

Sidney-Richland County Library

Request for Qualifications for Architectural-Engineering Services

Posting Date: May 15, 2011

Submittal Date: June 1, 2011 before 5:00 PM Mountain Time

Purpose of Request

The Sidney-Richland County Library (SRCL) is seeking specific qualifications from interested architectural firms that are capable of providing professional services for a renovation and addition to the current library or the siting, design, and construction of a new library. Based on the recommendations of the Library Building Consultant, it is anticipated that a new or renovated library will be approximately 14,000-16,000 square feet in area. The Sidney-Richland County Library Board of Trustees will make the final decision regarding the choice of a firm for this work. They will do so in consultation with the Richland County Commissioners or designee, the Library Director and the Library Consultant. Together these individuals will constitute the Selection Team.

Overview

The library serves a population of over 9700 which is increasing due to expanding energy industry in the area. The library is housed in approximately 5900 square feet of space of a building located at 121 3rd Ave NW, Sidney, MT. It was built in 1966 with an addition in 1986.

I. Description of the Architect-Engineering Services Procurement Process

The process for procurement of Architect-Engineering services will proceed in two stages.

A. Submission of written Qualifications

The Selection Team will review and evaluate the written responses to the Request for Qualifications (RFQ) in accordance with the evaluation criteria identified in Attachment A. The Selection Team will select no more than three qualified Architectural firms to proceed to the oral interview stage of the procurement process.

B. Oral interview

Each of the selected qualified Architectural firms will participate in a detailed oral interview to discuss more fully how their qualifications meet the needs of the library and to review their initial ideas about the work for the library. In addition, the

Selection Committee will have the opportunity to ask for clarifications of both the written RFQ and the interview presentation. The presentation should also include an estimate of what you would anticipate as the costs for completing stage I of the project. This information will not be a primary consideration in the selection process but will help the Selection Committee in understanding the complexities and scope of the project as the firm sees it.

It will be the responsibility of the Selection Committee to rank the candidates in order of qualifications on the basis of the evaluation of the written responses to the RFQ and oral responses received during the interview process and to negotiate any contracts for the work.

II. Site Visits/ Facility Tours

The Library Director will be available to answer questions about possible proposed sites and the general operation of the present library. All Architectural firms are encouraged to evaluate the library data contained in the RFQ carefully and visit the potential site(s) as well as the existing facility to enhance their understanding of the project. Please contact the Library Director to schedule site visits. Further information regarding the library's building program requirements will be finalized by the Library Director in consultation with the Library Consultant and made available prior to the on-site interviews.

III. Scope of Services Desired

The professional services of the Architectural firm will be based on Document B141, the standard AIA Owner/Architect agreement as negotiated at the time of the contract award.

A. Phase I: Pre-Construction service

1. Current Facility Analysis for Potential Renovation and Expansion

- a. A formal evaluation of the potential (or lack thereof) for using the existing site to meet the programming and other practical considerations of importance to the library shall be done by the firm.
- b. The report shall include the reasons for any recommendations made by the firm at this stage along with any cost estimates that might influence the final decision regarding either renovation or new construction.

It is anticipated that a renovation and expansion program will likely include replacement of mechanical, ventilation, electrical, and plumbing systems with fire protection and suppression upgrades along with energy efficiency considerations. Because of the existing split level and basement use, ADA and safety of both staff

and the public will require, space reconfiguration and an elevator. Off street parking will also be necessary due to the number of library users and particularly for the families with young children and the growing senior population.

2. New Construction for Library Services

- a. The Library's Building Program(made available before the onsite interviews) will be the primary guide used to refine and develop initial design concepts and the site requirements. Questions regarding the Plan may be directed to the Library Director who will consult with the Library Board and/or the Library Consultant when necessary.
- b. The firm shall provide drawing(s) of possible designs for a new library along with general cost estimates.

Within two weeks of the conclusions of the interviews a decision will be made by the Library Board of Trustees to move ahead with a renovation project or to pursue a new building project. If new construction is selected, then the following are the anticipated stages. If renovation and expansion of the existing facility is planned, then Phase B will not be necessary unless additional land is needed for construction and/or off-street parking.

- B. Phase II Site Selection (Phase II contingent on Phase I)
 - a. Selection by the Board of Trustees of an architectural firm with whom to contract for the design and building aspects of the program. The selection process will be clarified when and if the work is continued.
 - b. The firm selected will work with the Library Board and the County Commissioners to secure an appropriate building site.
- C. Phase III Securing Funding(Dependent on County and City Funding)
 - a. Members of the architectural design team who are familiar with the initial designs, cost estimates and overall project shall be available to attend no more than 4 public meetings to present their ideas and solicit input and answer questions regarding the project.
 - b. The architectural firm shall provide at least two renderings of the proposed library on the site. The renderings shall be mounted on illustration board and be of such quality as to enable them to be displayed to the public. They will also provide a scale model of the proposed library on the site. The model will be of such quality as to enable it to be displayed to the public during Phase III and IV.
- D. Phase IV. Construction(May be contingent on securing funding or occur with Phase III)
 - a. Design development:

Throughout the project, the architect will meet with the Board of Trustees for periodic updates and will participate in public hearings as may be required.

- b. At the close of the design development phase, the Architect shall submit a project cost estimate.
- c. Construction documents
- d. Bidding and negotiation
- e. Construction phase
- f. Post-construction services

IV. Selection Process

The Library Board of Trustees will, at its own discretion, select on the basis of a complete Qualification's package with content that most closely aligns with the type of work required, the existing budget constraints and the perceived ability of the firm to best meet the needs of the library.

The Library Board of Trustees reserves the right to reject any and all proposals or to waive any of the formalities in the selection process if deemed in its best interest.

The Library Board of Trustees reserves the right to accept other than the lowest cost proposal and to negotiate the specified dollar amount, or any portion of that amount.

The Library Board of Trustees reserves the right to negotiate contract changes following the award. If there is any conflict between these documents and the proposal, these documents shall control.

The Library Board of Trustees reserves the right to cancel this RFQ in writing or postpone the date and time for submittals at any time prior to the proposal due date.

The Library Board of Trustees reserves the right to contract for Phase I and the subsequent phases independently if it believes it is in the Sidney-Richland County Library's best interest and to stop the project at any point after Phase I, or at subsequent points if it is in the best interest of the Library.

No proposer shall have a right to make a claim against the Board of Trustees or Richland County in the event the Library Board of Trustees accepts a proposal or does not accept any proposals.

ATTACHMENT A

Evaluation Criteria

The following criteria will be used to evaluate the written submissions of each architectural firm's qualifications. Previous projects and clients of the firm may be consulted and considered in making a final decision. The following criteria are not ranked in order of importance.

A. Project Management

1. There shall be a clear assignment of responsibilities for various project tasks to specific individuals. All individuals with major responsibilities for the project's design, bidding specification, and follow-through should be identified at the oral interview.
2. The Architectural firm shall have a demonstrated ability to observe construction and handle field changes and other contingencies that may arise during construction.
3. The Architectural firm shall be able to demonstrate experience providing effective management, design and monitoring services on past projects.
4. The Architectural firm shall demonstrate an ability to complete projects within budget and according to schedule.
5. The Architectural firm's responsiveness to the specific user goals identified in the RFQ.
6. The quality of communication skills and the effectiveness of the project manager and on-site construction representative from the firm.
7. The ability to coordinate project construction with contractors, equipment suppliers, and library personnel.

B. Technical Approach; The following items will be considered:

1. The Architectural firm shall exhibit an understanding of library design, existing conditions, systems, operations, and schedules.
2. Qualifications of the design professionals.
3. The number of past library projects completed by the Architectural firm that are similar to this one in scope or complexity.
4. The quality and performance of the Architectural firm's past projects. This shall be evaluated by the Board during possible walk-throughs of several of the Architect's completed buildings and interviews with former clients.

**ATTACHMENT B
PROPOSED PROJECT TIME LINE**

Activity	Date
1. Issue Architectural RFQs	May 15, 2011
2. Written Proposals evaluated by Library Board	Submittal by June 1 at 5:00PM
3. Three Architectural firms selected for short list and notified of oral interview	June 15, 2011
4. Distribution to firms to be interviewed of the written Library Program document	June 16, 2011
5 .Oral Interviews (approximately 1 hour each) by Project Selection Team	TBD
6. Selection of Architectural firm	
7. Notification of Architectural firm	No later than July 27, 2011
8. PR and funding drive	
9. Initial schematic designs available for the County Fair	August 3, 2011
10. Programming and schematic design	
11. Continued Building design and public input	
11. Beginning of construction	Summer 2012
12. Estimated date of substantial completion	

ATTACHMENT C

Submittal Requirements

Applicants must submit responses to the following:

Submittals shall consist of 7 hard copies (no faxed documents) and one electronic copy on a flash drive and should be sent to:

RFQ - Sidney -Richland County Library
Renee Goss, Library Director
121 3rd Ave NW, Sidney, MT 59270.

Submittals must be received before 5:00 PM Mountain Time, June 1, 2011.

1. Outline for Qualifications

Please provide the following information:

- A. Firm name/address
- B. General history of the firm, including but not limited to
 1. Number of years in business
 2. Type of ownership, and name(s) of owners
 3. Type of organization
 4. Geographical area of operations
 5. Professional affiliations
 6. Amounts and kinds of professional insurance carried
- C. Personnel in your present organization
 1. Who are the principals in your organization?
 2. What are the size and composition of your organization?
 3. Please include resumes of personnel you propose to assign to this project.
- D. What types of special consultant services not provided by your firm will the Library need to obtain?
- E. What additional consultants would you propose to hire to supplement your firm's basic architectural services? Please provide their names and relevant experience.
- F. List any additional related services your firm can provide, such as interior design, energy management, etc.
- G. Discuss your firm's experience with green building construction and sustainable design.
- H. Public presentation experience, principle architect's involvement with the design and work with the public will be important criteria in the selection

II. Past Performance

- A. Please indicate up to five similar-size buildings, particularly any library buildings, designed in the past 8 years. Include location, size, and cost.
- B. Indicate buildings your firm currently has in process. Include location, size, and cost of each.
- C. List the total cost of change orders on each of the above projects.
- D. Considering previous commitments you have made for Architectural services, can the work on our Library project be scheduled in your office for immediate participation on selection as the project Architect?
- E. Final Architectural Service fees will be negotiated upon selection. However, please provide an estimate of architectural fees for Phase I.

III. Supplemental Information

- A. Please provide other pertinent information that you feel makes you qualified for the proposed project. **Please be as succinct as possible and limit supplemental information.**
- B. Provide references that may be contacted for each of the projects listed. Include name, title, phone number, and address for each contact person.

Questions should be addressed to:

Renee Goss, Library Director
Or Rob Knotts, Trustee Building Committee
Sidney-Richland County Library
121 Third Ave NW
Sidney, MT 5927
406-433-1917
rgoss@richland .org

Rob Knotts, rek@midrivers.com

Questions can be accepted until May 27, 2011 in order to be answered by the submittal date.

The RFQ will be announced on the SRCL website at www.richland.org/spl and in the Sidney Herald and other newspapers as decided by the Board.

