

REQUEST FOR QUALIFICATIONS

ARCHITECTURAL & ENGINEERING
SERVICES | NO. 2022.06.22

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1. Project Background and Description

Overview

Sno-Isle Libraries is seeking architectural and engineering services to prepare construction, design, specification, and planning documents. Services will include architectural drawings for use in construction cost estimating, bidding, and contracting as well as permitting by local jurisdictions. This request invites qualified professional architectural and engineering firms to submit a statement of qualification that are interested in providing services on an open-order basis.

Deadline for Submittals

Responses will be accepted until **2:00pm, July 29, 2022**. The selected firm for this project would need to negotiate and execute a contract immediately after selection notification and begin necessary responsibilities after selection.

Background

Sno-Isle Libraries is a two-county public library district serving more than 800,000 people in Snohomish and Island counties through 23 community libraries, mobile, and online library services. The organization is headquartered at its Service Center in Marysville, Washington.

Vision / Mission / Strategic Goals

Vision

Everyone in our community is connected to their library.

Mission

We engage and inspire our communities through **equitable access** to knowledge and resources.

Strategic Goals

Create inspiring spaces so that customers and staff experience spaces that are welcoming, inclusive, easy-to-use, and support current and emerging library use.

Enhance library services so that everyone can engage in experiences they value.

Optimize library funding so that we can continue to be good stewards of our finances and work to secure additional private and state/federal funds.

Invest in our people and organization so that we are resilient, equitable and regenerative and our staff have the support and resources they need.

2. Project Scope

General Scope of Services

Qualified consultants must have experience with public agency facilities, with public library experience preferred. The following is a General Scope of Services explaining broad areas of consideration. A more detailed Scope of Services will be negotiated with the selected consultant(s):

Architectural and Design Services

Provide professional services to prepare construction, design, specification, and planning documents. Services will include architectural drawings for use in construction cost estimating, bidding, and contracting as well as permitting by local jurisdictions.

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The consultant must demonstrate competence and qualifications related to the services performed including:

1. Provide architectural services such as interior space planning, parking lot design and code compliance, landscape/hardscape, roofing, critical environments such as data centers and computer rooms, security and safety improvements, accessibility measures and standards including ADA compliance, and structural improvements and investigations. Provide other services as needed such as consultation, representation, and engineering services for any approved design intent in an approved project or task.
2. Foundation, wood framing, access, ventilation, and structural requirements up to and including any required fire systems required by code and permitting with the local jurisdiction.
3. Interior and exterior finishes, electrical, plumbing, and utility connections and other like considerations as required to support the needs of the current configurations relocated as requested in subsequent on-site project walkthroughs.
4. Contract Drawings, and any other miscellaneous elements required to complete the work as shown on the drawings, and any to be required by the permitting and approval agencies.
5. A Project Manual, including any plans, specifications, instruction, consideration, or manufacturer information necessary for the management and care of the space built.
6. Specific architectural and engineering needs may vary depending on building type and location.
7. Compliance with jurisdictional and regulatory requirements related to a variety of public capital funding sources, including environmental services and archaeological evaluations.

3. Submittal Content Requirements

Statement of Qualifications

The nature and form of response are at the discretion of the respondent, but at a minimum, the following information must be included:

1. Licensing & Certification: Provide evidence of all current licensing required by the State of Washington for performing this type of work in conjunction with public works projects.
2. Business Organization: The full name and address of the firm that will perform the services described herein stated. The Principal-in-Charge of the office shall be identified. Please include a cover letter summarizing your firm's background, resources, and relevant experience.
3. Technical Approach & Scope of Work: The responding firm shall provide a statement of understanding for a variety of architectural work possible within a library building in the redesign, renovation, and refurbishing of existing locations demonstrating an understanding of the processes and requirements to be anticipated and supported by the architectural services included herein. The approach in rendering the services required shall be detailed in a proposed Project Description.
4. Related Technical Experience Descriptions: A minimum of three (3) and a maximum of six (6) projects or a portfolio of projects of similar nature shall be submitted as examples of previous work. Sample projects may include redesigns of interiors spaces, parking lots, or critical environments such computer rooms and data centers.
5. Project Staffing & Qualifications: Personnel to be assigned with specialized skills shall be highlighted. A synopsis of experience, training, and other qualities that reflect the individual's

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relative experience and expected contributions is expected. A brief history of professional certifications, registrations, and licenses held by the staff or individuals.

6. Provide an example of responsible stewardship. Demonstrate efficient and best use of resources, materials, or space, and existing assets or internal inputs utilized in previous projects that demonstrate best practices in design for the intended use. A focus on building performance and design elements focusing on noise reduction, improved site security, ingress, egress, service areas, parking, security, and environmental factors.
7. Provide any additional information regarding the firm's experience, capabilities, or qualifications which are important to the successful implementation of this work.

Certifications and Assurances

Sign and submit the attached Certifications and Assurances as part of your proposal. Refer to **Attachment A**.

4. Submittal Information

Timeline

All responses to this request for qualifications must be received by Sno-Isle Libraries' Procurement Specialist as follows:

June 22, 2022	RFQ Issued
July 8, 2022	Questions Due by 2:00pm (PDT)
July 15, 2022	Addenda Issued (if necessary) by 2:00pm (PDT)
July 29, 2022	Submissions Due by 2:00pm (PDT)
July 29, 2022	Bid Opening at 2:30pm (PDT) Bid Opening to be held via Microsoft Teams. Interested firms please contact the Purchasing Dept (purchasing@sno-isle.org) to obtain a link to the meeting.
Aug 8-12, 2022	Oral Presentations (Optional)
Aug 19, 2022	Contract Awarded

Questions Regarding RFQ

Questions surrounding this RFQ should be submitted via email to Vendorsubmissions@sno-isle.org in accordance with the Timeline above. **Questions via telephone will not be accepted.**

Responses to questions will be posted on Sno-Isle Libraries' website as an addendum to this RFQ (<https://www.sno-isle.org/vendors/>; click on *Current Projects*) and will be distributed to all email addresses related to this Proposal. **Responses will be provided by 2:00pm PDT, July 15, 2022.**

Submitting a Proposal

The Proposal and all other documents required to be submitted with the Proposal shall be enclosed in a sealed envelope marked "Proposal submitted by" followed by the name and address of the bidder and the designated project name.

- If the Proposal is mailed, it shall be addressed to Sno-Isle Libraries: 7312 35th Ave NE, Marysville, WA 98271; ATTN: Procurement Specialist.
- If the Proposal is delivered, it shall be delivered to Sno-Isle Libraries' Service Center, with is located at 7312 35th Ave NE, Marysville, WA 98271; ATTN: Procurement Specialist.

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- Oral, telephonic, telefaxed, electronic, or telegraphic Proposals are invalid and will not receive consideration.
- If you would like confirmation of receipt of Proposal, please request via email at the time of submission.

5. Submittal Format

The proposal should be organized in a manner that allows the reviewer to evaluate the firm's qualifications quickly and easily. The Proposal shall be no more than 25 pages in length, excluding the cover, a one- or two-page Letter of Interest, and section dividers, provided the text of the response is not printed upon them. The interested firm must provide one (1) printed sealed copy and one (1) electronic copy of the proposal subsequent to the opening of proposals.

6. Selection Process

Evaluation Criteria for the Written Responses

- A) Experience in the design, construction, and instruction, for the creation of construction drawings used for the design, remodel, or construction of new or existing buildings. (20%)
- B) Quality of previous contract performance based on samples of past work. (10%)
- C) Demonstration of the firm's ability to accurately estimate timelines for completion of drawings, adhere to schedules, evaluate existing conditions, provide solutions, determine best value, and meet deadlines. (20%)
- D) Responsiveness to requests for information and necessary requirements in the completion of the assigned tasks. (10%)
- E) Compliance with codes, statutes, regulations, and requirements during all design work in and with previous contracts; public works examples preferred. (10%)
- F) References and experience with similar projects; public libraries preferred. (10%)
- G) Qualifications of staff assigned to work on this project. (10%)
- H) Licensing and certification. (10%)

Oral Presentations May Be Required

After evaluating the written proposals, Sno-Isle Libraries may elect to schedule oral presentations by the finalists. Sno-Isle Libraries will contact the top-scoring firm(s) from the written evaluation to schedule a meeting if an oral presentation is necessary. Commitments made by the Bidder at the oral presentation, if any, will be considered binding.

Acceptance or Rejection of Submissions

Sno-Isle Libraries reserves the right to accept or reject any or all responses submitted, in whole or in part, and to waive any informalities, nonconformity, or technicalities with which, at the organization's discretion, are determined to be in the best interests of Sno-Isle Libraries.

Sno-Isle Libraries reserves the right to reject any and all responses without indicating any reasons for such rejection(s). Sno-Isle Libraries reserves the right to postpone due dates for its convenience and to withdraw this solicitation at any time without prior notice.

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This request for qualifications does not commit Sno-Isle Libraries to award a contract, pay any costs incurred in preparation of these qualifications or participation in the interview process, or to procure or contract for any services at any time.

7. Terms and Conditions

Minority, Women or Veteran Owned Business Participation

In accordance with Chapter 39.19 RCW, Sno-Isle Libraries encourages participation in all contracts by firms certified by the Office of Minority and Women's Business Enterprises. Participation may be either on a direct basis in response to this solicitation or a subcontractor basis.

Proprietary Information and Public Disclosure

All submissions received shall become the property of Sno-Isle Libraries and remain confidential until a contract, if any, resulting from this request is signed by the proper authorizing figure. Selection or rejection of a submission does not affect this right. After a contract is signed, all submissions received shall be deemed public records as defined in Chapter 42.56 of the Revised Code of Washington (RCW). Any information contained in the submission that is proprietary must be clearly marked or designated as "confidential" to be excluded from public records request responses. Only information designated under current state law statutes as appropriate for exclusion from public records exposure may be marked and treated as confidential.

Insurance Coverage

The selected firm will be expected to enter into a standard Professional Services Agreement in a timely fashion. Insurance requirements included in the services agreement package are:

1. General Liability
2. Professional Liability

8. Attachments

- **Attachment A** – Certifications & Assurances

CERTIFICATIONS AND ASSURANCES

I/we make the following certifications and assurances as a required element of the proposal to which it is attached, understanding that the truthfulness of the facts affirmed here and the continuing compliance with these requirements are conditions precedent to the award or continuation of the related contract:

- 1) I/we declare that all answers and statements made in the proposal are true and correct.
- 2) The prices and/or cost data have been determined independently, without consultation, communication, or agreement with others for the purpose of restricting competition. However, I/we may freely join with other persons or organizations for the purpose of presenting a single proposal.
- 3) The attached proposal is a firm offer for a period of 60 days following receipt, and it may be accepted by Sno-Isle Libraries without further negotiation (except where obviously required by lack of certainty in key terms) at any time within the 60-day period.
- 4) In preparing this proposal, I/we have not been assisted by any current or former employee of Sno-Isle Libraries whose duties relate (or did relate) to this proposal or prospective contract, and who was assisting in other than his or her official, public capacity. If there are exceptions to these assurances, I/we have described them in full detail on a separate page attached to this document.
- 5) I/we understand that Sno-Isle Libraries will not reimburse me/us for any costs incurred in the preparation of this proposal. All proposals become the property of Sno-Isle Libraries, and I/we claim no proprietary right to the ideas, writings, items, or samples, unless so stated in this proposal.
- 6) Unless otherwise required by law, the prices and/or cost data which have been submitted have not been knowingly disclosed by the Proposer and will not knowingly be disclosed by him/her prior to opening, directly or indirectly, to any other Proposer or to any competitor.
- 7) I/we agree that submission of the attached proposal constitutes acceptance of the solicitation contents and general terms and conditions. If there are any exceptions to these terms, I/we have described those exceptions in detail on a page attached to this document.
- 8) No attempt has been made or will be made by the Proposer to induce any other person or firm to submit or not to submit a proposal for the purpose of restricting competition.
- 9) I/we grant Sno-Isle Libraries the right to contact references and other, who may have pertinent information regarding the ability of the Contractor and the lead staff person to perform the services contemplated by this Request.

On behalf of the Contractor submitting this proposal, my name below attests to the accuracy of the above statement.

Signature of Proposer / Date