Request for Qualifications
ARCHITECTURAL SERVICES
Sno-Isle Regional Libraries

Abstract
Sno-Isle Libraries is seeking proposals for professional architectural, permitting, and consultation services for the purpose of requesting bids for the construction and renovation of existing facilities as needed to secure critical areas, data centers, and server rooms.

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1. PURPOSE: Sno-Isle Libraries is soliciting architectural consultant qualifications for 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.

1.1. This request invites qualified professional architectural firms that are interested in providing services on an open-order basis to submit their statement of qualifications.

1.2. The contract period of performance will extend for 12 months with an option to renew for an additional 12 months, or until the final agreed upon contract amount has been reached, whichever occurs first.

1.3. A list of hourly rates for all consultant services required herein must be included at submission.

1.4. Once a firm is selected, a contract will be negotiated based on a mutually agreed upon scope of services.

2. TYPES OF PROJECTS: The selected architectural consulting firm will be requested to prepare construction plan sets and all required drawings for the construction and renovation of existing facilities. The firm must demonstrate experience and accomplishment with this type of work. Project deliverables will include the following and must be completed in all manner for the intended purpose:

2.1. Sno-Isle Libraries will issue a request for proposal (RFP) for each project or task which will define the work being requested within the agreement under this contract. A fee proposal will and schedule will be issued to Sno-Isle Libraries. Project or task orders under this contract will have an upper dollar limit of $35,000 unless the project or task is a part of a larger program, and in any case no singular or cumulative project or task may exceed the contract amount.

2.2. 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, 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.

2.3. 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.

2.4. 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.

2.5. 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.

2.6. A Project Manual, including any plans, specifications, instruction, consideration, or manufacturer information necessary for the management and care of the space built.

3. PROJECT LOCATIONS: Architectural services requested are for any of Sno-Isle Libraries twenty-four locations in both Island and Snohomish counties of Washington State. One contract will be awarded for work in all location for the requested architectural services via RFP in both counties.
4. PROPOSAL SUBMISSION: All responses to this request for qualifications must be received by Karen Kramer, Purchasing Specialist as follows:

- FAQ DUE DATE: 3:00PM, Monday, April 22, 2019; send to Karen Kramer, email KKramer@sno-isle.org
- FAQ RESPONSE DATE: 3:00PM, Wednesday, May 1, 2019, by Brian Rush
- RFQ DUE DATE: 3:00PM, Friday, May 10, 2019; send to Karen Kramer, email KKramer@sno-isle.org
- CONTRACT AWARD: No later than 3:00PM, Wednesday, May 15, 2019

5. PROPOSAL CONTENT: To standardize responses and simplify comparison and evaluation of responses, all statement of qualifications and proposals must be organized in the manner set forth below, separated into sections, and appropriately labeled. All information and materials requested shall be provided in the proposal under a single cover. The proposal length shall be limited to a maximum of 12 single-sided pages, not including dividers and covers. Minimum font size shall be eleven (11) point.

5.1. 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.

5.2. 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.

5.3. 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.

5.4. Related Technical Experience Descriptions: A minimum of three (3) and a maximum of six (6) projects or a portfolio of projects of similar size and 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.

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

5.6. 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.

5.7. Provide any additional information regarding the firm’s experience, capabilities, or qualifications which are important to the successful implementation of this work.

6. RFQ CONTACT PERSON: Any questions concerning the Request for Qualifications should be directed to Karen Kramer via email KKramer@sno-isle.org.

6.1. FAQ, INQUIRY, AND CLARIFICATION REQUESTS: After issuance of the request for qualifications, persons or entities who intend to respond by submission of a competitive proposal, and who have questions regarding the request for qualifications, or who object to any
term, provision, or requirement of the request for qualifications, or who desire clarification or interpretation of any term, provision, or requirement of the request for qualifications, may submit such questions, objections, or requests for clarification or interpretation to the Contact Person named above via email no later than the identified FAQ DUE DATE listed in section 4. Such questions and requests for clarification or interpretation shall be submitted in writing.

6.1. The Contact Person will respond in writing to all such questions and requests for clarification or interpretation presented in regard to this request for qualifications. In addition to making a written response, Sno-Isle Libraries may issue an addendum amending the request for qualifications by changing, deleting, or adding terms, provisions, or requirements to the request for qualifications. In no case will verbal communications override written responses or requirements of this request for qualifications.

7. EVALUATION AND SELECTION PROCESS: Qualifications will be evaluated by Sno-Isle Libraries using the Selection Criteria included herein to the firm best qualified to meet the needs of this request for qualifications as determined by Sno-Isle Libraries. The firm(s) deemed best qualified may be invited for an additional presentation and interview. However, Sno-Isle Libraries reserves the right to request interviews of any, all, or none of the consultants.

7.1. ACCEPTANCE / REJECTION OF RESPONSES: 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 makes no commitment that a contract or purchase order will be awarded to any responder.

7.1.1. 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.

7.1.2. 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.

7.2. EVALUATION CRITERIA: To be decided by a panel of Sno-Isle Libraries personnel.

7.2.1. Experience in the design, construction, and instruction, for the creation of construction drawings used for the design and building and constructing of existing buildings. (0-15pts)

7.2.2. Quality of previous contract performance based on samples of past work. (0-15pts)

7.2.3. 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. (0-12pts)

7.2.4. Responsiveness to requests for information and necessary requirements in the completion of the assigned tasks. (0-12pts)

7.2.5. Compliance with codes, statutes, regulations, and requirements in the course of all design work in and with previous contracts; public works examples preferred. (0-12pts)

7.2.6. References and experience with similar projects; public libraries preferred. (0-12pts)

7.2.7. Qualifications of staff readily available to work on this project. (0-12pts)

7.2.8. Licensing and certification. (0-10pts)