



SNO-ISLE LIBRARIES

REQUEST FOR QUALIFICATIONS

LAKE STEVENS LIBRARY PLANNING,
ARCHITECTURAL, ENGINEERING,
ENVIRONMENTAL, & ARCHAEOLOGY
SERVICES | NO. 2022.04.19

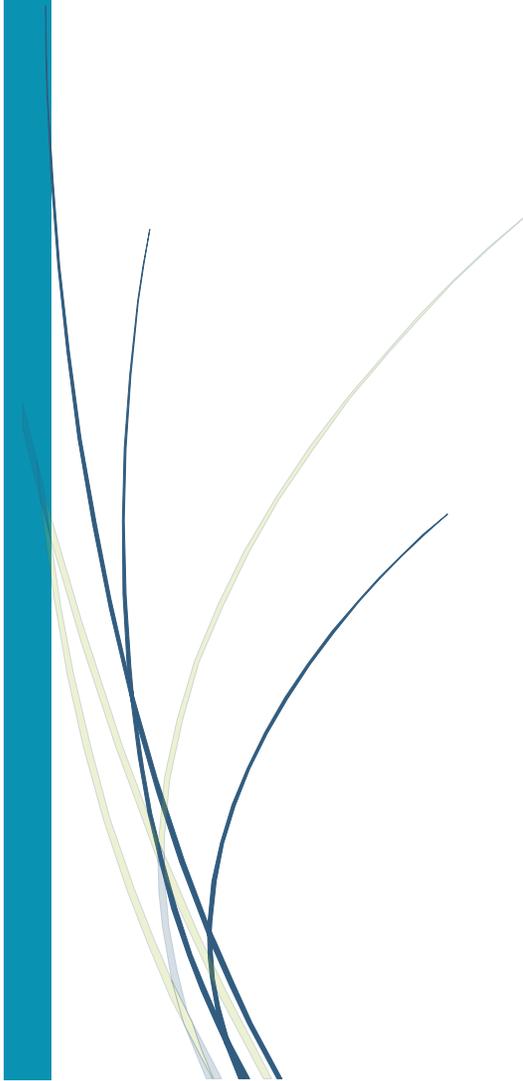


TABLE OF CONTENTS

1. PROJECT BACKGROUND AND DESCRIPTION	2
2. PROJECT SCOPE	3
3. SUBMITTAL CONTENT REQUIREMENTS	4
4. SUBMITTAL INFORMATION	5
5. SUBMITTAL FORMAT	6
6. SELECTION PROCESS	6
7. TERMS AND CONDITIONS.....	7
8. ATTACHMENTS	7

1. Project Background and Description

Sno-Isle Libraries is seeking a qualified firm to provide architectural and engineering services for creation and construction of a public library building in the City of Lake Stevens. Lake Stevens is one of the fastest-growing communities in the Puget Sound region. The community is characterized by a significant percentage of children and families, well above County and State averages. In conjunction with the City's redevelopment plans, the library moved out of its previous building and is currently housed in a temporary facility while development of a new library proceeds on property owned by Sno-Isle Libraries.

Overview

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

1. Review Sno-Isle Libraries' existing needs assessment performed in partnership with the City of Lake Stevens and identify next steps needed in the assessment and community engagement phase of the project.
2. Review existing site concepts and develop a revised conceptual design based on current circumstances and additional input from library staff and community engagement.
3. Provide architectural and engineering services for a new library as a stand-alone facility with some potential cooperative elements with nearby city facilities.

Deadline for Submittals

Responses will be accepted until **5:00 PM, May 19, 2022**. 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

The scope of the overall project is to construct a new early learning focused public library. The land for the project has been purchased and is owned by Sno-Isle Libraries. A first phase of community engagement and preliminary design has been completed, in collaboration with the City of Lake Stevens. This next phase of the project includes architectural and engineering services; ongoing community engagement; all site preparations and horizontal development; and construction of a new library building.

Qualified consultants must have experience with public agency facilities, with public library experience preferred. The following is a more detailed scope of services, explaining the areas of work this project will encompass, with the expectation that the phases below will overlap and are not sequential:

Needs Assessment & Community Engagement – Phase I

Review existing engagement and needs assessment to determine additional engagement work needed to arrive at the right library building for the community, including the optimal square footage needed to accommodate library services for the Lake Stevens community. Refer to **Attachment A** for existing work completed.

Continued assessment of library and community needs, to assist in identifying a library building with an adequate size to meet community needs, deliver contemporary library service and house staff; include all provisions for public access and traffic flow; with a design process that is library-led and community-driven.

Understand the detailed space requirements for library programming or other community uses and functional areas.

Assess parking requirements calculated for the project to accommodate staff, customers, and public participation at community meetings/events.

Define implementation steps and milestones necessary to fulfill the needs identified, coordinating the identified scope of work with city needs as appropriate.

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

1. Demonstrated ability to conduct outreach efforts to engage community participation.
2. Ability to work collaboratively in a regulatory environment with other agencies, municipalities, interest groups and permit applicants.

Architectural and Design Services – Phase II

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 intent for this project is to begin site preparations and horizontal development simultaneously with the library building concept and design.

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

1. Provide architectural and engineering services around site development, including demolition, archeological and artifact preservation, landscape/hardscape, and parking lot design and code compliance.
2. Provide architectural services such as interior space planning, 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.
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.
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.
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.
6. A Project Manual, including any plans, specifications, instruction, consideration, or manufacturer information necessary for the management and care of the space built.
7. Specific architectural and engineering needs may vary depending on building type and location.
8. 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 needs assessments, community engagement services, and architectural and engineering services;
- (b) the availability of the firm's resources for Phase I, if applicable;
- (c) the availability of the firm's resources for completing all of the services needed Phase II;
- (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. Provide a Project Description for the process or approach for the demolition of existing buildings, horizontal site development, and design of a public library building. Phases include project planning, community engagement, the application of architectural and design standards, and conclude with completion of the project.
3. Describe the firm’s approach to dealing with and communicating with public officials and coordinating projects with other agencies.
4. 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. 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.
6. Provide examples of experience in facilitating staff and community engagement.
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 B**.

4. Submittal Information

Timeline

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

April 19, 2022	RFQ Issued
May 3, 2022	Questions Due by 2:00pm (PDT)
May 10, 2022	Addenda Issued (if necessary) by 2:00pm (PDT)
May 19, 2022	Submissions Due by 5:00pm (PDT)
May 19, 2022	Bid Opening at 5:00pm (PDT) Bid Opening to be held via Microsoft Teams. Interested firms please contact Karen Kramer (kkramer@sno-isle.org) to obtain a link to the meeting.
Week of June 6, 2022	Interviews / Oral Presentations (if necessary)
Week of June 13, 2021	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, May 10, 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, which is located at 7312 35th 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

- | | | |
|-----------|---|-----|
| A. | <i>Qualification and Experience:</i> Qualifications and experience of key personnel to be assigned to perform the project. | 30% |
| 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% |
| C. | <i>Stewardship and Innovation:</i> Examples of responsible stewardship and innovation in library and other facility design, space use, equitable access and sustainability practices. | 20% |
| E. | <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** – Existing Community Engagement with City of Lake Stevens
- **Attachment B** – Certifications & Assurances