PIERCE COUNTY LIBRARY SYSTEM

REQUEST FOR PROFESSIONAL QUALIFICATIONS (RFQ) FOR

ARCHITECTURAL SERVICES

PART 1: INTRODUCTION & RFQ TIMELINE

The Pierce County Library System (“the Library”) is seeking qualified firms to provide design and architectural (“Architect”) services. Included herein is a call for qualifications for architectural firms, general requirements and process, and instructions for submission.

Established 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 County Executive. The Board sets the property tax levy each year and approves the annual budget on its own authority (property taxes are the Library’s primary revenue sources). As the fourth largest library system in Washington State, the Library serves 590,000 people in unincorporated Pierce County and 15 annexed cities and towns. See http://www.piercecountylibrary.org/about-us/Default.htm.

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

SCOPE OF WORK

The Architect will provide a wide variety of duties as needed, including but not limited to:

- Remodeling floor plans for small to medium-sized projects that typically don’t exceed $150,000 in construction costs.
- Drafting plans and drawings that include moving walls, doors, etc.
- Architectural consultation.
- Site fit.

ESTIMATED TIMELINE

September 19, 2017 ......................RFQ Announcement
September 27, 2017, 5pm ..........Final date for questions regarding the RFQ
October 6, 2017, 5pm...............Submissions due
October 11............................Selection of finalist(s)
October 16-18, 2017..............Interviews and presentations to selection team
October 23, 2017.......................Projected date to award contract
PART 2: GENERAL INSTRUCTIONS TO PROPOSERS

a) Questions about the RFQ: Questions and answers may be posted on the Library’s website at http://www.piercecountylibrary.org/about-us/administration/finance/Default.htm. Questions about this RFQ should be directed to Clifford Jo, Finance & Business Director, by email at cjo@piercecountylibrary.org, Fax (253) 537-4600, or in writing to Pierce County Library System, Attn: Clifford Jo, Finance & Business Director, 3005 112th Street East, Tacoma, WA 98446-2215. The Finance & Business 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) Date of Submission: Responses must be submitted no later than 5pm on October 6, 2017. Submissions 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.

c) Proposal Submission: To be considered for selection, Responders must provide FIVE (5) copies of their sealed proposal. Submissions must be addressed as follows:

   Petra McBride, Executive Assistant
   Pierce County Library System
   3005 112th Street East
   Tacoma WA 98446-2215
   Sealed Proposal for: Architectural Services
   Email: pmcbride@piercecountylibrary.org

d) Submission Format: Submission must be in print. Electronic supplementary information may be included along with the printed submission. Signature is required (See Part 6).

e) Rejection of Responses: The Library reserves the right to reject any and all submissions without penalty. Any and all submissions may be rejected for any cause. Further, the Library reserves the right to cancel the search with or without reason.

f) Award: Contract shall be awarded to the Responder who best meets the Library’s need and interests that match requirements in Part 3. The Library reserves the right to waive all technicalities, irregularities and deviations of submissions from the RFQ, and to be the final judge as to which submission is accepted. Award is anticipated no later than thirty (30) days of RFQ closing.

g) Contract: The finalist may be expected to enter negotiations for pricing and other contractual terms. Failure to complete negotiations may result in disqualification of the Responder. Upon conclusion of negotiations, the Library and Responder may enter into a contractual agreement, with a maximum of five (5) annual renewable terms.

h) Public Disclosure of Award: The Library reserves the right to treat all proposals with confidentiality prior to award. After award of the contract, all submissions 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.

i) Insurance: The winning Responder shall provide a current Certificate of Insurance to the Library prior to any project commence date. Such Certificate shall include limits for liability, automobile, errors/omissions.

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<th>Coverage</th>
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<td>General Liability Insurance</td>
<td>$1,000,000 each occurrence</td>
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<td>Automotive Liability Insurance</td>
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All insurance policies shall be endorsed with the following declaration: “Pierce County Library System, its officials and employees are covered as additional insured.”
**PART 3: FORM OF PROPOSAL**

**Submission Items**

Responders must submit their proposals in print. Contents of proposal must include:

- A cover letter;
- A brief description of the architectural firm, to include: qualifications, goals, credentials, and proof of any required licenses in good standing; history; number of years in business; and type of services provided;
- A current professional resume or curricula vitae for principal architect and those assigned to the work which outline applicable experience and prior/current architectural projects conducted;
- A list of associations to which you belong that you regularly utilize to keep abreast of architectural and related trends;
- The lead architect named and assigned to the Library;
- Responses to all questions identified below; and
- List of references.

When sending responses in print, send all submission materials per the instruction in Part 2. If sending any material electronically, send to: pmcbride@piercecountylibrary.org. Please email all materials at once. All required materials listed above must be received by the submission date to be eligible.

**Questions**

Responders must answer the following questions:

1. Describe successful architectural projects for organizations or entities comparable (public or private) to the Library.
2. Describe how you work with your clients and ensure you are meeting your client’s needs.
3. Describe the approach and methodology to be used to meet the objectives of the services to be provided.
PART 4: EVALUATION & SELECTION

The Library will evaluate eachResponder’s responses to each of the RFQ requirements. Proposals must be complete. However, the Library reserves the right to waive irregularities in any proposal and/or, to request clarifying information it deems appropriate from one or more responders.

The Library reserves the right for a presentation interview of the Responder’s proposal; fulfilling this request shall be at no cost to the Library. Responder must confirm availability to participate during the time range provided for presentation interviews as indicated in the Estimated Timeline. Presentations/interviews are anticipated to be between 60 and 90 minutes.

Selection Committee

The Selection Committee will be composed of:

- Melinda Chesbro, Deputy Director
- Jaimie Prothro, Customer Experience Director
- Clifford Jo, Finance & Business Director
- Lorie Erickson, Facilities Director

Selection Criteria

Proposals will be evaluated based on the following equally-weighted criteria:

- Demonstrated experience in providing architect and related services for public agencies.
- Quality and responsiveness of the proposal.
- Familiarity with the local Pierce County area.
- Appropriateness of the approach and methodologies.
- Ability to set and meet project budgets.
- Expertise, qualifications, and directly related experience of the architect(s) assigned to projects.
- References of the firm.
- Ability to work and communicate effectively with the public, other agencies, and Library staff.
**PART 5: REFERENCES**

Provide three (3) references for which you/your company has provided architect services within the last 3 years. Include names, addresses, and phone numbers of clients for whom work was done, placing particular emphasis on services provided to public sector organizations or libraries.

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PART 6: 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.

_________________________________________   ____________________________
Signature of Authorized Representative           Date