Pierce County Library System
Request for Qualifications (RFQ)
for
Potential Library Buildings
Conceptual Design,
Building Program, and Feasibility
Invitation for Proposal

The Pierce County Library System invites proposals from qualified consultants to develop conceptual design and building program documents and assess feasibility for three potential library buildings in two Pierce County communities.

Estimated Proposal Timeline

- 2/26/2020 RFQ Issued and announcement
- 3/16/2020, 5 p.m. Final date for questions regarding RFQ
- 3/31/2020, 5 p.m. Proposals due
- 4/14 to 4/16 Interviews of select candidates
- 4/24/2020 Projected contract award date

Objectives and Goals

In 2019, Pierce County Library conducted a public engagement process to gain an understanding of interest and readiness for capital projects to provide updated facilities in the City of Sumner and the City of Lakewood (downtown and the Tillicum neighborhood). A copy of the final report is available at https://www.piercecountylibrary.org/branches/imagine-new-library.htm. PCLS libraries meet the space and place needs of its communities with facilities that are practical, welcoming, comfortable and responsive to future needs and changes.

The Board of Trustees has directed the Library System to begin a planning phase with conceptual design, creation of building programs and assessment of potential costs.

The Library System’s objectives for this phase are:

- Involvement of the community in creating the vision and user experiences for each library through an engaging public process that supports the strategic plans and priorities of the cities served by the Sumner, Lakewood, and Tillicum libraries, as well as residents in nearby unincorporated Pierce County, within the context of the Library’s Strategic Plan.
- Development of a conceptual design and detailed building program for each library.
- Development of project budgets for each library.

The Library System’s Board of Trustees will use information from this phase to make a decision in 2021 about possible ballot measures in 2022 or later.

Background

About Pierce County Library System

Pierce County Library is the fourth largest library system in the State of Washington, serving 614,000 people across 1,800 square miles through 20 library locations, mobile services, and an online presence. The Library has active collaborative partnerships with schools, government agencies, and regional organizations. It is also a significant resource in the areas of early learning and STEAM, and support for job seekers.
Established in 1946 under Washington State law Chapter 27.12 RCW, the Library is an independent taxing district governed by a five-member volunteer Board of Trustees appointed by the Pierce County Executive. The Board sets the property tax levy each year and approves the annual budget on its own authority. Property taxes are its primary revenue source.

The Pierce County Library System serves all of unincorporated Pierce County and the 15 annexed cities and towns of Bonney Lake, Buckley, DuPont, Eatonville, Edgewood, Fife, Gig Harbor, Lakewood, Milton, Orting, South Prairie, Steilacoom, Sumner, University Place, and Wilkeson. More information about Pierce County Library System is at www.piercecountylibrary.org/.

The Library provides customer and community-driven services and regularly undertakes public engagement activities to understand community priorities, interests and needs to ensure the Library System provides services valued by residents. In addition to the public engagement work in 2019 focused on potential projects in the Lakewood and Sumner communities, recent major public engagement processes include:

- A dedicated property tax levy funds the Library. In 2018, input from the public resulted in a recommendation by a citizen’s advisory committee for the Library System to ask voters to restore the Library’s levy to its full legal amount of 50 cents per $1,000 of assessed property value. Voters passed a levy lid lift with funds projected to maintain library services for 5-10 years. https://www.piercecountylibrary.org/about-us/restored-levy/Default.htm

- In 2016, the Library System interviewed more than 20 community leaders and gathered more than 12,000 responses from individuals through surveys and community meetings to shape the Library’s Strategic Plan. The plan focuses the Library on services and initiatives to spark success for the public through learning, enjoyment, and community. The Strategic Plan commits Pierce County Libraries to being welcoming, inclusive civic spaces. https://www.piercecountylibrary.org/about-us/strategic-plan.htm

- In 2009, the Library completed a Facilities Master Plan, Pierce County Library 2030, which provided a detailed analysis of library facilities, their use, and a proposal for facility needs in the future. Pierce County Library 2030 included a library services visioning process and gathered input from more than 5,000 community members, community leaders, and stakeholders. The Library is currently updating the Facilities Master Plan. https://www.piercecountylibrary.org/about-us/pierce-county-library/Default.htm

About the Lakewood, Tillicum, and Sumner Libraries

Lakewood

The 32,592 square foot Lakewood Pierce County Library is the largest public library building in the Pierce County Library System and serves 60,000 residents of the City of Lakewood plus surrounding areas of unincorporated Pierce County. The current building was constructed in 1963 and renovated in 1994.

Recommendations and Opportunities for Lakewood Library

- Public feedback indicated desire to explore the long-term viability of the current building and site. However, the building condition is poor, configuration (two floors plus a basement) is inefficient for serving the public, and parking is inadequate.

- We anticipate that the current size (about 30,000 square feet) of single floor, well-configured space would meet the needs of the community.
• The City of Lakewood’s Comprehensive Plan, updated in November 2018, prioritized ensuring high-quality library services are available to Lakewood residents. The City supports constructing a new library facility (Lakewood Library) within the City’s downtown core.
• Through this process we expect to fully explore the options of remaining in the current building with priority updates, remodeling another vacant building or construction of a new building.

Tillicum
The 2,100 square foot Tillicum Pierce County Library serves 2,400 residents in the Tillicum neighborhood of the City of Lakewood. The building is a federal Housing and Urban Development (HUD)-funded facility, which the Tillicum Library occupies with minimal fees.

Recommendations and Opportunities for Tillicum Library
• The City of Lakewood purchased property for a potential new Tillicum Library. The property is sufficient for a building of 5,000 to 8,000 square feet.
• Public feedback from the 2019 public engagement was supportive of a new library.
• There may be opportunities for co-locating nonprofit and/or government services in a new library building.

Sumner
The 10,600 square foot Sumner Pierce County Library serves 10,030 residents in the City of Sumner plus surrounding areas of unincorporated Pierce County. The current building was constructed on city-owned land in 1992. The Library System and the City of Sumner share 50/50 ownership of the building.

Recommendations and Opportunities for Sumner Library
• The City of Sumner comprehensive plans for Town Center and East Main Street call for changes in use where the library is currently located and eventual closure of the building.
• The City of Sumner has purchased property to hold as a site for a relocated library. The property is sufficient for a building of about 20,000 square feet.
• Public feedback from 2019 public engagement was supportive of a larger, relocated library.
• There may be opportunities for co-locating nonprofit and/or government services in a new library building.

Deliverables and Timeline

Deliverables
The consultant shall furnish all labor and resources to conduct this process and provide Pierce County Library with the following deliverables:
• Engagement process that actively involves key stakeholders and the local community in creating the vision and user experiences for each library as inputs to the Building Program and Conceptual Design.
• Detailed Building Programs for Lakewood, Tillicum and Sumner depicting site and space requirements for the new building, including collection, technology, furnishings, fixtures, equipment, access, and site requirements.
• Space needs assessments in terms of size, site, and aesthetics, Americans with Disabilities Act (ADA) compliance, functional layout, flexibility, technology applications, expansion capability, and related criteria for Lakewood, Tillicum and Sumner.

• A building assessment of the current Lakewood Library to note needed upgrades and improvements and costs of such remodeling. The Library will be initiating an engineering study of the library this spring.

• Identification of potential preferred locations for Lakewood Library.

• Conceptual designs for Lakewood, Tillicum and Sumner.

• Construction project budgets, including Furniture, Fixtures, and Equipment, for each facility.

• Preliminary report of Conceptual Planning outcomes and recommendations.

• Review and discussion of this report with stakeholders and the community, after which the consultant shall make any necessary revisions.

• Final report and presentation to the Library Board of Trustees with accompanying analysis and documentation.

Although the Library has set forth this Scope of Work and the Deliverables as the most desirable identified outcomes of the study, consultants are encouraged to propose alternative and/or additional process elements and timeline based on their judgment of what will enhance the intent and improve the outcomes of these activities.

**Key Timeline Dates**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
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<tr>
<td>March 2021</td>
<td>Latest date for presentation of findings</td>
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<tr>
<td>October 2021</td>
<td>Potential Board decision for ballot measure</td>
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<tr>
<td>February 2022</td>
<td>Earliest potential ballot measure date</td>
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**Submission requirements**

**Questions about the RFQ**

Direct questions about this RFQ to Melinda Chesbro, Deputy Director, by email at mchesbro@piercecountylibrary.org or in writing to:

Pierce County Library System  
Attn: Melinda Chesbro, Deputy Director  
3005 112th Street East,  
Tacoma, WA 98446-2215

The Library reserves the right to share answers with other proposers as appropriate and necessary.

**Proposal Submission**

Provide seven (7) sealed proposal copies to:

Pierce County Library System  
Attn: Petra McBride, Executive Assistant  
3005 112th Street East  
Tacoma, WA 98446-2215  
Sealed Proposal for: Consulting Services for Potential Library Buildings Conceptual Design
Date of Submission
Sealed proposal must be submitted no later than 5 p.m. Pacific Time, March 31, 2020. Late proposals may not be considered at the Library’s discretion. The Library reserves the right, without penalty, to extend the date of submission and will provide due notice of any such date extension, including an updated RFQ schedule.

Signatures
A corporate official authorized to make such commitments must sign the proposal and Declaration at the end of this document.

Withdrawal or Modification of RFQ Proposals
Proposals may, without prejudice, be modified or withdrawn by written request, if the proposal and any request is received by the Library prior to the date of submission above. A new or revised proposal can be submitted if it is received by the Library per the above submission requirements.

Modification of RFQ
The Library reserves the right, without penalty, to add, remove, modify, or otherwise update the RFQ, in any way the Library sees fit, provided that such modifications shall be submitted to all proposing consultants with due notice prior to the deadline for submission.

Proposing Procedures and Forms
All consultants must comply with the specification and requirements attached. To be considered, proposals must be signed (Part 5. Declaration). Consultants may only submit one proposal for consideration. Consultants may submit additional information with the proposal as desired.

Non-Discrimination and Workplace Safety
The Consultant agrees to abide by all federal, state, and local laws, rules, and regulations prohibiting discrimination in employment and the controlling of workplace safety. Any violations of applicable laws, rules, or regulations may result in termination of this contract.

RFQ Takes Precedence
The contents of the proposal and accompanying response of the selected consultant, specifically including those parts that deal with contractual requirements, purchases, fees, or contract prices, and official published specifications may become contractual obligations, and may be made part of the final contract. Failure of the selected consultant to accept these obligations in a purchase agreement, purchase order, delivery, or similar acquisition instrument may result in cancellation of the award.

Rejection of Proposals
The Library reserves the right to reject any proposals without penalty. Any proposals may be rejected for cause. Further, the Library reserves the right to cancel the project with or without reason.

Validity of Price Quotations
Consultants must confirm in writing that prices quoted will be valid and in effect for a minimum of ninety (90) days after proposal opening, and through the duration of the project.
Award of Contract
The contract shall be awarded to the responsive, responsible consultant who best meets the Library’s need and interests per the process outlined in Part 4: Evaluation Process. Only one award will be made. The Library reserves the right to waive all technicalities, irregularities, and deviations of proposals from the RFQ, and to be the final judge as to which proposal is accepted. The Library reserves the right to extend the timeline and scope of project.

Consultant’s Cost to Develop and Present Proposal
Costs for developing and presenting proposals in response to this RFQ are entirely the obligation of the consultant and shall not be chargeable in any manner to the Library.

Contract Negotiation
The finalist will be expected to enter negotiations for pricing and other contractual terms. Failure to complete negotiations will result in disqualification of the consultant’s proposal and quotation, and the Library reserves the right to select the next qualified submission for negotiation and award. Upon conclusion of negotiations and by approval given by the Library Board of Trustees, the Library and the consultant may enter into a mutually agreed contractual agreement.

Public Disclosure of Awarded Proposal
All proposals will be treated with confidentiality prior to award. After award of the proposal, the proposal will fall under the Public Records Act requirement of Washington State law (Chapter 42.56 RCW) that obligates the Library to make the document available for public inspection, if requested.

Insurance
The winning consultant shall provide a current Certificate of Insurance to the Library prior to the project’s commencement date. Such certificate shall include limits for liability, automobile, errors/omissions, and all insurance policies shall be endorsed with the following declaration, “Pierce County Library System officials and employees are covered as additional insured.”

Payment
Invoices must be submitted invoices in accordance with a negotiated contract with payment due within 30 days. Consultant must be able to accept credit cards for payment of invoices. The Library will make payments upon delivery and acceptance of services by the Library and receipt of an acceptable invoice.

Proposal Content
The consultant must provide a comprehensive statement identifying the tasks, and other needs that are the responsibility of the Library as a part of this project. Any items not included in this statement will become the responsibility of the consultant. This includes cost, coordination, and labor required to complete all work associated with the project as defined in the RFQ Project Description document.

Contract Administrator and Appointees
The Library’s contract administrator for this project is Deputy Director Melinda Chesbro. The Deputy Director may designate another coordinator and other contact person(s) as needed.
Proposal Requirements

Before submitting a proposal, consultants are expected to fully inform themselves as to the conditions, requirements, available information, and specifications contained herein. The submission of a proposal implies consultant’s acceptance of the terms and conditions herein unless otherwise stated.

The proposal must be summarized in a cover letter on the consultant’s letterhead, signed by an officer of the company or a designated agent empowered to bind the company in the contract offer. Acceptance or exception to the Library’s terms must be noted in the letter.

The Library reserves the right to require a presentation interview of the consultant’s proposal; fulfillment of this request shall be at no cost to the Library. All responders must be available for interviews during the week of April 14 to 16, 2020.

A responsive proposal must contain the following items:

- Responses to the questions below
- References as specified below
- Price/cost structure

Part 1: Questions

Tell us about your team:

- Professional biography for staff that will be assigned to the project, including training and/or experience applicable to this project.
- Proposed staff roles and estimated time to be spent on the project. Identify the principal in charge, project managers.
- Work to be performed by subcontractors or sub-consultants, and their qualifications.

Tell us about your experience:

- Your company’s qualifications, credentials, experience, and resources in conducting public engagement, conceptual design, and costing for a capital public project or facility, in particular, public spaces or libraries.

Tell us about your process:

- The methodology you anticipate using in conducting this project.
- Familiarity or experience with Lakewood and Sumner communities and how you will learn more about them.
- Timeline resulting in completion of project no later than February 2021.
- How you prefer to work with a client and how you ensure you are meeting your client’s needs.
Part 2: References

Provide references for three (3) similar projects your company has performed within the last 10 years, placing particular emphasis on services provided to libraries or public sector organizations. Include samples of the public engagement and final report documents (paper, flash drive or website links).

Reference 1

Company:
Address:
Contact:
Principal in Charge:
Project Lead:
Phone:
Description of Project and Services provided:
Final report and recommendations:

Reference 2

Company:
Address:
Contact:
Principal in Charge:
Project Lead:
Phone:
Description of Project and Services provided:
Final report and recommendations:

Reference 3

Company:
Address:
Contact:
Principal in Charge:
Project Lead:
Phone:
Description of Project and Services provided:
Final report and recommendations:
Part 3: Price/Cost Structure and Payment Schedule

Provide a fee and price structure for completion of the deliverables and services described. Include detail costs to accomplish this. Provide attachments as necessary.

Include:

- Schedule of consultant standard hourly rates for all of the positions that would be assigned to work on the project
- Schedule of standard fees that may be charged for services associated with the proposal.

Part 4: Evaluation Process

An evaluation committee will evaluate the merit of proposals including qualifications, capability to perform the work, references, pricing structure and total cost, proposed schedule, process, methods, public engagement, previous experience with libraries or public agencies relevant to this project, and ability to comply with the requirements of this Request for Qualification.

Each proposal submitted stands alone and will be evaluated on its own merits for meeting the Library’s requirements, terms and conditions, pricing, and overall responsiveness to this Request for Qualifications. The evaluation committee may conduct discussions with any consultant that submits an acceptable or potentially acceptable proposal. Consultants shall be accorded fair and equal treatment with respect to any opportunity for discussion and revision of proposals. During the course of the discussions, the evaluation committee shall not disclose any information derived from one proposal to any other consultant. The evaluation committee reserves the right to request the consultant provide additional information during this process.

Failure of the consultant to provide any information requested in the RFQ may result in disqualification of the proposal and shall be the responsibility of the consultant.
Part 5. Declaration

Company Name:  
Authorized Representative:  
Title:  
Address:  
Phone Number:  
Email Address:  
Website Address:  

The undersigned proposer declares to have read and fully understand the request for qualifications and agrees to all of the terms, conditions, and provisions contained therein; and proposes and agrees that if this proposal as submitted is accepted, consultant will contract to perform in accordance with the specifications and proposals. Any proposed pricing and fees include and cover materials, labor, supervision, overhead, profit, and taxes to complete the job to the Library’s satisfaction.

Signature of Authorized Representative  
Date