**CITY OF HIAWATHA IOWA**

**LIBRARY IT, COMMUNICATIONS AND DATA TECHNOLOGY PACKAGE FOR THE HIAWATHA LIBRARY RENOVATION AND EXPANSION PROJECT**

**2019-2020**

The City of Hiawatha and the Hiawatha Library Board of Trustees have completed its design and specifications for the Hiawatha Public Library renovation and expansion project located at its currently location at 150 Willman Street.

The Hiawatha Public Library Board of Trustees entered into a construction agreement with Garling Construction of Cedar Rapids, Iowa on March 12, 2019. Construction begins this month. The project will be completed in two phases. Phase I begins with a 13,457 square feet expansion, Following the expansion, materials and equipment will be moved to the newly constructed portion of the library, and Phase II renovates the existing 8,543 square-foot structure.

The project will include design review of the expansion and renovation of the building to determine the best approach to meet the IT, Communications and Data Technology needs of the building, patrons and staff. Upon determining those needs the bid process will include materials, equipment, installation and the appropriate cost associated.

The expectations for the IT, Communications, and Data Technology needs in the facility will include but not limited to:

1. A close working relationship between the city’s IT firm, Fusion Architects and City Staff in the planning, design, implementation of the technology infrastructure for the renovated/expanded facility.
2. Planning related to short, intermediate and long-term IT, Communications and Data issues and needs within the Library.

3. Assessment of existing Public Library IT systems and ---peripherals relating to compatibility issues and uses.

4. Configuration of the server closet, data cable and data ports access control

system(s) in construction of Phase I and Phase II of Public Library Renovation and Expansion and in coordination with telephone and other structural utilities.

 5. Relocation and instillation of existing Public Library IT systems and peripherals.

 6. Garling Construction as per contract will provide future equipment pathways

 (conduits), data receptacles (outlets) and wiring, controls touch screens in the

 community room, wall and floor boxes and receptacles, door position switches tied

 to fire alarm, rough in and cabling for camera, rough-in for card readers, rough-in

 for power supplies, doorbell with speaker, wireless routers, panic buttons and ADA

 door actuators and openers.

 7. Construction plans can be found on the city of Hiawatha’s website (Hiawatha-

 iowa.com) under engineer projects/bids.

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**REQUEST FOR PROPOSALS**

**CITY OF Hiawatha**

**2019-2020 Hiawatha Public Library IT, Communication, Data Technology Needs Assessment, IT/ Network Transfer, Installation, and Maintenance**

The City of Hiawatha Iowa is seeking proposals from qualified firms to perform a general needs assessment, transfer/move, installation, set up, maintenance and long term planning of an Internal IT Network and all associated system elements and peripherals related to the expansion and renovation of the City of Hiawatha Iowa Public Library located at 150 West Willman Street – Hiawatha, Iowa.

The proposal shall include services and recommendations as designated in the scope of services.

Written proposals must be submitted to the City of Hiawatha Iowa, City Administrators Office no later than **July 1, 2019 no later than 5:00 P.M.**

Each submittal shall include the following minimum information:

* Four bound originals of the completed proposal.
* Name, address, telephone number (voice and fax), and email of the firm’s primary contact.
* A description of previous firm experience with IT System set up, maintenance and planning including references containing Name, telephone number (voice and fax), and e-mail of primary contacts.
* Information about the personnel who will be performing the anticipated work, the qualifications and experience on similar projects of the personnel, a listing of similar types of projects and references for said projects.
* Examples of any completed projects of similar nature.
* List of any sub-consultants to be used and the work they will perform.
* A comprehensive approach to the proposed work and a detailed timeline showing completion of the required scope of services.
* Summary of the firm’s ability to provide personnel to meet the proposed schedule.

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Some additional noteworthy items:

* City of Hiawatha has purchased a new phone system in 2019 and we will use the existing system, moving the phones as necessary. The phone system is a NEC VOIP system (communication with Technicom regarding phones is critical).
* Work with contractor to utilize existing cabling as allowed.
* Audio/visual system is not part of this RFP
* Consistency of service and uptime is critical
* Email is very important.
* Communication with the library software is critical.
* The City of Hiawatha’s facilities are currently connected to a fiber ring owned by the City and managed by ImOn.
* Most current workstations will be moved to expansion.
* The library’s construction is a fourteen-month timeline broke into two phases. Communications with the City’s contractor and IT representative will determine implementation and installation schedule.
* Garling is the General Contractor.
* Justice Electric Co. is the Electrical Contractor.
* Fusion Architects, Inc. is the Architect and Jake Allen and Wade Squires are the contacts for questions.

Selection shall be by Quality Based Selection, including proposal review, and reference checks.

Evaluation factors to be used by the Selection Committee shall include specific expertise and availability of key personnel, grasp of project requirements, past performance, cost proposal, approach to performing services, qualifications, and references from previous clients.

The selection process will include interviews.

The project will include design review of the expansion and renovation of the building to determine the best approach to meet the IT, Communications and Data Technology needs of the building, patrons and staff. Upon determining those needs the bid process will include materials, equipment, installation and the appropriate cost associated.

City Clerk in the City Administrator’s office will receive bids on July 1, 2019 no later than 5:00 P.M. of this Board on July 9, 2019 at 7:00 P.M.

The selection process will include interviews for those who provide a reasonable, responsible and responsive proposal.

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The City of Hiawatha/Public Library Board of Trustees is not committed to entering an agreement or contract regarding the scope of services included in this proposed request.

The City of Hiawatha/Public Library Board of Trustees reserves the right to reject any and / or all proposals and to discontinue contract negotiations at any time without bias.

The City of Hiawatha/Public Library Board of Trustees is not financially responsible for any costs incurred in the preparation of a proposal.

The Scope of Services may not include all services required to complete the project.

The consultant shall be responsible for determining the extent of information needed to reach an appropriate project completion.

If you have any questions regarding this request for proposal, and to schedule a pre-proposal meeting, please direct calls to:

Kim Downs

City Administrator

Hiawatha Public Library

101 Emmons Street

Hiawatha, Iowa 52233

Phone: 319-393-1515 ext. 523

E-Mail: kdowns@hiawatha-iowa.com

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**2019 - 2020 HIAWATHA PUBLIC LIBRARY**

**IT SYSTEM ASSESSMENT AND RELOCATION**

**Scope of Services**

**SECTION 1 – Information Collection**

1. Gather and review all existing IT information from the City of Hiawatha Public Library and other resources regarding the following:

a. Existing Servers

b. Existing Desktop PC’s

c. Existing Printers and associated equipment

d. Existing Firewalls

e. Existing Modems (DSL or other)

f. Existing Operating Systems

g. Existing Programs/ Software/ Including Inter-Departmental data flow.

h. Other miscellaneous items associated with IT System

2. Evaluate information collected and address any needs.

3. Consult with Fusion Architects, Inc. – Design Architect, regarding Office layouts and

 configurations.

**SECTION II – Existing IT System Assessment and Recommendations**

1. Provide for present, intermediate and long-term IT planning.

2. Address any Hardware, Software and Internet compatibility issues.

3. Present recommendations for immediate Hardware, Software, configuration, system communication and Security needs.

**SECTION III – Design Server Closet(s) (see attached floor plan(s)) and Data Port Connections; building access control hardware and software**

1. Meet with Fusion Architects, Inc. - Design Architects for server closet

configuration.

2. Design Data Cable routing and data port locations for specific uses.

3. Utilize minimum CAT 6 Data Cable.

4. Coordinate with existing telephone and other structural utilities.

5. Plan for future expansion and future personnel.

6. Test system configuration.

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**SECTION IV – Relocation to Expanded and Remodeled Public Library**

1. Plan and organize movement of existing IT systems from present Public Library to the expansion for the remodeling of the old portion of the building. Also plan and organize movement of existing IT systems back to remodeled portion of the library. Provide for minimum shut down time of Library IT System.
2. Install existing Servers, Desktops, and peripherals in Expanded and Remodeled Public Library.
3. Install any necessary system/software upgrades or additions to System, Servers, Desktops, Peripherals or programs.
4. Relocate and Install ICOP Server and associated peripherals if required.
5. Test and Certify System as operational.

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