

Southern Chaffee County Regional Library District (Salida Regional Library (SRL))

Request for Qualifications (RFQ) for Architectural Services

RFQ deadline: 4:00pm Mountain Time, Monday June 25, 2018

All inquiries and questions should be made in writing to Susan Matthews, SRL Director, at smatthews@salidalibrary.org by no later than 4:00 pm Friday June 19, 2018

PROJECT : 2019 SRL expansion.

The Salida Regional Library is soliciting proposals from qualified architectural firms for design services and construction documents for an approximately 5000 sf library on a town lot site (located adjacent to current library) and some minimal remodeling of the current library to adjoin the two buildings based on the basic existing conceptual design documents prepared by the Library Director. The lot currently has a rental home on site and will need demolition or removal.

BACKGROUND

The Salida Regional Library purchased the adjacent property in 2001 with the goal of eventually expanding the library on this site when the existing library became too small to meet the current and future needs of the community. The total budget for the expansion, to include demolition of current structures on lot, adding connector, and changes to current library is \$1.3 million. Over the past 17 years, the SRL has saved monies for this project in their Future Projects account.

CONSULTANT QUALIFICATIONS

The selected architectural firm's assigned project staff must be experienced in all phases of the design and construction of similar public facilities. The Library is specifically interested in firms with previous library experience.

QUALIFICATION SUBMISSION REQUIREMENTS

Submittals should be combined into one pdf and emailed either as an attachment or a link to smatthews@salidalibrary.org.

A. Letter of Interest

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

1. Personnel and their roles to be assigned to the project with highlights of their experience on projects similar to this one;
2. Explanation of why your team is the most qualified firm to provide the requested services for this project;
3. Summary of proposed project schedule including deliverable dates for construction documents.

B. Relevant Experience

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

1. Provide no more than three examples of past relevant work, including libraries and other public buildings (i.e. schools, etc);
2. List professional consultants outside your firm you propose as part of your team that will provide services not available in your firm (please be aware that SRL may contract directly for landscape architecture, so the expectation for consultants here is for structural and MEP);
3. Provide description of other relevant information which demonstrates the team's qualifications for the project;

4. Explain your team's library technology expertise;
5. Please give two previous project contacts for recommendations.

C. 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 proposed team members.

D. Library Projects Table

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

	Name and Address of Project 1	Name and Address of Project 2	Name and Address of Project 3
Client Contact (Name, Title, Current email, Address, Phone)			
New Construction or Renovation			
Initial Budget	\$	\$	\$
Total Project Cost	\$	\$	\$
Scheduled completion date	____/____/____	____/____/____	____/____/____
Actual completion date	____/____/____	____/____/____	____/____/____

E. 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 design development through construction documents;
2. Describe your approach to project design that will assure the functional, aesthetic and quality requirements are satisfactorily addressed;
3. Explain your team's procedures for documenting quality control and coordination of the various disciplines of work in preparing construction documents;
4. Describe your team's approach to maintenance considerations in the design process;
5. Explain how your team will control project cost to assure the project budget is not exceeded;
6. 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

7. Explain how your firm ensures compliance with the Americans with Disabilities Act (ADA). Provide examples.

Selection Process

Upon receipt of proposals from respondents, the SRL Board of Trustees will review the proposals in detail and identify those firms that appear to be most qualified to provide services for the project. The Board of Trustees will narrow the selection to no more than three firms to be invited to provide proposals for architecture services.

Site visits and interview/presentation session will then be scheduled with the selected firms to permit the Board of Directors to further evaluate each firm's qualifications and proposal. The SRL Board decision will be final.

Evaluation Criteria

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

1. Specialized, appropriate expertise for this type of project;
2. Project team expertise and experience;
3. Team's familiarity with rural library projects;
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. Other factors that may be appropriate for the project.

Timeline

The approximate timeline for this project is as follows

- Selection of 3 firms through RFQ process -late June 2018
- Release of RFP – early July 2018
- On site visits - July 2018 (coordinate with Director)
- RFP deadline – August 27, 2018
- Architectural Interviews/Presentations - End of August through Beginning of September
- Award of architecture contract – Late September 2018
- Construction start – TBD

Additional Information

- This is a Request for Qualifications and is in no way to be construed as a commitment to purchase on the part of the Southern Chaffee County Library District.
- This Request for Qualifications and any addenda are available on the Salida Regional Library website (www.salidalibrary.org)
- Respondents are requested to refrain from contact with Library Board members, Building Committee members, and library staff prior to a selection announcement, except as described in this document.
- Any cost incurred by respondents in preparing or submitting a proposal for the project shall be the respondent's sole responsibility.
- All responses, inquiries or correspondence relating to this RFQ will become the property of the Library when received.
- The Salida Regional Library 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.
 - 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.

- 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.
- Any proposal received after the proposal due date and time will not be accepted.