

REQUEST FOR QUALIFICATIONS

ON-CALL ARCHITECTURE & ENGINEERING SERVICES RFQ NO. 2025.09.05

RFQ Release Date:	September 5, 2025
Due Date:	October 10, 2025 by 2:00 p.m. Pacific Time
Procurement Specialist:	Joanna Armstrong at vendorsubmissions@sno-isle.org
Overview:	Sno-Isle Regional Library is soliciting Statements of Qualifications from Architecture & Engineering firms to provide on-call services to the Library District.
How to Respond:	Responses must be submitted via email or U.S. Mail to the Procurement Specialist no later than the due date and time noted above.

Contents

1. Project Background and Description2

Overview 2

Vision / Mission / Strategic Goals..... 2

2. Project Scope3

3. Submission Content Requirements4

Statement of Qualifications 4

Certifications and Assurances 6

4. Submittal Information6

Timeline 6

Questions Regarding RFQ 6

Submitting Qualifications 6

5. Selection Process7

Scoring Matrix..... 7

Evaluation Criteria 8

Oral Presentations May Be Required 8

Acceptance or Rejection of Submissions..... 8

6. RFQ Terms9

Minority, Women or Veteran Owned Business Participation 9

Proprietary Information and Public Disclosure 9

Insurance Coverage 9

7. Attachments9

1. Project Background and Description

Overview

Sno-Isle Regional Library District (Library District) is seeking Statements of Qualifications from firms that specialize in architecture and engineering (A&E) services to provide comprehensive on-call services as described further below.

This request is not for a particular project, but rather invites qualified professional A&E firms that are interested in providing services on an open-order basis to submit a Statement of Qualifications through the process described further below.

The successful respondent may contract with the Library District to provide A&E services for up to three (3) years initially, and renewals up to two (2) additional years. Services will be requested by the Library District as funding becomes available and projects arise, in its sole discretion, and therefore no amount of payment is guaranteed throughout the term of the resulting contract. Under this umbrella contract, the awarded firm will negotiate and sign discrete statements of work with the Library District for each project requested.

The awarded respondent will negotiate and execute a contract within thirty (30) days of selection notification. If contract negotiations are unsuccessful, the Library District reserves the right to award a contract to the next most qualified respondent.

Background

Library District 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

Qualified respondents must have experience with public agency facilities, with a strong preference for public library experience.

The following is a general scope of services explaining broad areas of consideration. A more detailed scope of services will be negotiated with the awarded respondent(s):

The selected firm will be responsible for delivering integrated design solutions that align with the project's functional, aesthetic, sustainability, and regulatory requirements. The scope of services includes, but is not limited to:

Structural Engineering: Design and analysis of structural systems to ensure safety, durability, and compliance with applicable codes.

Mechanical, Electrical, and Plumbing (MEP) Engineering: Design of HVAC systems, electrical distribution, lighting, fire protection, and plumbing systems that meet performance and energy efficiency standards.

Civil Engineering: Site planning, grading, drainage, utility coordination, and permitting support.

Environmental and Sustainability Consulting: Integration of sustainable design principles, energy modeling, and support for LEED or other green building certifications, if applicable.

Project Management and Coordination: Oversight of design phases, coordination with stakeholders, cost estimating, scheduling, and support during bidding and construction.

Regulatory Compliance and Permitting: Ensure all designs meet local, state, and federal regulations, including ADA, building codes, and environmental standards.

Architectural and Design Services: Concept development, schematic design, design development, construction documents, and construction administration. The firm must demonstrate experience in designing facilities that are efficient, code-compliant, and responsive to user needs.

The firm must provide professional architectural and design 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 respondent 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. Submission 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. 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.

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 done in the last five (5) years.

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Sample projects may include redesigns of interiors spaces, parking lots, or critical environments such computer rooms and data centers, etc. Please include a description of whether each of these projects was completed on time and within budget.

5. Project Staffing & Qualifications:

Respondents must submit names of key staff and/or subcontractors to be assigned to work with the Library District along with the following information about each individual:

- a. Specialized skills;
- b. Synopsis of their experience, training, and other qualities that reflect the individual's relative experience and expected contributions; and
- c. Brief history of professional certifications, registrations, and licenses held.

6. Examples of Responsible Stewardship:

Respondent must demonstrate responsible stewardship, including 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.

The focus of respondent's example(s) should be on building performance and design elements focusing on noise reduction, improved site security, ingress, egress, service areas, parking, security, and environmental factors.

7. Supplemental Information:

Provide any additional information regarding the firm's experience, capabilities, or qualifications which are important to the successful implementation of the scope of work described in this RFQ.

8. Contract Inclusions and Exceptions:

After a firm has been selected, good faith contract negotiations will take place with the awarded firm according to the standard terms and conditions in **Attachment B**.

If applicable, responding firms may submit, along with their Statement of Qualifications, proposed exceptions to any of these terms and may also propose additional terms for inclusion into the final contract.

Any major revisions to the contract terms and conditions must be included in the submission.

9. References

Respondents must include three (3) references and/or client testimonials for work of similar size and scope as described in this RFQ, with a strong preference for past experience with public libraries. References provided should be for work that has been performed by the respondent within the last three (3) years.

If submitting references, please provide the name, title, entity, and contact information of the persons who may be contacted for reference regarding the services provided.

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Library District reserves the right to be its own reference.

Certifications and Assurances

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

4. Submittal Information

Timeline

September 5, 2025	RFQ Issued
September 19, 2025	Questions Due by 2:00pm (PDT)
September 26, 2025	Addenda Issued (if necessary) by 2:00pm (PDT)
October 10, 2025	Submissions Due by 2:00pm (PDT)
October 20, 2025	Optional Oral Presentations (<i>estimated</i>)
October 31, 2025	Contract Awarded (<i>estimated award date</i>)

Questions Regarding RFQ

Questions surrounding this RFQ should be submitted via email to the Procurement Specialist at vendorsubmissions@sno-isle.org in accordance with the Timeline above.

Questions via telephone will not be accepted.

Responses to questions will be posted on Library District's website as an addendum to this RFQ (<https://www.sno-isle.org/vendors/>; click on *Current Projects*).

Responses via written addenda will be issued according to the timeline above.

Submitting Qualifications

Submissions should be organized in a manner that allows the reviewer to evaluate the respondent's qualifications quickly and easily.

Submissions 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.

Respondents may submit their qualifications and all other requested information and documentation electronically or by United States mail, but in any case, submissions shall be received by Library District prior to the due date and time listed above in Section 4. Timeline.

1. Electronic Submission

Electronic submissions shall be emailed to the Procurement Specialist at vendorsubmissions@sno-isle.org

2. United States Mail – Mailed submissions shall be addressed as follows:

Sno-Isle Regional Library
7312 35th Ave NE
Marysville, WA 98271
ATTN: Procurement Specialist – A&E RFQ No. 2025.09.05

If mailing in a submission, the respondent must follow up after the bid due date with an electronic copy of the full submission.

Oral, telephonic, telefaxed, or telegraphic submissions are invalid and will not receive consideration.

If you would like confirmation of receipt, please request via email at the time of submission.

5. Selection Process

All timely and complete submissions will be evaluated by a team of at least three Library District staff members and will be scored according to the scoring matrix and evaluation criteria stated below.

The evaluation team members will score each submission independently and then a consensus meeting will be held to finalize scores.

Scoring Matrix

Members of the evaluation panel will assign scores on a scale of zero (0) to ten (10) according to the general guidelines of the scoring matrix below.

Score	Description	Considerations
0	No Value	Submission does not address any component of the scoring criteria.
2	Poor	Submission only minimally addresses the requirements, is missing components, and/or information provided is not responsive to a portion, or all, of the requested information.
4	Below Average	Submission demonstrates incomplete understanding of the request, does not respond adequately to all requested information, and/or has simply restated the requirements with no additional information.
6	Average	Submission is considered to meet minimum requirements. Submission shows an acceptable understanding of the request, provides Statement of Qualifications in sufficient detail to be responsive to this request, and demonstrates an acceptable level of experience.
8	Above Average	Submission is thorough, detailed, and demonstrates a firm understanding of Library District's needs and ability to deliver high quality services to our standards.

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10	Excellent	Submission provided a detailed and thorough Statement of Qualifications and response to the requirements. Submission clearly demonstrates a high level of skill, experience with, and understanding of, the scope of work as described in this RFQ. Submission demonstrates an ability to meet our unique needs and deliver services at a high level.
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Evaluation Criteria

The evaluation team will score each qualification below according to the Scoring Matrix above. Each qualification will be weighted according to the scale below and the highest scoring submission(s) may be called in for oral presentations and/or awarded a contract.

Library District reserves the right to ask clarifying questions of any of the respondents to better understand their submissions.

Scoring Criteria for each Qualification	Weight	Total Points
Qualifications of Assigned Team <i>Experience and credentials, including licensing and certifications, of key personnel assigned to the Library District</i>	3	30
Relevant Project Experience <i>Demonstrated success with similar A&E projects, especially in public works</i>	3	30
Project Understanding & Approach <i>Clarity and feasibility of the proposed methodology and understanding of project goals</i>	1	10
Ability to Meet Schedule within Budget <i>Demonstrated history of delivering projects on time and within budget</i>	1	10
Knowledge of Local Conditions <i>Familiarity with local codes, climate, permitting, and stakeholders</i>	1	10
References and Past Performance <i>Feedback from previous clients and record of quality work</i>	1	10
Total Points Possible		100

Oral Presentations May Be Required

After evaluating the written submissions, Library District may elect to schedule oral presentations or interviews with the finalists. Library District 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 respondent at the oral presentation, if any, will be considered binding as part of the respondent's submission.

Acceptance or Rejection of Submissions

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

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

This RFQ does not commit Library District 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.

The Library District further reserves the right to award a contract to the next most qualified respondent if the originally selected respondent does not successfully negotiate and execute a contract within thirty (30) days after award.

6. RFQ Terms

Minority, Women or Veteran Owned Business Participation

In accordance with Chapter 39.19 RCW, Library District encourages participation 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 Library District 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 included in **Attachment B**.

7. Attachments

- **Attachment A** – Certifications & Assurances
- **Attachment B** – Standard Contract Terms & Conditions