



**Yakima Valley Libraries**

102 North Third Street  
Yakima, WA 98901

**Request For Statement of Qualifications**

For

West Valley Community Library  
223 South 72nd Avenue  
Yakima, Washington

Notice is hereby given that consultant qualifications will be received by Yakima Valley Libraries, by filing with Yakima Valley Libraries' administration office 102 North 3<sup>rd</sup> Street, Yakima, WA 98901 until:

**Date: Friday, January 21, 2011**

**Time: 4:00 p.m.**

Qualifications submitted after the due date will not be considered. Consultants accept all risks of late delivery of mailed submittals regardless of fault.

Yakima Valley Libraries reserves the right to reject any and all submittals and to waive irregularities and informalities in the submittal and evaluation process. This RFQ does not obligate Yakima Valley Libraries to pay any costs incurred by respondents in the preparation and submission of their statement of qualifications. Furthermore, the RFQ does not obligate Yakima Valley Libraries to accept or contract for any expressed or implied services.

It is Yakima Valley Libraries' policy to assure that no person shall, on the grounds of race, color, national origin or sex, as provided by Title VI of the Civil Rights Act of 1964, be excluded from participation, be denied the benefits of, or be otherwise discriminated against under any of its federally funded programs and activities.

Yakima Valley Libraries is committed to a program of equal employment opportunity regardless of race, color, creed, sex, age, nationality, disability, or sexual orientation. The successful consultant must comply with Federal equal opportunity requirements.

Dated this 28th day of December, 2010.

Kim Hixson  
Interim Director

Published: Yakima Herald-Republic, Journal of Commerce

# YAKIMA VALLEY LIBRARIES

## Request for Qualifications

<u>REQUEST FOR QUALIFICATION INFORMATION:</u>	<u>SUBMITTALS DELIVERED TO:</u>
RFQ Name: West Valley Community Library Date Issued: December 28, 2010 Contact Person: Terri Reeder Phone #: 509.575.3406 Email Address: treeder@yvl.org Submittals Accepted Until: Friday, January 21, 2010 @ 4:00 p.m.	Yakima Valley Libraries (YVL) Administration Office 102 North 3 <sup>rd</sup> Street Yakima, WA 98901

### GENERAL INFORMATION

**NOTICE:** Notice is hereby given that letters of interest and Statement of Qualifications will be received by Yakima Valley Libraries, Yakima, WA for the West Valley Community Library design services by filing with the Library at the above location.

**PURPOSE/BACKGROUND:** Yakima Valley Libraries (YVL) is soliciting Statements of Qualifications (SOQ) for the purpose of preparing plans, specifications, and cost estimates for the design of their West Valley Community Library. YVL currently leases space for the Richard E. Ostrander Summitview Library. The current space no longer meets the needs of the library. Property has been purchased at 223 South 72<sup>nd</sup> Avenue, Yakima, WA to relocate the Richard E. Ostrander Summitview Library to this location. The purpose of the project will be to build a new library on this property for improved library services.

**BRIEF SCOPE OF SERVICES (Additional details listed in Attachment "A"):** architectural firms shall provide a scope of work and project proposal in accordance with the information provided in this request.

This project will prepare architectural and engineering drawings based preliminary on information prepared by YVL and will provide for:

- On and off site:  
Grading, underground utilities, sidewalks, commercial approach, parking lot, landscaping, fence systems, signage, lighting, trash enclosure, storm water disposal systems, curb and gutters
- Design/Engineering:  
Teams will have the opportunity to prepare a design and engineering solution from the control documents, provided that all space requirements are maintained. In addition, teams may change the proposed structure and exterior finishes to be more competitive in cost and appearance, as long as the stated intent is maintained.
- Facility:  
Construction of a single level +/- 10,000 square foot facility, complete with electrical, mechanical and fire sprinkler systems. Exterior finishes, interior partitions, insulation envelope, roof systems, vapor barriers, store front doors, exterior exit doors, windows, interior doors and windows

The total estimated budget is approximately \$1,800,000 inclusive of site development, design, construction, professional services, and applicable permits and taxes. Programming and design will commence no later than March 1, 2011. Construction is expected to start July 1, 2011 and conclude no later than March 31, 2012.

**QUALIFICATIONS:** This project will require the firm to have the following qualifications:

- Five (5) or more years of related design experience,
- Successful completion of design and construction projects on schedule and budget;
- Experience in the design of public buildings and their specific planning needs and compliance issues.
- Demonstrated design experience in working with Eastern Washington climatic design considerations and local construction practices;
- Experience with public works projects in the State of Washington.
- Experience with public library buildings will be given strong consideration.

**RFQ SCHEDULE:**

<b>EVENT</b>	<b>DATE</b>
RFQ Release	<b>December 28, 2010</b>
RFQ Questions (if any) due	Friday, January 7, 2011 by 4:00 p.m.
Responses to Vendor Questions posted to Web	Friday, January 14, 2011
Proposal Responses Due	Friday, January 21, 2011 by 4:00 p.m.
New Contract in Place	Pending Board approval, after consultant selection and contract negotiation complete

**SUBMITTAL REQUIREMENTS:** Responses to this RFQ must include the following information:

- a. A cover letter/statement of interest indicating the firm's interest in the project and introducing the firm strengths and experience.
- b. Description of firm design philosophy, approach to project management, and construction administration.
- c. A description of the firms experiences working with public building planning and design with up to three (3) examples of similar projects.
- d. Cost Estimating: provide two cost estimate exhibits from a recent project and a comparison between the cost estimate and the actual Schedule of Values from the bid project.
- e. Project Team: identify Project manager, Project Architect, all sub-consultant firms and their project team; include resumes of key team members; provide Team Organizational Chart. Identify any small business, minority, or women owned firms that will be participating in this project.
- f. A minimum of three (3) references relating to completed projects for the services being requested with full name, title, address, phone and fax numbers, and email addresses.
- g. Scope of Work and Project Proposal for the West Valley Community Library
  - Proposed schedule with key milestones and deliverable dates
  - Describe your work plan to accomplish the design work
  - Describe how you will comply with the Revised Code of Washington for municipal public works projects

- Describe how you would perform construction administration of this project and frequency of architectural and consulting engineering site visits throughout construction

Responses must be limited to no more than twenty (20) sheets excluding specific project examples, references, resumes, and covers.

- Provide six (6) written copies of your Submittal. Provide labeled tab separations (a-g) as listed above sections. Tab sheets do not count towards the sheet limit above.
- RFQ's shall be signed by one of the legally authorized officers of said corporation. If awarded the contract, the Contract shall also be so executed.

**PROPRIETARY PROPOSAL MATERIAL:** SOQ's will not be returned to the submitting firm. Any proprietary information revealed in the proposal should be clearly identified as such. Information from these proposals will not be utilized by YVL for any purpose other than the selection of a qualified architectural firm. Yakima Valley Libraries may be audited for the State of Washington and required to submit the SOQ for review. In submitting an SOQ to Yakima Valley Libraries, the architectural firm agrees to these terms of confidentiality.

**EVALUATION CRITERIA:** Evaluations will be based on the criteria listed below:

- Experience of firm in public building design (libraries preferred) and construction with similar projects
- Experience of proposed project team and key team members in public building design
- Overall quality of statement of qualifications, project examples, cost estimating, and schedule examples
- Experience of firm in managing projects complying with the RCWs for public works projects
- Quality of Scope of Work and Project Proposal response
- Professional References
- Location of your business office as it relates to responsiveness to construction issues, travel cost, and knowledge of local code requirements
- The opinion of the evaluation committee as to which architectural firm is best qualified to accomplish project on schedule and meet the budget criteria
- Small, minority, or women-owned business
- Firms with public library building experience will be given strong consideration
- Selected firms will conduct a 15 minute presentation for the YVL Board of Trustees.

Yakima Valley Libraries intends to rely on the record and experience of the firm as indicated in the submitted SOQ. Selection of the successful architectural team will be entirely at the discretion of Yakima Valley Libraries and YVL reserves the right to waive minor irregularities in the selection process and to reject any and all Statements of Qualifications (SOQ's). This RFQ does not obligate YVL to pay any costs incurred by respondents in the preparation and submission of their qualifications or obligate YVL to accept or contract for any expressed or implied services. Following review of the submitted SOQ information, YVL at their discretion may select a firm based on the SOQ information or may shortlist firms(s) to make oral presentations. Contract award, if any, will be based on the subject evaluation of the SOQs, potential presentation(s), if any, and successful fee negotiations.

**RFQ QUESTIONS:** Questions regarding this project may be directed to Terri Reeder via email at [treeder@yvl.org](mailto:treeder@yvl.org). Unauthorized contact regarding this RFQ with other YVL employees may result in disqualification. Any oral communications will be considered unofficial and non-binding on YVL. Questions submitted before the due date will be answered in writing and posted on YVL's website at [www.yvl.org](http://www.yvl.org) under "Latest News" RFQ for Architectural Services/ RFQ Questions and Responses. It is the responsibility of individual firms to check the website for any amendments of Q & A's to this RFQ.

**REJECTION OF SUBMITTALS:** YVL reserves the right to reject any and all submittals and to waive irregularities and informalities in the submittal and evaluation process.

**CONTRACT AWARD:** YVL reserves the right to make an award without further discussion of the submittals. The firm selected as the apparently successful firm will be expected to enter into a contract with YVL. Yakima Valley Libraries will use AIA Document B141-1997, Parts 1 and 2 for contracting for professional services. Please review this contract prior to submitting a statement of qualifications. Following consultant selection the successful consultant shall prepare a proposal and scope of work for review by YVL. Once YVL and the Consultant have reached an agreement on the scope of services, a final contract will be prepared by YVL. The foregoing should not be interpreted to prohibit either party from proposing additional contract terms and conditions during the negotiations of the final Contract. If the selected firm fails to sign the contract within ten (10) business days of delivery of the final Contract, Yakima Valley Libraries may elect to negotiate a contract with the next-highest ranked firm. Yakima Valley Libraries shall not be bound, or in any way obligated, until both parties have executed a Contract. No party may incur any chargeable costs prior to the execution of the final Contract.

**CONTRACT NEGOTIATION:** Yakima Valley Libraries reserves the right to negotiate all elements of the submittals, proposals, terms and conditions, and/or scope of work as part of the contract negotiation process prior to any formal authorization of the Contract by Yakima Valley Libraries.

**EQUAL OPPORTUNITY EMPLOYMENT:** The successful consultant or consultants must comply with Yakima Valley Libraries' equal opportunity requirements. Yakima Valley Libraries is committed to a program of equal employment opportunity regardless of race, color, creed, sex, age, nationality or disability.

**TITLE VI:** It is Yakima Valley Libraries' policy to assure that no person shall, on the grounds of race, color, national origin or sex, as provided by Title VI of the Civil Rights Act of 1964, be excluded from participation in, be denied the benefits of, or be otherwise discriminated against under any of its federally funded programs and activities.

**INSURANCE REQUIREMENTS:** The selected firm shall maintain insurance that is sufficient to protect the firm's business against all applicable risks, as set forth in Yakima Valley Libraries' Standard Insurance Requirements **Attachment "B."** Please review insurance requirements prior to submitting a statement of qualifications. If selected firm is unable to meet these standard requirements, please note current or proposed insurance coverages in submittal. Standard requirements may be negotiated if it is in the best interest of Yakima Valley Libraries.

**NON-COLLUSION:** Submittal and signature of a statement of qualifications swears that the document is genuine and not a sham or collusive, and not made in the interest of any person not named, and that the consultant has not induced or solicited others to submit a sham offer, or to refrain from proposing.

**COMPLIANCE WITH LAWS AND REGULATIONS:** In addition to nondiscrimination and affirmative action compliance requirements previously listed, the consultant or consultants ultimately awarded a contract shall comply with federal, state, and local laws, statutes and ordinances relative to the execution of the work. This requirement includes, but is not limited to, protection of public and employee safety and health; environmental protection; waste reduction and recycling; the protection of natural resources; permits; fees, taxes and similar subjects.

- The grantee must design the project(s) in accordance with the mandatory requirement imposed public works projects as well as all applicable program standards, State codes, and local codes and ordinances. Accordingly, the A/E must certify (before construction bidding and contract award) that the final working drawings and final technical specifications were so developed.

YAKIMA VALLEY LIBRARIES  
*West Valley Community Library Project*

**Attachment A**  
**Scope of Services**

**PROJECT OBJECTIVE**

Yakima Valley Libraries is soliciting requests for qualifications for the purpose of preparing plans, specifications, and cost estimates for the design of their West Valley Community Library Project. The current Richard E. Ostrander Summitview Library is a leased building which no longer meets the needs of the library. Yakima Valley Libraries has purchased property at 223 South 72<sup>nd</sup>, Yakima, WA to construct a new library building to meet the needs of the library district. This RFQ is to develop the architectural and engineering design for building the new library at the designated location.

**PROJECT DESCRIPTION**

This project will prepare architectural and engineering drawings based on draft documents that will provide:

- On and off site:  
Grading, underground utilities, sidewalks, commercial approach, parking lot, landscaping, fence systems, signage, lighting, trash enclosure, storm water disposal systems, curb and gutters
- Design/Engineering:  
Teams will have the opportunity to prepare a design and engineering solution from the control documents, provided that all space requirements are maintained. In addition, teams may change the proposed structure and exterior finishes to be more competitive in cost and appearance, as long as the stated intent is maintained.
- Facility:  
Construction of a single level +/- 10,000 square foot facility, complete with electrical, mechanical and fire sprinkler systems. Exterior finishes, interior partitions, insulation envelope, roof systems, vapor barriers, store front doors, exterior exit doors, windows, interior doors and windows

The total estimated budget is approximately \$1,800,000 inclusive of site development, design, construction, and applicable permits and taxes (hard and soft costs). Programming and design will commence no later than March 1, 2011. Construction is expected to start July 1, 2011 and conclude no later than March 31, 2012.

A formal scope of work will be developed after consultant selection. The consultant contract for preliminary engineering is expected to include the following elements:

- Site plan showing buildings, parking, landscape, and utilities design.
- Cost estimates for entire project to include schematic, design development, and construction document phases of design
- Utility design and coordination
- Interior finish selection
- Identify all local agency, State and Federal permits that will be required
- Any additional hard and soft costs applicable

Other work elements in the consultant contract will also include items such as developing a project work plan, providing project management, and sub-consultation coordination activities.

**ITEMS FURNISHED BY YAKIMA VALLEY LIBRARIES**

- All available "as-built" drawings for site and buildings
- Any draft drawings as submitted by staff
- Approved site plan from City of Yakima

YAKIMA VALLEY LIBRARIES  
*West Valley Community Library Project*

**ATTACHMENT "B"**  
**Insurance Requirements**

The Contractor shall procure and maintain for the duration of this Agreement, insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the Contractor, his agents, representatives, employees, or subcontractors. The cost of such insurance shall be paid by the Contractor; insurance shall meet or exceed the following unless otherwise approved by the Yakima Valley Libraries.

**1. Minimum Insurance**

- a. Commercial General Liability coverage with limits not less than \$1,000,000 per occurrence/\$2,000,000 annual aggregate
- b. Stop Gap/employers Liability Coverage with limits not less than \$1,000,000 per accident/disease
- c. Business Automobile Liability coverage with limits no less than \$1,000,000 per accident for any auto
- d. Workers' Compensation coverage as required by Industrial Insurance Laws of the State of Washington
- e. Consultant's Errors & Omissions or Professional Liability with limits not less than \$3,000,000 per claim and as an annual aggregate. If the coverage is on a claims made form, evidence of this insurance shall be provided to Yakima Valley Libraries for three years after completion of the project.

**2. Self-Insured Retentions**

- a. Self-insured intentions must be approved by Yakima Valley Libraries.

**3. Other Provisions**

- a. Commercial General Liability policies shall be endorsed to:
  - i. Include Yakima Valley Libraries, its Trustees, employees, and volunteers as additional insureds and attach the additional insured endorsement to the certificate of insurance provided
  - ii. Provide that such insurance shall be primary as respects any insurance or self-insurance maintained by Yakima Valley Libraries
  - iii. Each insurance policy shall provide that coverage shall not be cancelled except after thirty (30) days written notice has been given to Yakima Valley Libraries.

4. **Acceptability of Insurers:** Insurance shall be placed with insurers acceptable to Yakima Valley Libraries. Insurers shall have a minimum of A.M. Best rating of A-; VII

5. **Verification of Coverage:** Consultant shall furnish Yakima Valley Libraries with certificates of insurance required by this clause. Yakima Valley Libraries reserves the right to require complete, certified copies of all required insurance policies at this time.

6. **Sub-consultants Coverage:** Contractor shall require subcontractors (sub-consultants) to provide coverage which complies with the requirements stated herein.