

The logo for SNO-ISLE LIBRARIES features a vertical teal bar on the left and a horizontal teal arrow pointing to the right, containing the text "SNO-ISLE LIBRARIES" in white, uppercase letters.

SNO-ISLE LIBRARIES

REQUEST FOR QUALIFICATIONS

MARINER COMMUNITY CAMPUS LAND
SURVEYING SERVICES
NO. 2023.02.22

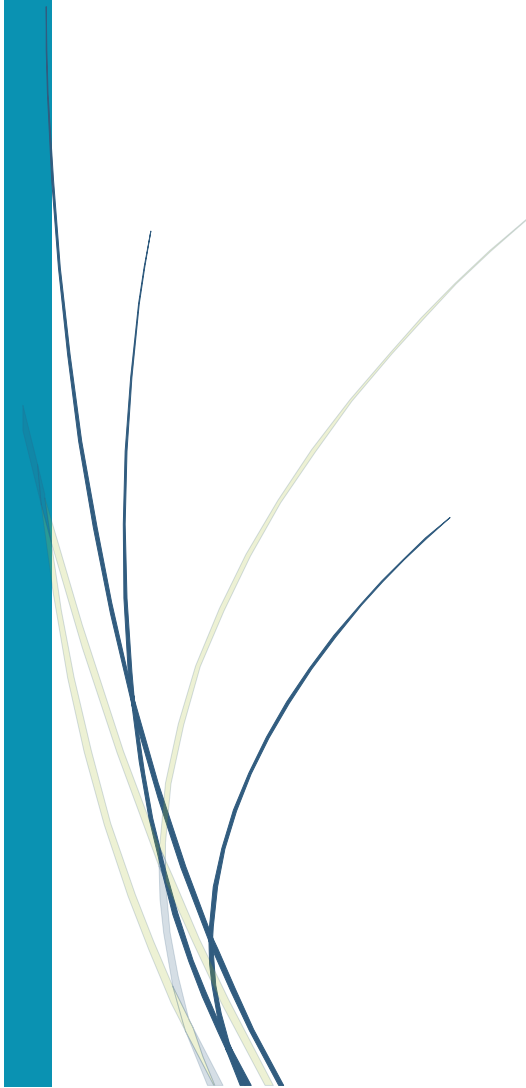


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1. Project Background and Description

Sno-Isle Libraries is seeking a qualified firm to provide land surveying services for creation and construction of a community focused campus anchored by a Sno-Isle Libraries location in the Mariner neighborhood of unincorporated Snohomish County. The Mariner community is one of the most diverse neighborhoods in Snohomish County and is also one of the fastest-growing communities in the Puget Sound region. The community is characterized by a significant percentage of children and families from diverse backgrounds, immigrant families, and a need for a central location for community connection. The Mariner Community Campus will be designed with Snohomish County and Sound Transit future redevelopment plans in mind. The Mariner Library is currently housed in a shopping center plaza as a demonstration library facility while development of a new library proceeds.

Sno-Isle Libraries (SIL) is currently entering Phase 2 of our process in creating a Mariner Community Campus (MCC). Background information about the MCC project can be found here: [Mariner Community Campus](#)

Overview

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

SIL is currently seeking a land survey company to assist in Phase 2 – Land boundary survey of property to create a subdivision short plat. ***The property that will be surveyed is located at 12600 4th Ave W. Everett, WA 98204. (See Attachments A & B)***

Deadline for Submittals

Responses will be accepted until **5:00 PM PST, March 9th, 2023**. 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 800,000 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 this stage in the project is to conduct a subdivision survey and file a preliminary subdivision permit that will assist in the purchase of necessary land for constructing the community campus.

1. Provide the required information on the property to assist in the creation of a Snohomish County preliminary short plat subdivision permit.
2. Provide required information for creation of a new property entrance in compliance with a Snohomish County short plat subdivision permit. (*5th Place West*).
3. Conduct field reconnaissance to determine the boundary lines and any related improvements on the property needed for a short plat subdivision.
4. Provide drawings and all other applicable materials associated with a boundary survey to complete a purchase of the property.

3. Submittal Content Requirements

Letter of Interest

The letter of interest should indicate:

- (a) interest in land surveying services;
- (b) the availability of the firm's resources for Phase II, if applicable;
- (c) the availability of the firm's resources for completing all the services needed;
- (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:

Description of Related Experience

To be considered for selection, please respond to the following items:

1. Please identify your qualifications and relevant experience.
2. Please describe your firm's size, structure, and a brief company history.
3. Please include a brief history of experiences in Snohomish County.
4. Please provide a copy of your Washington State issued business license.

Certifications and Assurances

Sign and submit the attached Certifications and Assurances as part of your qualification documents. Refer to **Attachment C**.

4. Submittal Information

Timeline

All responses to this request for qualifications must be received by Sno-Isle Libraries' Mariner Community Campus Project Lead as follows:

February 22, 2023	RFQ Issued
March 1, 2023	Questions Due by 2:00pm (PST)
March 3, 2023	Addenda Issued (if necessary) by 2:00pm (PST)
March 9, 2023	Submissions Due by 5:00pm (PST)
Week of March 13th, 2023	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 RFQ. **Responses will be provided by 5:00pm PST, March 3rd, 2023.**

Submitting a LOI and SOQ

The Letter of Interest, Statement of Qualifications and all other documents required to be submitted under this RFQ may be enclosed in a sealed envelope marked "LOI and SOQ submitted by" followed by the name and address of the bidder and the designated project name.

- Documents may be submitted electronically to Vendorsubmissions@sno-isle.org.
- If the submission is mailed, it shall be addressed to Sno-Isle Libraries: 7312 35th Ave NE, Marysville, WA 98271; ATTN: Procurement Specialist.
- If the submission 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, or telegraphic submissions are invalid and will not receive consideration.
- If you would like confirmation of receipt of your submission, please request via email at the time of submission.

5. Submittal Format

The LOI and SOQ should be organized in a manner that allows the reviewer to evaluate the firm's qualifications quickly and easily. The total package submitted 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 should submit an electronic version of the documents in accordance with Section 4 above.

6. Selection Process

Evaluation Criteria for the Written Responses

- A. *Project Description: Soundness of approach and process to perform the project. Include any value-added features or capabilities the submission brings to this project.* 50%
- B. *Qualification and Experience: Qualifications and experience of key personnel to be assigned to perform the project.* 50%

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, if applicable, 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 on 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 and Fiduciary Liability

8. Attachments

- **Attachment A** – MCC Property Description Summary
- **Attachment B** – MCC Project Map
- **Attachment C** – Certifications & Assurances