

# **City of Appleton**

## **Public Library**



### **Request for Proposals**

### **Architectural and Engineering**

### **Services**

## Proposals Due by February 4, 2021



### CITY OF APPLETON REQUEST FOR PROPOSALS

#### CITY OF APPLETON LIBRARY ARCHITECTURAL & ENGINEERING SERVICES

Appleton, Wisconsin

**CLOSING DATE FOR PROPOSALS:** February 4th, 2:00 PM CST

Proposals must be received at the City of Appleton, 1819 E. Witzke Blvd. Appleton, Wisconsin 54911, on or before the closing date and time indicated above.

Please send the proposal to the attention of: **Dean Gazza, Director of Parks, Recreation, and Facilities Management**

#### **Project Overview**

The City of Appleton, Wisconsin, is requesting proposals for architectural and engineering services for the renovation of, addition to, and/or replacement of the Appleton Public Library on its current site at 225 N. Oneida Street. The library is located immediately north of a metered City public parking lot that is expected to be utilized, at least in part, for its expansion.

The architect selected will be required to provide design options and cost estimates. The options proposed are to compare designs that include the design of an enhanced facility, showing alternates with and without using the current library in the overall design. The design must incorporate accessible parking in the site plan, maximize parking on-site and provide options for improving utilization of the nearby parking structure ("Yellow Ramp" 130 East Washington Street). A skywalk should be considered. The architect will plan for and oversee the logistics of maintaining library operations during all phases of construction.

The redesigned library identified in previous planning, is intended to reflect the priorities of a participatory 21<sup>st</sup> Century library. The goal of this project is to create an inspiring and flexible space that will satisfy the community's needs for generations to come. This library is estimated to require approximately 120,000 gross square feet. Spaces will include, but not be limited to, an adult collection, children's collection, children's program space, study/conference rooms, popular collection space, staff areas, loading dock and consider spaces such as an outdoor terrace, drive through book drop, auditorium/lecture hall space and an experimental black box space. It will be important this Library include technology to serve the current and future needs and the Library be designed to be environmentally responsible. Design will begin in early 2021 to allow for bidding and start of construction in winter/spring of 2021-22

The architect will work with a main Project Team, which will consist of members of the Appleton Public Library, the Mayor and the Director of Parks, Recreation and Facilities Management. In addition, an Advisory Committee will be established to provide additional input during design.

The architect will also be expected to work in conjunction with a simultaneous neighborhood level planning process, which will have a separate Request for Proposal process in the future to ensure that the library fits within the neighborhood and serves as an anchor for a comprehensive neighborhood redevelopment process.

The City of Appleton's project delivery method will be Design-Bid-Build. The successful consultant will enter into a Standard Form Agreement between Owner and Consultant as developed by the City of Appleton (refer to appendix).

Experience in remodel/re-use and construction of new public libraries is essential, preferably in the reuse and modernization of similar architectural styles to existing condition. A clear understanding of the functionality of a Library is mandatory. **If either of these criteria are not met, the firm will not be considered.** *Note: The team presented in the RFP must demonstrate direct experience performing public library work directly, not just experience of the firm or past employees of the firm. An experienced team is an absolute must and the proposal must detail the specific team members and their roles within this project. This includes the use of sub-contractors and specialty consultants also.*

Experience in the State of Wisconsin is preferred. If the responding firm does not have a presence in the State of Wisconsin, the firm must identify:

- Experience in and knowledge of local building code, including all applicable rules and regulations related to the City of Appleton, Outagamie County and the State of Wisconsin.

The Library and the City of Appleton view the ability to collaborate as a critical component of success. Qualified firms must demonstrate the ability to work with all members of the project and the public as a cohesive team.

**Project Contact(s):**

Dean Gazza – Project Manager  
1819 E. Witzke Blvd.  
Appleton, Wisconsin 54911  
Phone: 920-832-5572  
E-Mail: [dean.gazza@appleton.org](mailto:dean.gazza@appleton.org)

Colleen Rortvedt – Library Director  
225 N. Oneida Street  
Appleton, Wisconsin 54911  
Phone: 920-832-6167  
E-Mail: [crortvedt@apl.org](mailto:crortvedt@apl.org)

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## GENERAL INFORMATION

### General Information and Requirements

1. In accordance with WI Statutes, all proposals received, and all materials contained therein, once opened are public record, and subject to disclosure to any person, organization, or firm, including other firms responding to this Request for Proposals.
2. The City of Appleton reserves the right to accept or reject any or all proposals, or part thereof, to waive any informalities or technicalities, or to award contracts in the best interest of the City of Appleton. In all instances, the City of Appleton's decision shall be final.
3. The City of Appleton reserves the right to reject any or all items in the proposal, if in its judgment the item does not meet the needs of the City of Appleton, or for any reason it deems suitable.
4. Prospective firms hereby warrant by virtue of submission of proposals that all terms, conditions, and requirements as stated in this document are valid, enforceable, and binding upon the selected firm.
5. Indemnification Clause  
The prospective firm agrees to indemnify, defend and hold harmless the City and its officers, officials, employees and agents from against any and all liability, loss, damage expense, costs (including attorney fees) arising out of the submitted proposal, caused in whole or in part by provider or anyone for whose acts any of them may be liable, except where caused by sole negligence or willful misconduct of the City.
6. Safety  
Consultant shall be responsible for all OSHA safety requirements. Failure of the Consultant to follow OSHA requirements may result in stop of work order from the City until the violation is corrected, or termination of the Contract, at the City's option. Consultant shall not be entitled to any additional compensation, over the original contract amount, or additional time to complete the project, for any delay resulting from a sanction pursuant to this section.

### Submission of Proposals

1. The Proposals shall be mailed or delivered to Project Manager on or before the deadline indicated above. (see contact information on page 1)
2. Proposal shall be on company letterhead and signed by an authorized representative of the company.
3. Firms will submit their proposal along with their fee structure document for performing the required services outlined in this Request for Proposals. The fee structure will be in a separate sealed envelope marked "Fee Structure." Packages containing the proposal and any related materials shall be plainly marked on the outside in the following manner: "*City of Appleton Public Library – Architectural and Engineering Services*".
4. Proposals will include **10** hard copies of the presentation/proposal **and** a Flash Drive with the presentation/proposal on it in PDF/Word format. Font size to be 12.
5. The City of Appleton will not be liable for any cost's incidental for the preparation of the Request for Proposals.

### **Evaluation of the Proposals**

The City of Appleton will evaluate and analyze all proposals, and select the firm that, in the City of Appleton's sole and final judgment, represents the best qualified and fiscally responsible solution for the City of Appleton. The City of Appleton reserves the right to seek clarification from prospective firms on any issue in their proposal or take any other action it determines necessary to evaluate the proposals and construct a solution that is in the City of Appleton's best interest.

The City of Appleton also specifically reserves the right to conduct candidate interviews.

### **Specific Information and Requirements**

**There is a Virtual Pre-Proposal meeting scheduled for January 7, 2021 @ 9:00am CST.** Consultants intending to submit formal proposals may email their questions to Dean Gazza, Project Manager. The deadline for questions is January 28, 2021. Written responses to the questions will be provided to all Consultants prior to the deadline for submittal of proposals.

## **BACKGROUND, HISTORY AND PROJECT DESCRIPTION**

### **Background**

Serving the community for over 120 years, Appleton Public Library currently operates from an 85,000 square foot facility at 225 N. Oneida Street. Established under state law by the City of Appleton, APL is governed by a nine-member citizen Board of Trustees.

In 2008 and 2009, the library completed a Building Services Study and a detailed Program Design Study. Concerns were expressed that the library was putting the building first, therefore they dedicated several years to develop the framework for APL 150. Upon completing community conversations, visiting various libraries, conducting community surveys, listening to library futurists and experts and developing a community advisory committee, the Library was ready to identify the environment necessary to meet current and future needs to meet the vision and strategies as identified through this journey.

In 2014 the library hired an architectural firm to update the Program Design Study completed in 2009. Though program development and conceptual designs were a component of the Study conducted in 2014, this Request for Proposal requires the architect to utilize these resources only as reference. They are not to imply that these functions have been completed. It is the responsibility of the architect hired to verify, test and ensure that the programming and conceptual designs meet the expectations of the Library prior to proceeding with further design.

In 2018, additional planning was completed that analyzed the potential for the library to be part of a mixed-use development on a site. The decision has been made to stay in its current location.

### **History**

The City of Appleton is in the Fox River Valley of northeastern Wisconsin and has a population of nearly 75,000. APL provides service to a population of 115,000. The City is serviced by Interstate 41, US Highway 10 and US Highway 441. It is 90 miles north of Milwaukee and 30 miles southwest of Green Bay. More information about the City is available on our website at [www.appleton.org](http://www.appleton.org).

Downtown Appleton is the heart of the Fox Valley. As an arts and entertainment district, Downtown has embraced the creative economic energy of business, tourism, education and love of the Fox River. Downtown's resurgence and increased vibrancy has drawn recent praise with College Avenue being named one of the "Great Places in America" by the American Planning Association in 2014 and frequently is cited in publications as a best place to live, raise children and retire.

Cultural growth was encouraged early in Appleton. Central to that development has been public library service. While there were privately-owned community reading rooms prior to the establishment of a public library, on September 1, 1897, the first publicly owned library and reading room opened above a meat market on College Avenue.

The Appleton Public Library has developed over the years from a book warehouse to an exciting and interactive gathering place that offers opportunities for the entire community to "Learn, Know, Gather and Grow". Today it is located at 225 North Oneida Street and has a 300,000-volume collection including a wide range of popular and educational resources. In addition to materials, the library offers free computer access, notary service, meeting rooms for non-profits and civic groups, study rooms and serves as a WIFI hotspot. The Library's webpage, [www.apl.org](http://www.apl.org), offers remote access to a "digital branch" that provides research databases, digital downloads and links too many unique local resources. The Library has a robust Community Partnerships department that collaborates with many local organizations and has an extensive event calendar with programming for all ages. In 2019 the library welcomed 408,500 visitors with checkouts of 891,000, experienced 50,000 computer sessions and reached its highest overall program attendance of 53,800.

As we witnessed in the last 123 years, the demand and growth for library services continues to evolve resulting in a facility that no longer meets the needs and expectations of our community. Now is the time to once again accommodate the physical needs for the library with a new facility. A timeline of the library's history can be found at [www.apl.org/history](http://www.apl.org/history).

## **SCOPE OF WORK**

The scope of architectural design and engineering services includes, but not limited to, the following:

1. Facility Condition Audit and Report:
  - a. Services to identify and address all physical deficiencies of existing structure including but not limited to the following:
    - i. Architectural considerations; roofing, windows, overall energy efficiency of the building, new insulation systems.
    - ii. Electrical system; energy efficiency.
    - iii. Hazardous concerns; asbestos, lead paint.
    - iv. HVAC system, indoor air quality, quantity of fresh air per person, code requirements, boiler plant, chiller plant.
    - v. Plumbing system
    - vi. Fire system
    - vii. Security
2. Public Input, Workshops and Stakeholder Meetings
  - a. The consultant will conduct focus groups to finalize programming and conceptual designs. Focus groups will allow maximum input prior to the planning and design. Focus

groups may include staff, local elected officials, community leaders, city boards, commissions and committee members, staff and the general public. The architect will work closely with the Library Director, Library Committee(s), and interested groups throughout the study process.

3. Programming/Program Development
4. Space Schematics/Flow Diagrams
5. Conceptual Design
6. Schematic Design
7. Schedule Development and Monitoring
8. Prepare Bid Packages for Construction and Furniture, Fixtures & Equipment
  - i. Will assist the owner in distribution, evaluation and award of bids.
9. Demolition Design/Engineering/Environmental Services Specifications
10. Utility Design and Coordination
11. Civil Design, including, but not limited to topographic and boundary surveys and geo-technical work
12. Environmentally Responsible Design/LEED Certification
13. Landscape Design, Site Plan and Stormwater Management
14. Interior Design
15. FF&E Selection & Specification
16. A/V and Telecom Design. Technology to be flexible and consider future needs.
17. Site Security and Safety. Considered in all aspects of building design and use of technology.
18. Accessibility. Facility must be accessible and equitable to all.
19. Move Management. The architect will be responsible for relocating the Library to an off-site space during construction including all facets of the move and return.
20. Value Analysis/Engineering
21. Construction Administration
22. Commissioning
23. Detailed Cost Estimating:
  - i. Accurate detailed cost estimating will be required during each phase (30%, 60%, 90% and full Construction Documents). Cost estimates to compare options. Monies for construction will be approved by the City of Appleton's Common Council. Note the architect hired will be responsible for the cost of redesigns if over budget.
24. Construction and Record Drawings:
  - i. AutoCAD & REVIT
  - ii. Use of Conflict Identification software in Construction Documents prior to bidding.
  - iii. Owner may choose to use third-party drawing review (Redi-Check). All findings to be fixed by architect and engineers at no additional cost.
25. Government Approvals including Plan Commission, site plan review, building codes and City Ordinances.
26. Presentation Materials:
  - i. Presentation materials for the public and other stakeholders to include 3-D graphics including fly-through modeling of the proposed design.
27. Community Listening Sessions/Workshops/Presentations:
  - i. The consultant will be required to provide representation of the project status to appropriate committees and the City's Common Council throughout the project.
28. Success Stories. Videos, graphics and photos that will highlight key moments throughout project that can be shared with key stakeholders present and future. At least one video should focus on the public input, design and construction process and the importance of the library to the community and potential developers.



## PROPOSAL REQUIREMENTS

Each proposal will include six (6) sections. Each section is laid out below with the expectations clearly defined for each section. Each section also has a percentage identified, that percentage is the weighting value added to the final score for each section as determined by the selection committee. Please provide (10) hard copies and (1) thumb-drive with all documents loaded.

### 1) **Executive Summary and Introductory Letter (5%)**

#### a) **Executive Summary**

- I. Fees must not be included in this letter or in any portion of the submittal except on the “Fee Structure Spreadsheet”.
- II. Executive Summary defines proposal elements in less than three (3) pages.

#### b) **Introductory Letter**

This letter shall stipulate the following:

- I. All terms and conditions outlined in the Request for Proposals are acceptable to the Consultant, or if not, clearly define those elements and reasons for the objection.
- II. Person(s) authorized to represent the Consultant during the evaluation process, any negotiations, and signing of agreements that may result.
- III. Any additional items that the Consultant believes should be added to the project.

#### c) **Misc.**

- I. The proposal is not more than 50 pages in length and sections are bound separately
- II. Identify any objections to the RFP and/or any additional services you feel have been omitted that are necessary for your firm to complete a successful project.

### 2) **Description of Firm (15%)**

This relates to the Consultant’s firm and any sub-consultants. All sub-consultants and their respective roles, qualifications, and experience must be clearly identified. This section will provide a basis for judging how well the Consultant’s qualifications and experience relate to this specific project. Consultant firm profiles may be included. Elements that will be evaluated are:

- a) Background & Stability of the Consultant firm. (Length of time in business, ownership, affiliations, financials, etc.)
- b) Relevant projects the Consulting firm has completed. **Please only provide examples of projects that the project team members have worked on.** (Provide references).
  - I. Provide specific examples of projects that your firm has evaluated the use of an existing library within the final design of a new library. Be specific of your choice of architecture and how you integrated the older design with the new design including integration into the surrounding neighborhood.
- c) Background of any sub-consulting firm(s) used on this project and an explanation of prior relationships with the consultant.
- d) Relevant projects the sub-consulting firm(s) has completed. (Provide references)
- e) Please describe how the Consulting Firm(s) handles conflicts, errors, and/or missing information in the project drawings and project specifications.
- f) Please describe the Consulting Firm’s quality assurance/quality control (QA/QC) policies and procedures designed to minimize or eliminate errors, omissions and/or missing information.
- g) Available resources from the firm.

**3) Project Team (35%)**

This criterion relates to the project principal, project manager, key staff, and sub consultant staff. This section will provide a basis for judging how well the project team's qualifications, experience with similar projects, and time allocation relate to this specific project. Individual resumes must be included. Proposed hours for each project team member must be identified in this section. Elements that will be evaluated are:

- a) Number of people and hours assigned to this project with information to be provided in a spreadsheet format that clearly identifies staff and hours.
- b) The Lead Engineer/Architect for each discipline (i.e. - engineer/architect with the most billable project time) shall have a **minimum of ten (10) years of experience** with comparable projects. Please provide references and examples.
- c) Provide examples showing a history of successful projects that the **proposed project team has completed together** and what was the keys to the overall success?
- d) Extent of principal and project manager involvement. Meeting with the Project Team as often as necessary to meet objectives and additional meetings, as consultant believes necessary to enhance this project.
- e) Key project team members on similar projects and unique qualifications that make them a valuable resource on this specific project, including experience with other design teams and consulting firms.
- f) Project team members are experienced with remodel/re-use projects.
- g) Key project team member roles during this project.
- h) Does the project team cover all phases of this project?
- i) Project Manager's technical and managerial experience with projects of similar scope and nature.
- j) Provide examples of the Firms Responsiveness capabilities.

**4) Project Understanding (35%)**

A discussion of the approach the Consultant will use to complete the project. The proposal shall include a clear and concise understanding of the project, the work to be completed, and the coordination required based on existing information. Elements that will be evaluated are:

- a) Detailed description of Firm approach provided for each task demonstrating project understanding and needs.
- b) Clear and concise explanation of specific tasks and associated schedule that provides quantifiable deliverables.
- c) Defines issues to be resolved in the course of the project.
- d) Incorporates coordination and involvement of City staff within key elements.
- e) Description of project quality control that will meet the City of Appleton's needs and meet budget parameters.
- f) Key project meetings identified with staff to ensure that a high-quality project will be delivered.
- g) Recognition of elements with project not identified in this proposal the City of Appleton may wish to consider.
- h) Include value-added services or creativity to proposal elements and/or incorporate new desirable elements not originally identified.
- i) Firm makes clear their ability to effectively meet scope of work.

**5) Project Schedule (10%)**

This relates to the Consultant's time requirements to complete those tasks identified. Elements that will be evaluated include:

- a) Time required to complete tasks (duration).
- b) Inter-relations between tasks (dependencies).
- c) Key events during the project (milestones).
- d) Critical input points from the City of Appleton.
- e) Ability to meet the overall schedule.

6) **Additional Information**

The Consultant may submit any information they believe relevant that does not fit within the body of the proposal. This may include brochures, company information, supplemental resumes, additional project descriptions, and any other information the consultant believes is useful. This additional submittal will be used by the Project Team as they see fit and may not have a significant bearing on the selection process.

## **FEE INFORMATION**

Proposed consultant fees for this project must be submitted in a spreadsheet format in a sealed envelope marked **“Fee Structure – Do Not Open.”** The fee structure relates to the total estimated fee for this project as described by the consultant in Section Proposal Requirements – Project Understanding and Project Schedule. Proposed resources for each task must be identified, including hours and wage rates for consultants and sub consultants. The Consultant must identify work the Consultant will not provide and must be provided by the City of Appleton. Elements that will be evaluated include:

1. Availability of resources from the consultant and sub consultant(s) for the project.
2. Estimated hours and fees to complete individual work elements.
3. Total **not-to-exceed** fee for the project. Note that your fee is to complete a scope of work as outlined in the RFP. If the A/E underestimates the amount of effort required to complete the work, they will **not** receive extra compensation. The A/E is expected to design to the City of Appleton’s project budget and perform thorough cost estimating. If the bids exceed the project budget the A/E will complete re-design and bidding at no additional cost to the owner to meet the project budget. In addition, 5% retainage will occur in A/E fees until the project is closed out.
4. List of tasks not performed by consultant or sub consultant(s) for project that must be performed by the City.
5. Identify firm’s reimbursable expenses and detailed costs of expenses.

## **EVALUATION PROCESS**

A committee of City of Appleton staff (Selection Committee) will evaluate proposals. The proposals will be evaluated and ranked based on the information submitted in the proposals according to the evaluation criteria. The City of Appleton is intending to identify a Consultant with the following attributes:

1. Compliance with, and satisfaction of the requirements of this RFP.
2. Qualified and experienced team members who have designed and successfully constructed similar projects.
3. A demonstrated ability to provide a variety of functional and energy efficient designs through creative use of available space, resources and project team input.
4. A demonstrated ability to work with municipalities, elected officials and involve the general public on similar type projects.
5. A demonstrated ability to assemble a comprehensive and well-coordinated set of project documents.
6. A demonstrated ability to effectively coordinate and complete all tasks described above.
7. A demonstrated ability to produce accurate cost estimates and effective cost control.
8. A demonstrated ability to provide effective and timely administration of project deliverables.
9. A demonstrated ability to provide effective design cost control.

Project fees will be evaluated separately after ratings of the proposals are completed. Weighing of the project fee will be subjective; however, lowest cost does not assure selection. The City of Appleton reserves the right to select any Consultant it believes to be in its best interest and to negotiate fees or to reject any or all proposals at its sole discretion. The proposals will require an estimated ten (10) working days for evaluation.

The Selection Committee may request that consultant firms schedule trips for the Selection Committee to view relevant projects. If the Selection Committee deems interviews are required, they will be held approximately two weeks after the proposals are received. The Selection Committee will make a recommendation to the Library Board of Trustees and the City of Appleton Finance Committee, who will recommend the award of the contract to the Common Council. These officials have the right to terminate the project or to change the contract or budget, subject to subsequent agreement by the proposed Consultant.

The City of Appleton will not be liable for any cost's incidental to the preparation of the Request for Proposals, presentations, or interviews relating to the selection process.

### **Public Information**

Proposals will be treated as proprietary and confidential from the time of receipt and through the review process; however, the Consultant shall understand that all submitted proposals become the property of the City of Appleton and information included therein or attached thereto shall become public record pursuant to Wisconsin Statute after recommendation for endorsement of contract is made. Any specific portions of the proposal which the Consultant desires to remain confidential due to legitimate "proprietary information" or "trade secret" must be clearly labeled as such upon submittal. Any such designations as "proprietary information" or "trade secret" must be strictly limited by the Consultant with the understanding that the Wisconsin Public Records Law supports a presumption of disclosure. **Moreover, Consultant agrees to indemnify, defend and hold harmless the City of Appleton and its officers, officials, employees and agents from against any and all liability, loss, damage expense, costs (including attorney fees) arising out of the release or non-release of all or part of Consultant's submitted proposal in response to a request for said information pursuant to Wisconsin's Public Records Law.**

## **TIMETABLE**

- Issue RFP – 12/17/2020
- Virtual Pre-Proposal Meeting – 1/7/2021, 9:00 AM, CST
- Request for Proposal Deadline – 2/4/2021, 2:00 PM CST
- RFP Review Begins – 2/8/2021
- In-Person Interviews Anticipated to Begin – 2/22/2021
- Finance Committee Approval – 3/8/2021
- Library Board and City Council Approval – 3/16/2021 & 3/17/2021

## **INSURANCE**

Provider shall furnish required certificate of insurance specified below for small exposure work and is attached to this document. The certificate shall name the CITY; its officers and employees, as additional insured.

### **CITY OF APPLETON INSURANCE REQUIREMENTS "PROFESSIONAL SERVICES"**

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It is hereby agreed and understood that the insurance required by the City of Appleton is primary coverage insurance and that any insurance or self-insurance maintained by the City of Appleton, its officers, council members, agents, employees or authorized volunteers will not contribute to a loss. Proof of the required insurance must be submitted to the applicable City of Appleton department before the contract or purchase

order is considered for approval by the City of Appleton. All insurance must be in full force and effect prior to commencing work and must remain in full force and effect for the longer of the following: (a) until the entire job is completed, (b) for the length of time that is specified in the contract, or (c) as listed below.

**1. PROFESSIONAL LIABILITY**

- A. Liability limits:
  - (1) \$1,000,000 - Each claim, and
  - (2) \$1,000,000 - Annual aggregate.
- B. Must continue coverage for two (2) years after final acceptance of service/job.

**2. GENERAL LIABILITY COVERAGE**

- A. Commercial General Liability limits:
  - (1) \$1,000,000 - Each occurrence limit,
  - (2) \$1,000,000 - Personal Liability and Advertising Injury,
  - (3) \$2,000,000 - General aggregate, and
  - (4) \$2,000,000 - Products-Completed Operations aggregate, which must be carried for two (2) years after the acceptance of the completed work.
- B. Claims made form of coverage is not acceptable.
- C. Insurance must include:
  - (1) Premises and Operations liability,
  - (2) Contractual liability,
  - (3) Personal Injury,
  - (4) Explosion, Collapse and Underground coverage, and
  - (5) The general aggregate must apply separately to this project/location.

**2. BUSINESS AUTOMOBILE LIABILITY**

- A. Liability limits:
  - (1) \$1,000,000 - Combined single limit for Bodily Injury and Property Damage for each accident.
- B. Must cover liability for Symbol #1 – “Any Auto” – including owned, non-owned and hired automobile liability.

**4. WORKERS’ COMPENSATION AND EMPLOYERS LIABILITY – If required by Wisconsin State Statute or any workers’ compensation statute of a different State.**

- A. Liability limits:
  - (1) \$100,000 - Each accident,
  - (2) \$500,000 - Disease Policy limit, and
  - (3) \$100,000 - Disease, for each employee.

**5. UMBRELLA LIABILITY – If exposure exists, provide coverage at least as broad as the underlying General Liability, Business Automatable Liability, Workers’ Compensation and Employer’s Liability, with a minimum limit of \$5,000,000 for each occurrence and \$5,000,000 aggregate, and a maximum self-insured retention of \$10,000.**

**6. ADDITIONAL REQUIREMENTS**

- A. Primary and Non-Contributory Requirement – All insurance must be primary and non-contributory to any insurance or self-insurance carried by City of Appleton.
- B. Acceptability of Insurers – Insurance is to be placed with insurers who have an *A.M. Best* rating of no less than A- and a Financial Size Category of no less than Class VI, and who are authorized as an admitted insurance company in the State of Wisconsin.
- C. Additional Insured Requirements – The following must be named as additional insured on all Liability Policies for liability arising out of project work: “City of Appleton, and its officers, council members, agents, employees and authorized volunteers.” On the Commercial General Liability Policy, the additional insured coverage must be on ISO Form CG 20 10 07 04 and also include Products–Completed Operations equivalent to ISO Form CG 20 37 07 04 or their equivalents for a minimum of two (2) years after acceptance of work. This does not apply to Workers Compensation Policies.
- D. Certificates of Insurance – Certificates of Insurance must be acceptable to the City of Appleton and must be submitted prior to commencement of the work to the applicable department. In addition, ISO Form CG 20 10 07 04, for ongoing work exposure, and ISO Form CG 20 37 07 04, for products-completed operations exposure, or their equivalents, must be provided to the City. These certificates must contain a provision that coverage afforded under the policies will not be canceled or non-renewed until at least 30 days’ prior written notice has been given to the City.

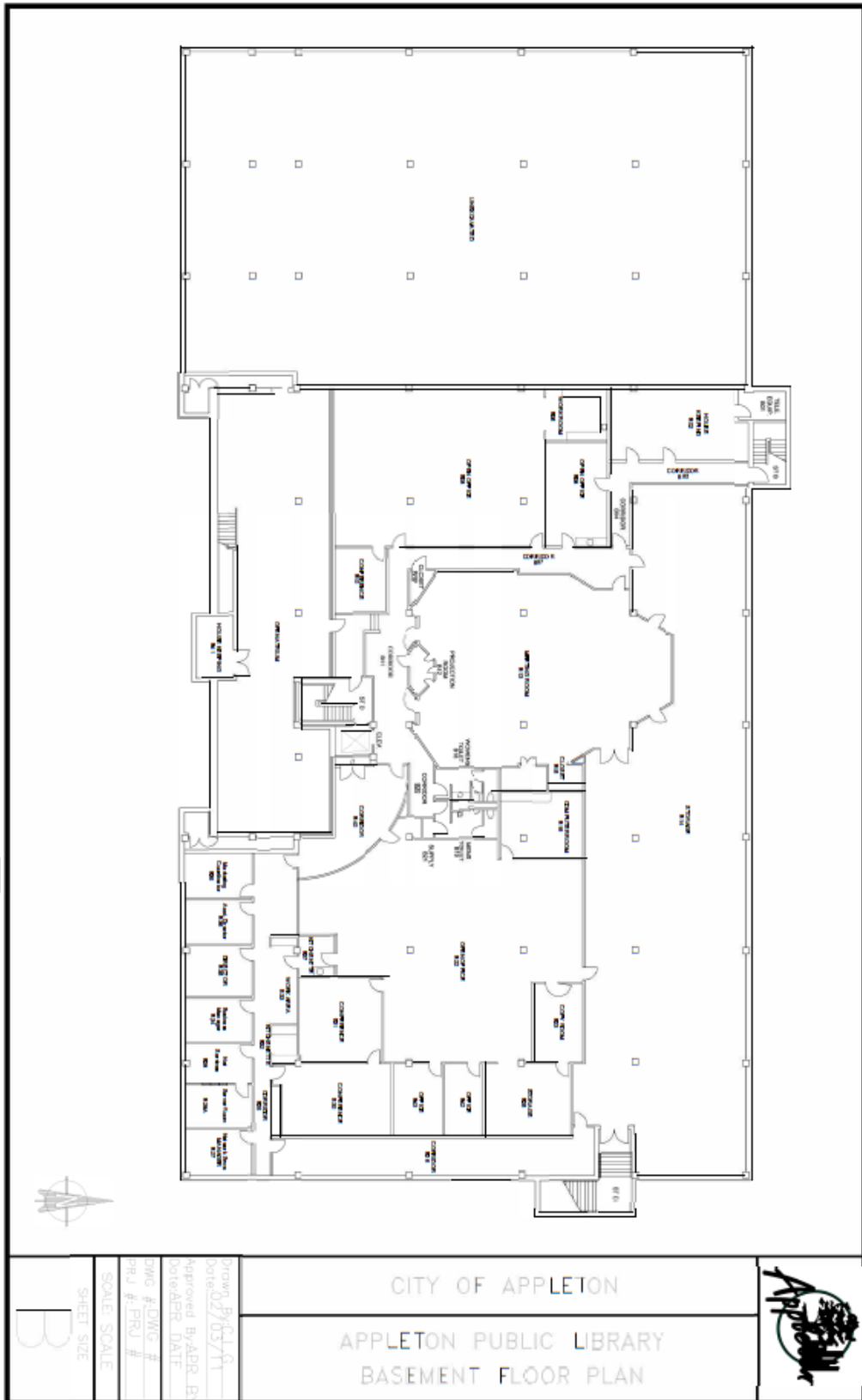
## **EXHIBITS**



**The following Exhibits are attached.**

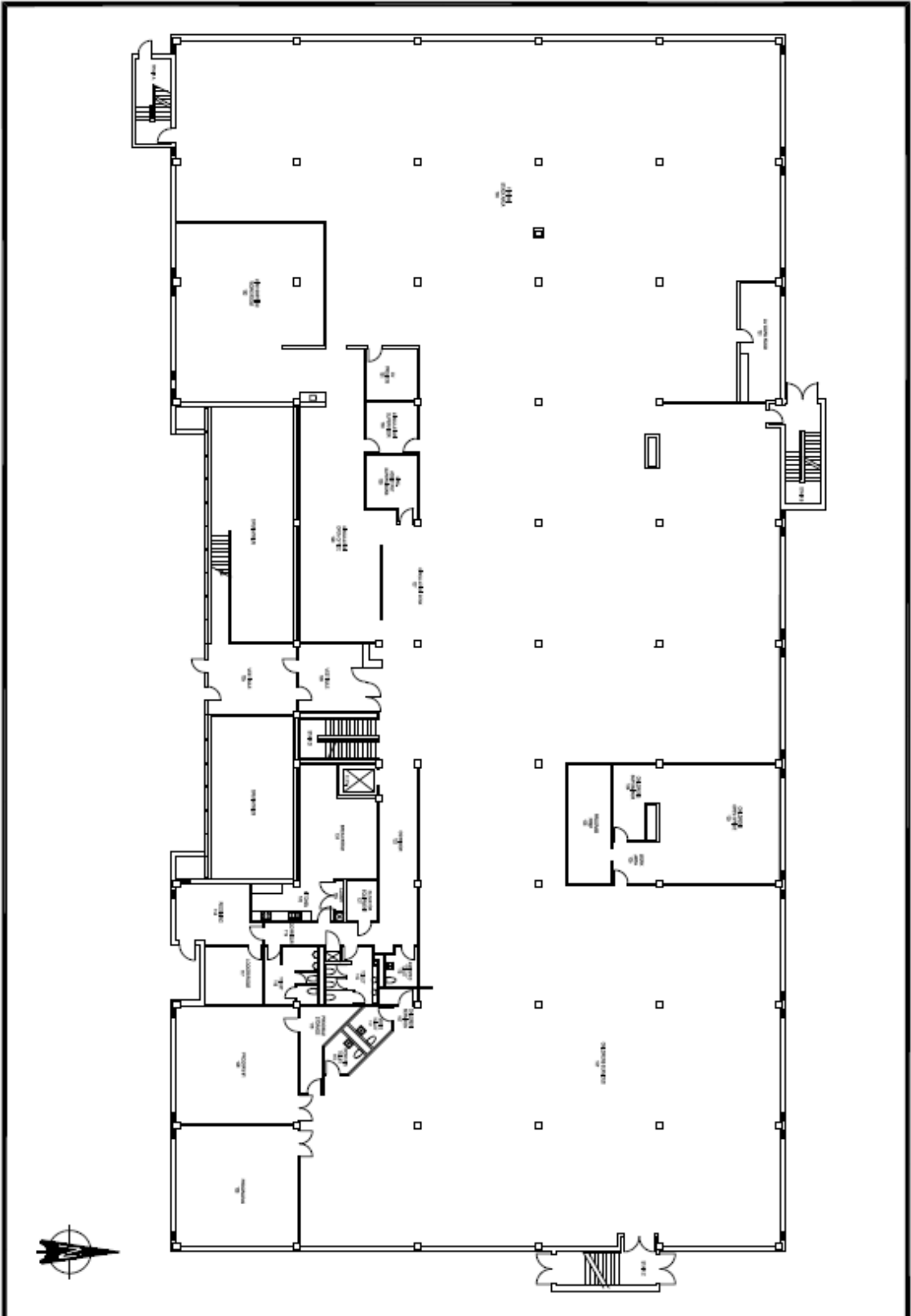
**Exhibit A – Current Library Floorplans/Site**


**Exhibit B – Standard Form of Agreement**

# EXHIBIT A

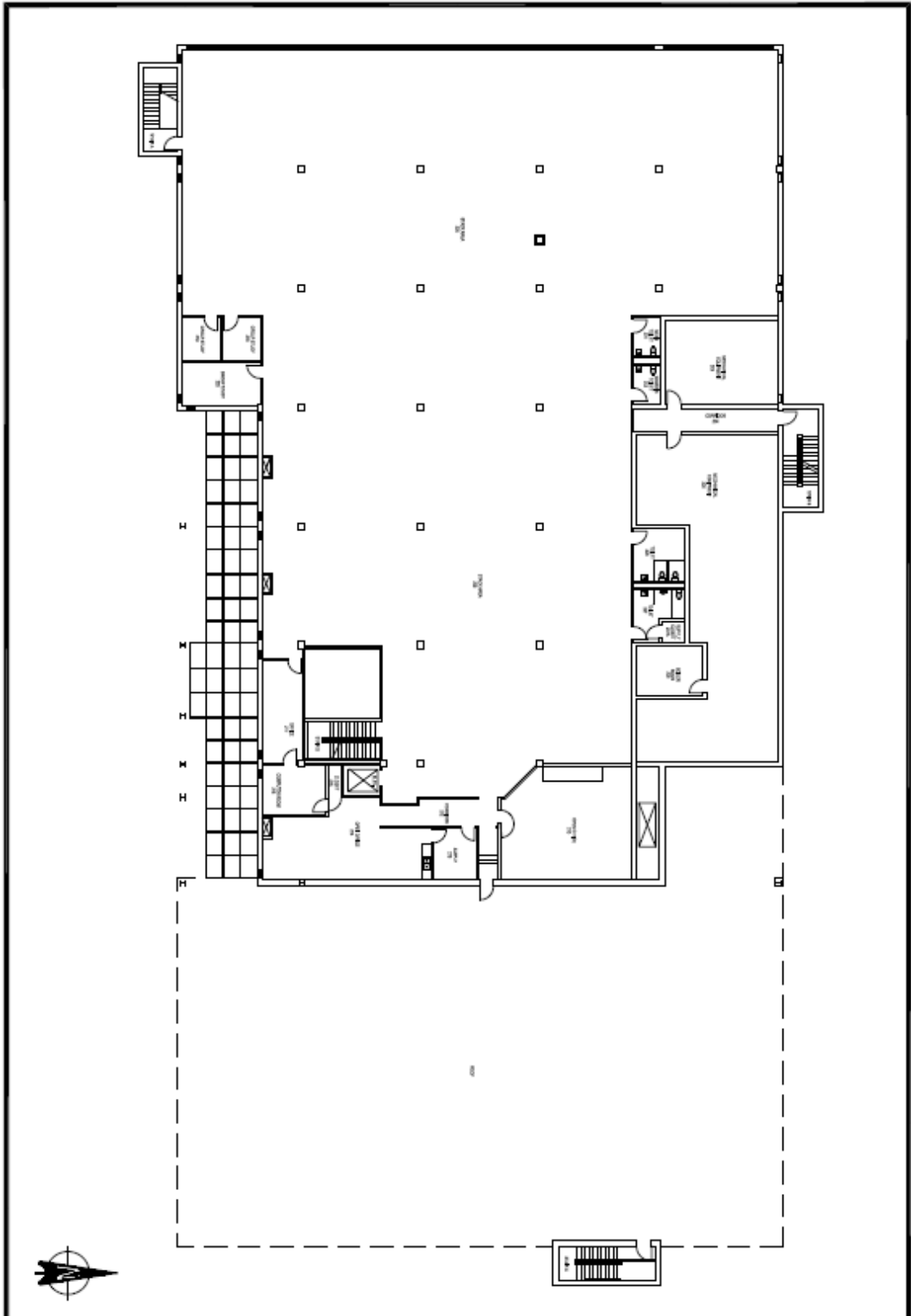




	DRAWN BY: <u>BC/FT</u> DATE: <u>02/05/11</u> APPROVED BY: <u>APR/ES</u> DATE/APPR. DATE: _____	CITY OF APPLETON APPLETON PUBLIC LIBRARY BASEMENT FLOOR PLAN	



	<p>CITY OF APPLETON</p> <p>APPLETON PUBLIC LIBRARY</p> <p>FIRST FLOOR PLAN</p>	
	<p>Drawn By: DWG. BY Date: DWG. DATE</p> <p>Approved By: APR. BY Date: APR. DATE</p> <p>DWG # : DWG # PRJ # : PRJ #</p> <p>SCALE: SCALE</p> <p>SHEET SIZE</p>	<p style="font-size: 2em; font-weight: bold;">B</p>

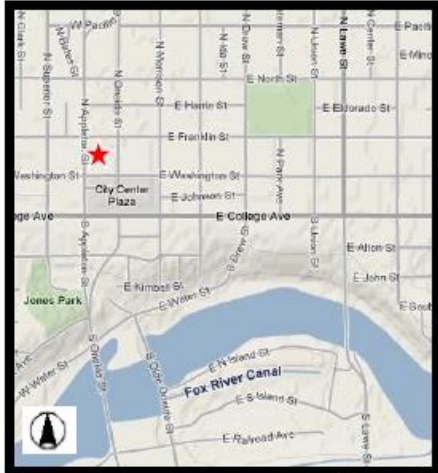




	<p>CITY OF APPLETON</p> <p>APPLETON PUBLIC LIBRARY</p> <p>SECOND FLOOR PLAN</p>	
<p><b>B</b></p>	<p>Drawn By: DWG. BY _____</p> <p>Date: DWG. DATE _____</p> <p>Approved By: ADR. BY _____</p> <p>Date: ADR. DATE _____</p> <p>DWG. #: DWG. # _____</p> <p>PRJ. #: PRJ. # _____</p> <p>SCALE: SCALE _____</p> <p>SHEET SIZE _____</p>	

**Appleton Public Library (Civic Plaza)- Parking Lot**  
 225 N. Oneida Street, Appleton, WI 54911

Area (sq. ft.)	Acre	Standard Stalls	Handicap
34,343	.78	84	4



**Appleton Public Library**

Note: The Library facility does not have any parking spaces as part of its real estate. Civic Plaza serves as the parking space and is used mostly by those visiting the Library.



DR