



Request for Qualifications (RFQ)
for Consulting Services for Public Engagement
for Potential Library Buildings
for the Pierce County Library System

Instructions to Proposers

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I. INTRODUCTION AND TIMELINE

The purpose of this document is to provide responders with information and instructions to submit a proposal to the request for professional qualifications (RFQ) to develop and guide public engagement for three potential library buildings in two Pierce County communities as a consultant to the Pierce County Library System.

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

January 18, 2019	RFQ Announcement
February 1, 2019, 5 p.m. PST	Final date for questions regarding RFQ
February 8, 2019, 5 p.m. PST	Proposals due at the Pierce County Library System
February 22, 25-26, 2019	Onsite interviews of select respondents
March 1, 2019	Projected date to award contract
April 15, 2019	Develop public engagement strategy and materials
April 16-September 30, 2019	Gain public input, interest, readiness for potential libraries
October 31, 2019	Summarize public input and prepare recommendations for Board

II. GENERAL INSTRUCTIONS TO PROPOSERS

a) **Questions about the RFQ:** Questions about this RFQ should be directed to Mary Getchell, Marketing and Communications Director, by email at mgetchell@piercecountylibrary.org or in writing to: Pierce County Library System, Attn: Mary Getchell, Marketing and Communications Director, 3005 112th Street East, Tacoma, WA 98446-2215. In the event that Mary Getchell is unavailable, questions should be directed to Clifford Jo, Finance and Business Director, at cjo@piercecountylibrary.org. The Marketing and Communications Director or Finance and 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) **Proposal Submission:** To be considered for selection, a respondent must provide SIX (6) copies of its sealed proposal. The proposals must be addressed as follows:

Pierce County Library System
Attn: Petra McBride, Executive Assistant
3005 112th Street East
Tacoma, WA 98446-2215
Sealed Proposal for: Consulting Services for Public Engagement for Potential Library Buildings

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 p.m. Pacific Time, February 8, 2019. 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, 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 the proposal as desired.
- h) **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.
- i) **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.
- j) **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.
- k) **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.
- l) **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 V: 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 thirty (30) days after RFQ closing. The Library reserves the right to extend the timeline and scope of project.

- m) **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.
- n) **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.
- o) **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.
- p) **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."
- q) **Payment:** The Consultant will submit 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 the services by the Library and upon receipt of an acceptable invoice.

III. 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 Marketing and Communications Director, Mary Getchell. The Marketing and Communications Director may designate another coordinator and other contact person(s) as needed.

Library Information

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

IV. 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 stationery. 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 to require a presentation interview of the consultant's proposal for public engagement for potential library buildings; this request shall be at no cost to the Library. All responders must be available for onsite interviews during February 22 and 25-26, 2019.
4. A respondent must submit six (6) copies of its proposal containing the following items:
 - a. Answers to all questions in Parts 6 through 10.
 - b. Include curricula vitae and a professional biography for each staff that will be assigned to the project, including training and/or experience in the areas of public engagement. List staff roles and estimated time spent on the project. Identify the principal in charge, project managers, and subcontractors or other sub-consultants.
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.

V. 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 experience with libraries or public agencies relevant to this project, 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 RFQ may result in disqualification of the proposal and shall be the responsibility of the consultant

VI. 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 conducting public engagement for interest and readiness for a capital public project or facility, in particular, public spaces or libraries.
2. Provide an overall description of the methodology you intend to use in conducting the project. Include a timeline resulting in completion of project in the October 2019 timeframe.
3. Describe how you work with your client and ensure you are meeting your client's needs.

VII. 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 flash drive or website links to public engagement documents.

Company: _____ **Address:** _____

Contact: _____

Principal in Charge: _____ **Project Lead:** _____

Phone: _____

Project and Services provided: _____

Public Engagement website link: _____

Company: _____ **Address:** _____

Contact: _____

Principal in Charge: _____ **Project Lead:** _____

Phone: _____

Project and Services provided: _____

Public Engagement website link: _____

Company: _____ **Address:** _____

Contact: _____

Principal in Charge: _____ **Project Lead:** _____

Phone: _____

Project and Services provided: _____

Public Engagement website link: _____

VIII. PRICE/COST STRUCTURE AND PAYMENT SCHEDULE

Provide a fee and price structure for completion of the services included in the Project Description Document. Include detail costs to accomplish this. Provide attachments as necessary.

IX. PROJECTED TIMELINE

Provide a timeline based upon the key dates noted in the timeline in Section I, for activities, events, and milestones required to engage the public in Lakewood/Tillicum and Sumner, and evaluate the public’s interest and readiness for potential library building(s). Provide attachments as necessary.

X. 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