

**Boone County Public Library
Request for Qualifications (RFQ)**

19 October 2015

RFQ TITLE: BCPL Architectural and Engineering Services

RFQ SUBJECT: Hebron Branch

QUALIFICATIONS SHOULD BE SUBMITTED AS A PDF ONLY TO:

<https://www.dropbox.com/request/8aDcpF77ZNYTSvxWILoy>

QUALIFICATIONS DUE DATE AND TIME:

No later than Thursday, December 17, 2015 @ 2:00
pm prevailing local time

All inquiries and questions should be made in writing to Carrie Herrmann, Library Director, at cherrman@bcpl.org by no later than 5:00 pm on November 25, 2015.

THIS PAGE MUST BE COMPLETED, SIGNED AND RETURNED WITH THE QUALIFICATIONS.

Full Legal Name & Address of Offeror:

_____	By: _____
Company's Legal Name	Authorized Representative Signature
_____	_____
Address 1	Printed Name
_____	_____
Address 2	Title
_____	_____
City	State and Zip Code
_____	_____
Phone	Fax
_____	_____
Email	Date

Project

Boone County Public Library is soliciting proposals from qualified architectural and engineering firms to prepare a final detail plan with appropriate pre-bid documents and estimated cost for a new location in Hebron as is further described in this document.

Goal

Boone County Public Library seeks an innovative architectural and engineering team to design a 21st century library facility. The team will be expected to challenge current concepts in service delivery, assist in finalizing existing building program of the facility with increased reliance on state-of-the-art technology and design and new facility that inspires a lifetime of learning for all of Boone County.

A successful project will require a team that understands both the history of library services and that has a unique ability to visualize what technological changes might hold for the future of libraries. Boone County Public Library wants not just to improve upon the existing library facilities, but to create a library building to reflect current and future needs for all its various users. It is our desire that the team take a strong leadership role and challenge the preconceptions of Library staff and our citizens in how best to invest in bricks and mortar, technology, furniture, fixtures and equipment in this new building. The successful team will need to integrate impacts on staff and other operational resources into the plan to maximize not just the construction dollars, but also the operating and maintenance costs that will follow the project.

Background

Boone County Public Library purchased a 50 acre parcel at 1869 North Bend Road, Hebron, KY 41048, in 2005. The existing 6,000 square foot branch was no longer able to meet the needs of the library users in Hebron. In 2010, Boone County Public Library contracted with Viox & Viox to conduct a land use study. The goal of the study was to take a holistic approach to create a plan that would become an asset to the community of Hebron. The Land Use Master Plan can be found at (<http://www.bcpl.org/docs/library/bcpl-hebron-branch-property-land-use-study.pdf>)

Project Summary

Boone County Public Library is seeking qualifications from professional firms/teams to provide architectural and engineering services for the construction of a new facility in Hebron, Kentucky. Once completed the new library is anticipated to have approximately 15,000 square feet.

Consultant Qualifications

The selected architectural and engineering firms' assigned Project staff must be experienced in all phases of the planning, design and construction of similar public facilities; have extensive knowledge of the regulations governing the design, construction and operation of such facilities in the Commonwealth of Kentucky; and

have a proven capability to effectively and efficiently produce a facility consistent with and meeting the needs and goals outlined by the Library. The Library is specifically interested in firms with previous library experience, but also firms teaming to provide local knowledge and accessibility to the daily needs of the project.

Qualification Submission Requirements

Submittals should be combined into one pdf and uploaded to dropbox. You do not need an account with dropbox to upload documents to this link. Respondents will be unable to view competitor submissions.

<https://www.dropbox.com/request/8aDcpF77ZNYTSvxWILoy>

Complete response to each of the following categories is required.

Summary of Project Approach/Letter of Interest

Provide a summary letter of the information contained in the proposal, including, but not limited to:

1. All firms proposed for the design team, including the organizational and contractual relationship between the principal and associate firms;
2. Personnel and their roles to be assigned to the Project with highlights of their experience on projects similar to this one;
3. Description of the percentage workload commitment of assigned staff that the Library can expect on these projects;
4. Explanation of why your team is the most qualified firm to provide the requested services for this Project;
5. Summary of proposed and tentative Project Schedule including Design Deliverable Dates for Schematic, Design Development and Construction Documents including duration of Construction Administration;
6. Proposed Design Fee Schedule inclusive of all related architecture/engineer costs.

2. Relevant Experience

Provide the following information about the proposed team's relevant experience:

1. Provide no more than ten (10) examples of past relevant work, including libraries and other public buildings, as well as any other projects that demonstrate your team's experience;
2. List professional consultants outside your firm you propose as part of your team that will provide services not available in your firm. Provide no more than ten (10) total examples of any additional professionals documenting their work on similar projects;
3. Provide description of other relevant information which demonstrate the team's qualifications for the project, such as exceptional design features for libraries designed by your firm;
4. Explain your team's library technology expertise; and

5. Describe your team's experience with the Construction Manager Agency project delivery method including the number of projects and description of the experience(s).

3. Current Project List

Provide all projects your firm currently has in progress and the status of each. Include and identify those projects worked on by the proposed team members.

4. Library Projects Table

Provide a table (as shown below) listing the firm's last three (3) library projects, providing the following information:

	Name & Address of Project #1	Name & Address of Project #2	Name & Address of Project #3
Client Contact (Name, Title, Current Email, Address, Phone)			
New Construction or Renovation			
Initial Budget	\$	\$	\$
Total Project Cost	\$	\$	\$
Number of Change Orders	#	#	#
Total Cost of Change Orders	\$	\$	\$
Date of Bid	___/___/___	___/___/___	___/___/___
Scheduled Completion Date	___/___/___	___/___/___	___/___/___
Actual Completion Date	___/___/___	___/___/___	___/___/___

5. Other Relevant Projects Table

For three (3) non-library projects that best demonstrate what Boone County Public Library can expect for its project from the proposing team, provide a table as requested in *D. Library Project Table* as well as the names of the project personnel and roles, including consultants teams with for those projects.

Design Approach

Provide written and/or illustrative responses to the following requests for details about your firm's design approach:

1. Describe in detail the process you will follow from schematic approval through approval of the final design. Provide Deliverable Dates from Notice to Proceed for each design phase (schematic, design development and construction documents);
2. Describe the process by which you will develop an architectural program and alternative schematic designs for a typical project;

3. Describe your approach to project design that will assure the functional, aesthetic and quality requirements are satisfactorily addressed for new construction;
4. Explain the management tools, techniques and procedures your team uses to maintain the programming, planning and design phase schedule;
5. Explain your team's procedures for documenting quality control and coordination of the various disciplines of work in preparing construction documents;
6. Explain the design team's use of whole building energy analysis (including life cycle cost analyses) and identify in detail the specific studies which will be undertaken during the various phases of the Project to assure the building is energy efficient. List "green"/LEED Certified features completed in prior projects;
7. Describe your team's approach to maintenance considerations in the design process;
8. Explain how your team will control project cost to assure the project budget is not exceeded;
9. Describe steps which will be taken by your team to guard the Library against defects and deficiencies in the work of contractors during the construction phase;
10. Explain how your team manages the process of clarification requests (RFI's), issuance of bulletin drawings, reviews of contractors' cost proposals, review and justification of change orders, payment requests, final inspections and project close-out documents; and
11. Explain how your firm ensures compliance with the Americans with Disabilities Act (ADA). Provide examples.

Selection Process

A. Process

This process is for the purpose of insuring that the architectural and engineering firm is selected in a fair and uniform manner and has appropriate qualifications and experience for this project.

Upon receipt of proposals from respondents, the Library Board will review the proposals in detail and identify (short list) those firms that appear to be most qualified to provide services for the project. A presentation and interview session will then be scheduled with the selected firms to permit the Library Board to further evaluate each firm's qualifications and proposal.

Firms that make the short list will be expected to make a presentation to the Library Board that conveys their ability to innovate and guide our community in delivering futuristic library services to Boone County. After interviews, the Library Board will make their selection. Library Staff will work with the selected Architect on contract terms, conditions and fees and then provide the contract to the Library Board. In the event contract negotiations prove unsuccessful with the selected firm, the Library Board will select another firm with which to begin contract negotiations.

Any questions regarding the RFQ should be submitted by email no later than November 25, 2015 at 5:00 pm to cherrman@bcpl.org. If a question of general concern is asked by any firm with regards to this RFQ a copy of the written response will be sent to all firms who have emailed a question or emailed a statement of interest.

B. Timeline

The timeline for the selection process is as follows:

Activity	Date
RFQ Published and Distributed	October 26, 2015
Deadline for Respondent Questions	November 25, 2015
Responses to Question Submitted	December 3, 2015
Proposal Submission Deadline	December 17, 2015
Review of Proposals, Shortlist, Interviews, Selection	January 2016

Evaluation Criteria

The criteria below will be used to evaluation firms for further consideration:

1. Specialized, appropriate expertise for this type of project;
2. Project team expertise and experience as well as current workload of firm's assigned personnel
3. Team's proximity to and familiarity with Boone County;
4. Design approach and demonstrated experience of innovative design solutions for projects of this type;
5. Ability to demonstrate successful experiences in cost control and construction schedules;
6. Record of successfully completed projects without major legal or technical problems;
7. Compliance with format and content of proposal, as well as, inquiry and submission requirements;
8. Percentage fee for Design;
9. All-inclusive cost proposal; and
10. Other factors that may be appropriate for the project.

Submission of Proposal Packages

Completed proposals are to be uploaded as one pdf to dropbox by 2:00 pm EST on Thursday, December 17, 2015 to:

<https://www.dropbox.com/request/8aDcpF77ZNYTSvxWILoy>

General Comments

1. This is a Request for Qualifications and is in no way to be misconstrued as a commitment to purchase on the part of Boone County Public Library.
2. This Request for Qualifications and any addenda are available on the Boone County Public Library's website (<http://www.bcpl.org/>). The link which contains the Request for Qualification information is on the home page.
3. Respondents are reminded that changes to the Request for Qualification, in the form of addenda, are often issued between the issue date and within four (4) days before the closing of the Request for Qualification. Respondents are solely responsible for checking the website to insure they have the most current information regarding the Request for Qualification.
4. Respondents are requested to refrain from contact with Library Board members and Library Staff prior to a selection announcement, except as described in this document.
5. Any cost incurred by respondents in preparing or submitting a proposal for the project shall be the respondent's sole responsibility.
6. All responses, inquiries or correspondence relating to this RFQ will become the property of the Library when received.
7. Boone County Public Library District has sole discretion and reserves the right to reject any and all responses received with respect to this Request for Qualifications and to cancel the process at any time prior to entering into a formal agreement.
8. The Library reserves the right to request additional information or clarification of information provided in the response without changing the terms of the Request for Qualifications.
9. In addition to evaluating the Respondent's proposal as submitted, the Library may make such reasonable investigations and evaluations as deemed proper and necessary to determine the ability/capability of the Respondent to perform the services/furnish the goods.
10. Any proposal received after the proposal due date and time as detailed on the first page of this document will not be accepted or considered.
11. If the Library declares a weather or emergency closing, scheduled receipt of proposals will be extended to the next business day.
12. Oral proposals or proposals delivered by electronic means such as fax and email will not be considered.