PIERCE COUNTY LIBRARY SYSTEM

REQUEST FOR PROFESSIONAL QUALIFICATIONS (RFQ)

For

CONSULTING SERVICES FOR A LIBRARY FACILITIES MASTER PLAN

INSTRUCTIONS TO PROPOSERS

PART 1: INTRODUCTION & TIMELINE

The purpose of this document is to provide responders with information and instructions to submit a proposal to the request for professional qualifications to conduct and develop a Library Facilities Master Plan.

IMPORTANT: This document is an attachment to the Project Description document, and provides instructions for responding to this RFQ. Please review the Project Description document for information about the project.

ESTIMATED TIMELINE

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tr>
<td>June 25, 2008</td>
<td>RFQ Announcement</td>
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<tr>
<td>August 1, 2008, 5 PM DST</td>
<td>Final date for any questions regarding request for qualifications</td>
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<tr>
<td>August 8, 2008, 5 PM DST</td>
<td>Proposals due at Pierce County Library System</td>
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<tr>
<td>September 2, 2008</td>
<td>Projected date to award contract</td>
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PART 2: GENERAL INSTRUCTIONS TO PROPOSERS

a) Questions about the RFQ: Questions about this RFQ should be directed to Neel Parikh, Executive Director, by email at nparikh@piercecountylibrary.org), Fax (253) 537-4600, or in writing to Pierce County Library System, Attn: Neel Parikh, Executive Director, 3005 112th Street East, Tacoma, WA, 98446-2215. In the event that Neel Parikh is unavailable, questions should be directed to Georgia Lomax, Deputy Director at (253) 536-6500 (gglomax@piercecountylibrary.org) or in writing at the address listed for Neel. The Executive Director or Deputy Director may delegate someone to answer submitted questions or queries. The Library reserves the right to share answers with other proposers as deemed appropriate and necessary.

b) Proposal Submission: To be considered for selection, consultants must provide SIX (6) copies of their sealed proposal. The proposals must be addressed as follows:

Pierce County Library System
Attn: Neel Parikh, Executive Director
3005 112th Street East
Tacoma WA 98446-2215
Sealed Proposal for: Library Facilities Master Plan

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c) **Date of Submission**: Sealed proposal must be submitted to the Pierce County Library System at 3005 112th Street East, Tacoma, WA 98446-2215, **no later than 5 PM DST, August 8, 2008**. Proposals received late may be deemed not responsive and 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 such date extension, including an updated RFQ schedule.

d) **Signatures**: A corporate official who has been authorized to make such commitments must sign the proposal (see Declaration in Part 10).

e) **Withdrawal or Modification of RFQ Proposals**: The consultant may, without prejudice to itself, modify or withdraw its proposal by written request, provided that the proposal and any request is received by the Library prior to the date of submission above. Following the withdrawal of its proposal the consultant may submit a new proposal provided it is received by the Library at the address and by the date as shown in the above Date of Submission.

f) **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.

g) **Proposing Procedures and Forms**: All consultants must comply with the specification and requirements attached. To be considered, proposals must be signed (Part 10). Consultants may only submit one proposal for consideration. Consultants may submit additional information with their proposal as desired.

h) **RFQ Takes Precedence**: The contents of the proposal and accompanying response of the selected consultant, specifically including those parts that deal with contractual requirements, purchase, 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.

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

j) **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.

k) **Award of Proposal**: 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 5: 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. Award is anticipated no later than ninety (90) days of RFQ closing.

l) **Consultant’s Cost to Develop 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.

m) **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. 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.

n) **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 requirement by Washington State law (Chapter 42.17 RCW) that obligates the Library to make the document available for public inspection, if requested.

o) **Insurance**: The winning consultant shall provide a current Certificate of Insurance to the Library prior to the project’s commence date. Such Certificate shall include limits for liability, automobile, errors/omissions.
PART 3: STATEMENT OF PIERCE COUNTY LIBRARY SYSTEM RESPONSIBILITIES

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 the Executive Director, Neel Parikh. The Executive Director may designate another coordinator and other contact person(s) as needed.

Library Information
More information about the Pierce County Library System, including its history, locations, services, programs, and budget may be found on our website at www.piercecountylibrary.org.

PART 4: PROPOSAL REQUIREMENTS

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

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

3. The Library reserves the right for a presentation interview of the consultant’s proposal for the library facilities master plan; this request shall be at no cost to the Library.

4. Consultants must submit six (6) copies of their proposal containing the following items:
   a. Provide a description of the company’s qualifications, credentials, experience and resources as they relate to the areas of facilities master planning.
   b. Include curricula vitae and a professional bio for each staff that will be assigned to the study, including training and/or experience in the areas of facilities master plan. List their roles and estimated time spent on the project. Identify the principle in charge, project managers, and subcontractors or other sub-consultants.
   c. Provide an overall description of the methodology consultants intend to use in developing the Library Facilities Master Plan.
   d. Describe the consultant’s approach to facilities master planning, and recommend a process.
e. Respond to all areas identified in the **Project Description document, Section 5, Scope of Work.**

f. Provide complete answers to all questions identified in **Part 6** below.

g. Provide a list of three (3) similar projects and services the company has performed within the last 10 years with the names, addresses, and phone numbers of clients for whom work was done, placing particular emphasis on services provided to libraries or public sector organizations. Include samples of work (via a recorded CD or Web site links), which may include documents, presentations, plans or other materials that showcase relevant proposals performed by the consultant. A form is provided in **Part 7.**

h. Discuss the fee and pricing structure to create the Library Facilities Master Plan, and a rough estimate of the time and potential costs of the project. See **Part 8.** Final pricing shall be agreed mutually during negotiations.

i. Provide a timeline for completion of the facilities master plan in the fall of 2009. The Library reserves the right to amend the completion date. See **Part 9.**

j. Complete and sign the Declaration Form in **Part 10.**

5. The Library reserves the right to request a detailed description of the pricing submitted by the consultant.

6. Consultants must be capable of performing the services specified in this Request for Qualification and in the proposals, including demonstrating that they have the necessary experience, ability, and financial resources to perform the work within the time stipulated in a manner that is acceptable to the Library.

**PART 5: EVALUATION PROCESS**

An evaluation committee will independently evaluate the merit of proposals including the consultant’s qualifications, capability to perform the work, references, pricing structure and cost, proposed schedule, process, methods, previous library experience and the consultant’s 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 the 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 RFP may result in disqualification of the proposal and shall be the responsibility of the consultant.
PART 6: COMPANY INFORMATION

Please provide information as follows, using this form or an attachment, referencing answers to each item below.

1. Provide a description of your company’s qualifications, credentials, experience and resources in doing a facilities master plan.

2. Provide an overall description of the methodology you intend to use in conducting the study. Include a timeline for completion of project in the fall of 2009.

3. Describe your experience involving the public in a facilities master planning process.

4. Describe your experience developing financing strategies for facilities planning.

5. Describe how you ensure you are meeting your client’s needs.

6. Describe how you work with your client.
PART 7: REFERENCES

Provide a list of three (3) similar projects and services your company has performed within the last 10 years. Include names, addresses, and phone numbers of clients for whom work was done, placing particular emphasis on services provided to libraries or public sector organizations. Include samples of the work on CD-ROM or Web site links to facilities plan documents.

Company: ___________________________    Address: ___________________________
Contact: ___________________________    ___________________________
Phone: ___________________________    ___________________________
Project & Services provided: ___________________________
Facilities Plan Web site link: ___________________________

Company: ___________________________    Address: ___________________________
Contact: ___________________________    ___________________________
Phone: ___________________________    ___________________________
Project & Services provided: ___________________________
Facilities Plan Web site link: ___________________________

Company: ___________________________    Address: ___________________________
Contact: ___________________________    ___________________________
Phone: ___________________________    ___________________________
Project & Services provided: ___________________________
Facilities Plan Web site link: ___________________________
PART 8: PRICE/COST STRUCTURE AND PAYMENT SCHEDULE

Provide a fee and price structure for completing the services included in the Project Description Document. As best as possible, detail costs to accomplish this study. Provide attachments as necessary.

PART 9: PROJECTED TIMELINE

Provide a timeline for activities, events, and milestones required to create Pierce County Library System’s Library Facilities Master Plan. Provide attachments as necessary.
PART 10: DECLARATION

Company Name: ___________________________________________________________

Authorized Representative: ________________________________________________

Title: ___________________________________________________________________

Address: __________________________________________________________________

Phone Number: __________ Email Address: _________________________________

Fax Number: _______________ 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