler replacement.

The library building and property are owned by the Bethlehem Central School District. Thus, plans require review by NYS Education Department Office of Facilities Planning if they would be required for a similar project in a school.

**III. SCOPE OF SERVICES**

The Library is seeking qualified firms for the following services:

The following scope of design services, including architectural, mechanical, electrical, and plumbing, shall be provided by the consultant for necessary work for boiler replacement.

**Design Phase**

The Proposer will work to create detailed plans for mechanical, plumbing, electrical/control systems and final design for replacement of the Library boiler installed in 1995. This will include an evaluation of the boiler room and boiler installation for code compliance. The current boiler vents through a roof with an asbestos containing layer, which will likely require abatement of the roof penetration. Several revisions of the plan may be needed as the project is developed during this planning stage. The Proposer shall provide energy modeling for boiler systems under consideration. The Proposer will then prepare a final design plan based on the input received from the Board of Trustees and any applicable governmental agencies responsible for project approvals.

**Construction Documents Phase**

After approval and acceptance of the end product of the Design Phase by the Board of Trustees the Proposer will be responsible for preparation of the required design drawings and plan documents.

After final approval of the drawings and plan documents by the Board of Trustees, the Proposer will be responsible for creating and submitting all required documents to the New York State Education Department, Department of Facilities Planning for review, approval and issuance of a Building Permit. The Proposer will create detailed construction and specification documents for bidding purposes.

The final construction documents shall include as a minimum: Floor Plan(s), Code Compliance Plans, Building Sections, Details, Electrical Schedule, HVAC Plans, Electrical Plans, Submittal Worksheets and the project manual.

#### **Bidding and Contract Award Phase**

The Proposer will assist the Library and Construction Manager (CM) in bidding the projects to prospective prime contractors. Service will include assisting the CM with the distribution of plans and specifications, assisting with pre-bid meetings, assisting with formulating responses to prospective bidders' questions, including addendums (if necessary), attendance at the bid opening, and providing The Library with a recommendation for prime contract awards.

#### **Construction Administration and Project Closeout Phase**

The Proposer shall be a representative of and shall advise and consult with The Library during construction until the final payment to prime contractors is due and during the correction period described in the Contract Documents.

Plan Approvals – The Proposer will be responsible for the procurement of all plan approvals from appropriate government oversight agencies including but not limited to HVAC, Mechanical, Plumbing, and/or asbestos abatement.

Construction Related Services – the Proposer will provide on The Library's behalf construction administration and inspection services. At a minimum, services to be provided consist of coordinating regular progress meetings, review of shop drawings, assist The Library in undertake construction observations, and facilitate preparation of final record drawings, warranty follow-up and project closeout.

The Proposer, in conjunction with the Construction Manager, shall provide updated budgetary cost estimated during each phase of the design process.

## **IV. PROPOSAL FORMAT AND CONTENT**

Cover letter  
Proposal  
Project approach  
Other relevant information  
References

The cover letter should describe your team's interest and commitment in providing consulting services to the Library. The letter shall be signed by a person authorized to negotiate a contract with the Library.

The proposal shall be brief, precise and shall not include unnecessary promotional material. The proposal shall not exceed 5 one-sided pages. This does not include cover letter or references.

Each proposal shall contain a brief narrative indicating your firm's proposed approach to providing the required services. A project approach and schedule shall discuss your firm's understanding of the scope of work to be performed and the level of effort expected to be performed by each resource. Include an itemized table of estimated person hours by professional classification (or team member) to quantify the level of effort. Describe the method that will be used for scheduling, coordination, management of overall project costs, and quality assurance/quality control. List key or potential issues/risks you may deem critical to this project.

The approach may be structured in any way you deem to be responsive to the needs of the Library as generally described in the Scope of Services above. Generally, Proposers should seek to demonstrate their general understanding of the challenges of the project and the needs of a public facility of this size; provide an explanation of their previous experience with public facilities; set forth any previous experience with school and library based projects; explain any proposed coordination between the firm and various sub-contractors who may be proposed; and provide any other information that the firm believes will assist the Board of Trustees in making a selection.

References should include the name, agency, title, mailing address, email address, and telephone number of five (5) references for similar or related work completed within the past five (5) years.

#### **V. SUBMITTAL WITHDRAWALS & UNACCEPTABLE PROPOSALS**

Proposals will be reviewed by the Board of Trustees and others they may deem qualified to review the proposals. Such review and evaluation will consider legal and financial matters, and the review will focus on a Proposer's overall combination of quality, price, and provision of the various elements of the required services described in this RFP that in total are optimal relative to the Library's needs (the "best value" approach as determined by the Board of Trustees).

The Board of Trustees may schedule informal discussions with two or more proposers deemed qualified and responsible to provide the required services. The Board of Trustees will advise finalists of the date, time and locations of oral interviews, if any.

Should the Board of Trustees determine in its sole discretion that only one Proposer is fully qualified, or that one Proposer is clearly more highly qualified than the others under consideration, a contract may be negotiated and awarded to that Proposer. The award document may be a contract incorporating the requirements, terms and conditions of the Request for Proposals and the Proposer's proposal as negotiated.

The Board of Trustees intends to select a Proposer whose terms will be most advantageous to the Library based upon the criteria set forth in this Request for Proposals. The Board of Trustees reserves the right to reject any and all responses received, waive any irregularity or informality, and to select the proposal if it is deemed to be in the best interest of the Library. The Board of Trustees specifically may choose other than the lowest cost Proposal in order to provide the requisite services under terms and conditions which, in its sole judgment, are deemed to be in the best interest of the Library.

#### **VI. EVALUATION AND SELECTION PROCESS**

Qualifications will be screened, and the top candidates will be reviewed by a selection committee. The qualifications for the top candidates will be verified and references will be checked. In reviewing the proposals, the Library will carefully weigh the understanding, experience, demonstrated ability and other qualifications/criteria deemed appropriate by the Board of Trustees or review panel.

## **VII. QUESTIONS ON SCOPE OF SERVICES**

Questions regarding this Request for Proposals must be submitted to in writing or via email to:

Mr. Geoffrey Kirkpatrick  
Library Director  
Bethlehem Public Library  
451 Delaware Ave Delmar, NY 12054  
director@bethpl.org

Questions may be submitted, in writing, no later than 10:00 A.M. on **4/2/2025**. Responses to questions will be distributed to on the library's website (bethpl.org/2025-rfp) at least 72 hours prior to the deadline for submission of proposals.

Any revisions to this Request for Proposals will be made by addendum issued by the Board of Trustees. This Request for Proposals shall in no manner be construed as a commitment on the part of the Board of Trustees to make an award. The Board of Trustees reserves the right to cancel this Request for Proposals or to reject any and all proposals submitted as well as to waive any informalities, whichever is in the best interest of the Library. The Board of Trustees shall not be bound until such a time as a contract in writing is executed by both the proposer and the Board of Trustees.

## **VIII. ADDENDA**

The Board of Trustees reserves the right to modify, change, amend or withdraw this Request for Proposals. Any such change to this Request for Proposals will be made in writing. The Board of Trustees will notify all potential respondents of amendments by issuance of an addendum, and will, if necessary, adjust the due date of the Proposal submission.

## **IX. COST OF PREPARATION OF PROPOSALS**

Responses should be prepared simply and economically, and should provide straightforward and concise answers that satisfy the requirements of this Request for Proposals. Emphasis should be placed on completeness and clarity of content. The Board of Trustees is not responsible for any costs or expenses, direct or indirect, incurred by a Proposer in responding to these terms.

## **X. PROPOSAL SUBMISSION**

Proposers interested in performing the services described in this Request for Proposals shall furnish sufficient technical, supervisory, and administrative services to insure expeditious prosecution of the work and shall submit their complete proposal package, and any supplementary information as desired no later than 2:00 PM on **4/11/2025**. If sending by professional courier (e.g. FedEx, U.P.S., etc.) or hand delivery, submit proposal to:

Bethlehem Public Library  
Attn: Mr. Geoffrey Kirkpatrick  
451 Delaware Ave  
Delmar, NY 12054

*The issuance of the Request for Proposals constitutes only an invitation to submit proposals. The Board of Trustees reserves the right to determine, in its sole discretion, whether any aspect of the proposals satisfactorily meets the criteria established in the Request for Proposals; the right to seek additional information and/or clarification from any Proposer(s); the right to negotiate with any Proposer(s) submitting a response; and the right to reject any or all responses with or without cause. In the event that the Request for Proposals is withdrawn by the Board of Trustees for any reason, including but not limited to the failure to occur of any of those the eventualities set forth herein, the Board of Trustees shall have no liability to any Proposer for any costs or expenses incurred in connection with this Request for Proposals or otherwise.*