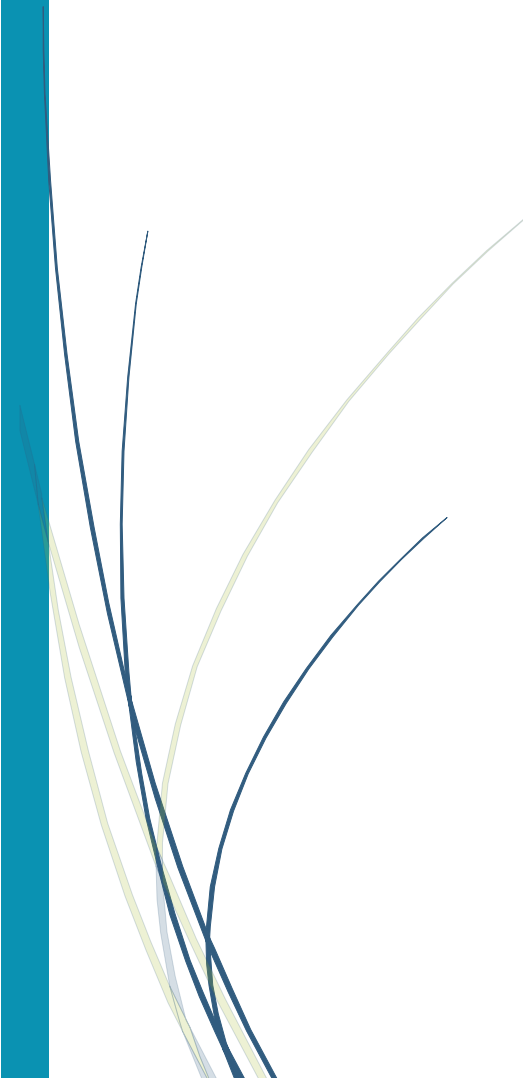


The logo consists of a teal arrow pointing to the right, containing the text "SNO-ISLE LIBRARIES" in white, uppercase letters. This arrow is positioned horizontally across a vertical teal bar on the left side of the page.

SNO-ISLE LIBRARIES

# REQUEST FOR QUALIFICATIONS

CAPITAL PLANNING CONSULTING,  
ARCHITECTURAL, ENGINEERING,  
ENVIRONMENTAL, & ARCHAEOLOGY  
SERVICES | NO. 2021.08.27

A decorative graphic on the left side of the page, featuring several thin, curved lines in teal and light green colors that originate from the bottom left and curve upwards and to the right.

SNO-ISLE LIBRARIES | 7312 35TH AVE NE |  
MARYSVILLE, WA 98271 | [WWW.SNO-ISLE.ORG](http://WWW.SNO-ISLE.ORG)

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# 1. Project Background and Description

Sno-Isle Libraries is seeking a qualified consulting firm to provide professional services in two key areas of the organization's capital facilities strategy:

1. Consultation and planning. Reviewing the existing capital strategy and plan and developing architectural and design standards. This includes an assessment of current design conditions at library facilities.
2. Architectural and engineering services for capital improvements at three libraries.

The two key areas may be awarded to one or multiple firms. The intent is to translate the architectural and design standards to the remodels at the three libraries, and deliver on the goal of creating inspiring library spaces for customers and staff.

## Overview

Sno-Isle Libraries request qualified firms to submit a Letter of Interest (LOI) and a Statement of Qualifications (SOQ) for the following actions (all or in part):

1. Review Sno-Isle Libraries' existing framework for capital strategy and planning to further develop, refine and improve the evaluation process of facility conditions; use of guiding principles; and setting of capital strategy and goals.
2. Work with library staff to establish architectural and design standards for Sno-Isle Libraries' facilities. Evaluate Sno-Isle Libraries' facilities in relation to these standards.
3. Provide architectural and engineering services for capital improvement remodel projects at three libraries.

## Deadline for Submittals

Responses will be accepted until **5:00 PM, October 7, 2021**. The selected firm(s) or group(s) 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 tax-supported regional rural library district, serving Snohomish and Island Counties. The library district is governed by a seven-member Board of Trustees, who set policy, review and approve the annual budget, and determine the general direction of the district. The Library serves over 770,000 residents across 2,260 square miles through 23 community libraries, online services and Library on Wheels.

## 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):

#### Capital Framework Planning Services

Work with the existing capital facilities plan and evaluation structure and provide consultation on making improvements to the plan. Contribute to the further development of the strategy and plan by refining and improving the evaluation structure, the guiding principles and the process to identify and sequence capital projects. Capital projects may include expansion and redesign of existing facilities and the remodel or construction of new facilities. The consultant must be able to provide a variety of planning services to the library including but not limited to: expertise in library services, urban and rural design, community education and engagement, and project scheduling and coordination.

Develop architectural and design standards for Sno-Isle Libraries facilities, for staff and public spaces. Establish an assessment process for all library facilities to produce an analysis that identifies gaps between current conditions and established standards. The assessment process may be performed by the consultant and can be managed by library staff subsequently.

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

1. The consultant must have experience working with public agencies on both current and long-range planning projects.
2. Demonstrated ability to conduct outreach efforts to engage community participation.
3. Ability to work collaboratively in a regulatory environment with other agencies, municipalities, interest groups and permit applicants.
4. Experience in establishing design standards and an assessment process for existing facilities that can be managed by library staff in subsequent years.

Refer to **Attachment A** for Sno-Isle Libraries' current Capital Framework Summary.

#### 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.

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

#### Letter of Interest

The letter of interest should indicate:

- (a) interest in the consultation and planning services, or interest in the architectural and engineering services, or both;
- (b) the availability of the firm's resources for planning and evaluation activities, if applicable;
- (c) the availability of the firm's resources for completing all of the services needed for the three projects that will develop out of the capital framework, if applicable;
- (d) the firm's contact information (address, telephone, email); and
- (e) additional data or recommendations, if desired.

#### 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:**

##### Project Organization and Staffing

1. Provide an organization chart showing proposed team members and describing their responsibilities for this project. Include professional licenses, certifications, qualifications / resumes of each member of the project team.

##### Description of Related Experience

1. Describe qualifications and experience to perform the work described in the Scope of Work. Should include direct experience with the specific subject matter, noting state or local government and County experience if applicable. Include information and examples which demonstrate successful and reliable past performance. References may be requested upon reward.
2. For interest in consultation and planning: provide experience working with long term capital

facility improvement plans. Provide a Project Description for the process of establishing architecture and design standards for library facilities.

3. For interest in architectural and engineering services: provide a Project Description for the process or approach to a capital improvement project for the redesign and remodel of an existing public library, starting with project planning, including community engagement and the application of architectural and design standards, and concluding with completion of the project.
4. Describe the firm’s approach to dealing with and communicating with public officials and coordinating projects with other agencies.
5. 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.
6. Demonstrate knowledge of current, emerging and innovative practices in the use of space in public libraries. Provide examples of architectural and design work performed for other public libraries.
7. Provide examples of experience in facilitating staff and community engagement.
8. 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 B**.

## 4. Submittal Information

### Timeline

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

August 27, 2021	RFQ Issued
September 16, 2021	Questions Due by 2:00pm (PDT)
September 22, 2021	Addenda Issued (if necessary) by 2:00pm (PDT)
October 7, 2021	Submissions Due by 5:00pm (PDT)
October 7, 2021	Bid Opening at 5:00pm (PDT) <b>Bid Opening to be held via Microsoft Teams. Interested firms please contact Karen Kramer (<a href="mailto:kkramer@sno-isle.org">kkramer@sno-isle.org</a>) to obtain a link to the meeting.</b>
Week of October 11, 2021	Contract Awarded

### Questions Regarding RFQ

Questions surrounding this RFQ should be submitted via email to [Vendorsubmissions@sno-isle.org](mailto: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, September 22, 2021.**

## 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 35<sup>th</sup> 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 35<sup>th</sup> Ave NE, Marysville, WA 98271; ATTN: Procurement Specialist.
- 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 or group 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

- |           |   |     |
|-----------|---|-----|
| <b>A.</b> | <i>Qualification and Experience:</i> Qualifications and experience of key personnel to be assigned to perform the project.  | 30% |
| <b>B.</b> | <i>Project Description:</i> Soundness of approach and process to perform the project. Include any value-added features or capabilities the proposal brings to this project.   | 30% |
| <b>C.</b> | <i>Stewardship and Innovation:</i> Examples of responsible stewardship and innovation in library and other facility design, space use and sustainability practices.   | 20% |
| <b>E.</b> | <i>Examples of Previous Projects:</i> Demonstrated knowledge of emerging and innovative practices in the use of space in public libraries; ability to incorporate community engagement input; incorporation of sustainable and equitable building and design practices. | 20% |

## 7. Submittal Terms and Conditions

### 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.

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.

### 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" in order 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 firms (or groups) 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** – Capital Framework Summary
- **Attachment B** – Certifications & Assurances