

REQUEST FOR PROPOSAL

AQUARIUM DESIGN & INSTALLATION

NOTICE OF PROPOSAL

The Plymouth District Library is soliciting proposals from qualified vendors to design, construct, and install a fresh water aquarium in the lower level public youth area of the library. This project aims to create an engaging, educational, and visually appealing feature that promotes awareness of aquatic ecosystems and enhances the visitor experience.

CONTACT: Melanie Bell, Assistant Director
734-453-0750 ext. 239
mbell@plymouthlibrary.org

DUE DATE: Monday, March 3, 2025 at 10:30 am
Electronic submission only
Proposals received after this time will not be considered
The deadline for submission will be followed by a public bid opening on
March 3, 2025 at 10:30 am in the Friends Board Room.

DESCRIPTION OF THE GOVERNMENT

KEY PERSONNEL

The main contact for the RFP process is Assistant Director, Melanie Bell. Upon acceptance, the main contact for the library moving forward will be Facilities Coordinator, Loreen Graham with support from additional library staff.

BACKGROUND INFORMATION

Plymouth District Library is located in busy downtown Plymouth, MI, midway between Detroit and Ann Arbor. PDL serves a community composed of 36,650 residents living in the City of Plymouth and the Charter Township of Plymouth, as well as the patrons of 75 Detroit-area libraries through a reciprocal borrowing agreement facilitated by The Library Network.

The library serves as a significant community hub and maintains strong partnerships with local and regional community groups, governments, schools, businesses, and cultural organizations. Plymouth's rich history has included the library for over 100 years. PDL is nationally recognized as a leader in the public library field, garnering "Star Library" status from *Library Journal* for the robust participation of our community.

NATURE OF SERVICE REQUIRED

GENERAL

We are requesting the design, configuration, and installation of a new aquarium with cabinet and canopy in a designated space. The aquarium cannot exceed the following dimensions 108"x83"x24". See the pictures attached. The aquarium should consist of freshwater fish. It will be installed in the lower level public youth area of the library. Vendors should consider space limitations, visitor safety, and promoting education on aquatic spaces.

Aquarium Specifications:

The fish tank should meet the following requirements:

- Dimensions: Maximum build size cannot exceed 107"x83"x24"
Approximate tank size: 72"x48"x24"
Canopy maximum height 60" for easy feeding access
- Volume: 150-300 gallon tank
- Shape: Rectangular
- Material: High-quality, durable materials such as acrylic or glass

Aquatic Life:

- A mix of freshwater tropical fish
- Inclusion of an eco-friendly/family friendly decor
- Educational interactions should be considered in the design

Additional Elements:

- Custom cabinetry
- Canopy or hood to protect the top of the aquarium
- An auto feeding solution for when the library is closed and staff are unavailable to feed the fish.
- Uninterruptible power supply, redundant heater.
- Preferred would be a sump system for filtration and heating, and an auto topper for maintaining water level.

SCOPE OF WORK

Design Phase:

- Work with library staff to finalize design and layout.
- Provide detailed drawings, material lists, and a timeline.

Construction and Installation:

- Professional installation of all components in compliance with local codes and regulations.
- Prepare site for installation:
 - Demolition and removal of current structure (benches and display)
 - Preparation of wall for aquarium

- Communicate electrical needs so that we can contract the service out.
- Fabricate and assemble the fish tank.
- Installation is guaranteed against defects for a period of one year from date of installation

Setup and Stocking:

- Cycle the tank and establish a healthy environment for aquatic life.
- Populate the tank with approved species and waterscape
- Move fish from current tank to new tank
- Dispose of old tank

Maintenance Training:

- Provide training to library staff on basic tank maintenance and feeding of fish.
- Include an option for ongoing maintenance services.

Safety & Cleanliness:

The library will be open to the public. We will be able to block off specific sections of the hallway you will be working in but will need to maintain access for the public during open hours. It is important that all vendors follow best practices for workplaces and communicate needed work requirements. We will require an adherence to MIOSHA safety standards. Daily cleanup of the work area to minimize disruption and clear communication are essential

TIME REQUIREMENTS

PROPOSAL CALENDAR

Request for Proposal Issued	Friday, February 7, 2025
Pre-Bid Meeting	Wednesday, February 12 at 10:30am at PDL
Proposals Due, Public Bid Opening	Monday, March 3, 2025 at 10:30 a.m.
Selected Candidate Notified	Wednesday, March 19, 2025

PROPOSAL REQUIREMENTS

BASIC CONTACT INFORMATION

A cover page must be submitted with basic contact information, including the owner of the firm and primary individuals to be involved in the project. Contact information should include a physical address, email, and phone numbers of the main office and a primary contact for all inquiries.

INSURANCE/LICENSE TO PRACTICE IN MICHIGAN

Demonstration of credentials and insurance should be submitted alongside a written proposal.

QUALIFICATIONS AND EXPERIENCE

The written proposal must demonstrate the qualifications, competence, and capacity of the individuals/firms seeking to provide services for Plymouth District Library.

SPECIFIC APPROACH

In addition to the qualifications of the individuals involved, the written proposal must describe a specific approach that the individual/firm will take to satisfy the requirements of the RFP. Successful candidates will be able to illustrate an approach that minimizes disruption to the functioning of the library.

REFERENCES

Proposals must include 3 professional references that can speak to the individual/firm's ability to satisfy the library's project requirements.

COST OF SERVICES

Proposals must include a signed, completed version of the attached pricing worksheet.

MANNER OF PAYMENT

The selected candidate will be required to submit a W-9 form alongside a signed proposal agreement. The vendor will submit an invoice for equipment purchases which will be paid following NET 30 terms. All other invoicing will be paid at completion of the project via NET 30 terms. Invoices must include detailed description of the services provided and the agreed upon rates.

EVALUATION PROCESS

REVIEW OF PROPOSALS

Proposals submitted will be evaluated by Plymouth District Library staff and/or representatives of the Library.

During the proposal evaluation process, Plymouth District Library reserves the right to request additional information or clarifications from proposers, or to allow corrections of errors or omissions.

EVALUATION CRITERIA

Proposals will be evaluated using three sets of criteria. Individuals/firms meeting the mandatory criteria will have their proposals evaluated and scored for both technical qualifications and price. Top scoring proposals in these areas will be called for a phone interview with the primary contact and judged on the feedback supplied by references that are able to be contacted within the evaluation time frame.

PHASE ONE

Mandatory Elements

1. Proof of Insurance and relevant licenses
2. Contact Information for 3 professional references
3. Proposal submitted by due date
4. Proposal follows the requirements set forth in the RFP

PHASE TWO

Professional Qualifications (100 points)

1. Background and prior experience
2. Approach to project management in a public library environment

Price (50 points)

The maximum score for price will be assigned to the individual/firm offering the lowest total all-inclusive price. Appropriate fractional scores will be assigned to other proposers. Cost will not be the primary factor in the selection of a bid.

PHASE THREE

Interviews & References (30 points)

Successful proposals will be selected for phone interviews and reference checks. Every effort will be made to contact all references provided within the evaluation time frame. Evaluation of references will support the final selection.

AQUARIUM RFP PROPOSAL WORKSHEET

BASIC CONTACT INFORMATION

Company Name	
Physical Address	

Firm Owner Name	
Owner Email Address	
Owner Phone Number	

Primary Contact Name	
Contact Email Address	
Contact Phone Number	

INSURANCE/LICENSE TO PRACTICE IN MICHIGAN

- Demonstration of credentials attached to this proposal
- Proof of insurance attached to this proposal

QUALIFICATIONS AND EXPERIENCE

Please describe your qualifications, competence, and capacity to provide services for Plymouth District Library. *Attach additional sheets as needed.*

SPECIFIC APPROACH

Please describe the specific approach that you will take to satisfy the requirements of the Aquarium RFP. *Attach additional sheets as needed.*

REFERENCES

Proposals must include 3 professional references that can speak to the individual/firm's ability to satisfy the library's project requirements.

Name	
Physical Address	
Phone Number	
Email Address	

Name	
Physical Address	
Phone Number	
Email Address	

Name	
Physical Address	
Phone Number	
Email Address	

COST OF SERVICES

Attach additional sheets as needed to itemize cost of services:

Section 1: Aquarium Equipment & Tank

SUBTOTAL - Equipment	
----------------------	--

Section 2: Preparation

SUBTOTAL - Demolition & Disposal	
----------------------------------	--

Section 3: Installation & Configuration of New Equipment

SUBTOTAL - Installation & Configuration	
---	--

Section 4: Other Costs

SUBTOTAL - Other	
------------------	--

Section 5: Optional Costs

SUBTOTAL - Optional	
---------------------	--

Section 6: Total Bid Amount (NOT including optional costs)

GRAND TOTAL: \$

ACKNOWLEDGMENT

By submitting this worksheet, the bidder acknowledges that all costs outlined above are accurate and inclusive of the scope of work as described in the RFP.

Signature	Date
-----------	------

TERMS & CONDITIONS

Plymouth District Library reserves the right to accept or reject any or all proposals. Vendors must comply with all applicable local, state, and federal regulations.

Thank you for your interest in this project. We look forward to reviewing your proposals

Aquarium Build Area
107" x 83" x 24"





Staff Area

Aquarium Build Area



ARCHITECTURE | PLANNING

33610 Grand River
Farmington, Michigan 48335
248-374-0001
www.merrittcieslakdesign.com

AS BUILTS FOR:

PLYMOUTH DISTRICT LIBRARY

223 S. MAIN ST.
PLYMOUTH, MI
48170

LOWER LEVEL PLAN

These documents have been prepared specifically for this Project. They are not suitable for use on other projects or in other locations without approval and participation of the Architect. Reproduction for bidding or any other purpose is expressly prohibited.

Project No. 21253
Sheet No. A-100

