

**WEST VALLEY LIBRARY BUILDING – SUMMARY OF QUALIFICATIONS**  
**Current Questions as of January 6, 2011**  
**Additions as of January 14, 2011 – beginning with Question 21**

Questions are in order received.

1. What are the main updates to the SOQ for the West Valley Community Library (from the RFQ posted in November)?

Yakima Valley Libraries is a junior taxing district in the State of Washington as established under RCW 27.12. As such the library is subject to the state laws regarding capital building projects. The Revised Code of Washington provides two options for building projects:

The first is a **design build option** – this process is described in RCW 39.10. RCW 39.10.300 outlines the specific criteria for a design build. A material criterion is that the project must be over \$10,000,000 (and this project is under \$2,000,000). Another qualification for this project states that “the design-build procedure may be used for the construction or erection of pre-engineered metal buildings or prefabricated modular buildings, regardless of cost and is not subject to approval by the committee” (RCW 39.10.300(b)(3)). This restriction does not allow flexibility for the anticipated project.

The second option is a **design bid build process** – this process is described and provided for in RCW 39.80. I am including an attachment that explains the process that public entities must follow to hire an architect in order to complete a building project.

The initial RFQ published in November did not clearly define which process the library would follow. Yakima Valley Libraries has determined to follow the process as outlined in RCW 39.80 for a **Design-Bid-Build** process and is seeking a Summary of Qualifications from professionals.

2. There was a design build RFQ that was put out for the West Valley Community Library last year that was due November 19, 2010. Does that past RFQ and the current RFQ for Design services have anything in common? Is this a re-bid or something similar?

Please see answer to question #1.

3. With a ‘total project’ budget of 1.8M including soft costs (design fees, taxes, administrative fees, permits, surveys, etc...) depending on your actual percentages I’m guessing you’ll likely end up with an actual ‘construction budget’ of around \$1.25M to \$1.35M as a guesstimate assuming 25% -30% or so for soft costs. That gives you a cost per square foot of around \$125 to \$135 for a 10,000 s.f. building. We have been seeing costs closer to \$200 to \$210 for buildings of this type with modest quality even in this aggressive construction market. (ie, some brick, wood, etc...) Are you thinking more of a pre-fab or modular building type?

There is not a specific building type considered at this time.

4. The schedule suggests 1 year total for design/construction documents and construction of the building itself...for a building of this type we would see a ‘tight’ design schedule as 6 months and construction for the building of this type and size closer to a year. So a total design and construction schedule of at least 18 months if not a bit more...again, maybe you’re thinking more of a pre-fab or modular approach?

**YVL would like to adhere as closely to the schedule published as possible.**

5. Normally we would see a 30-45 minute interview to discuss our qualifications depending on presentation subject matter and question and answer period...I think you mentioned 15 minutes?

**We will further negotiate interview time as needed after firm has been selected.**

6. It would be helpful to know what the intended goal is of the SOQ for YVL. In short, is the purpose of this SOQ so YVL can select an "Architect" to design the new facility and then put the design with specifications out for bid to general contractors?

**The Summary of Qualifications follows the process as outlined in the Revised Code of Washington (RCW) 39.80 under the design-bid-build for selection of a design professional as required for public entities.**

7. Last fall, the Library issued a request for design build proposals: what happened to lead to this new proposal for AE services?

**Please refer to answer in questions 1, 2, and 6.**

8. Does the \$1.8M budget include library shelving, furnishings or computer equipment?

**The \$1.8 million budget does not include shelving, furnishings, or computer equipment.**

9. The RFQ makes reference to "control documents" which apparently stipulate some finishes and construction methodology. Are these documents available for review at this time? A related question: when we submitted on this project as a design-build, it was stated that the building would be a pre-engineered steel structure. Is that still the case?

**The documents are very basic, but available for review.**

10. You have asked for copies of cost estimates and Schedules of Values from previous projects. Will these be outside of the 20 page limit? Are they to be bound within the six copies?

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

11. The evaluation criteria includes "small, minority or women owned business." Is there an actual point system or weighting given to these factors? If so, will it apply to the complete team, with subconsultants, or will it apply only to the prime responder?

**The Summary of Qualification request encourages small, minority or women owned business to submit a proposal. The final evaluation will be based on criteria listed in the SOQ document.**

12. The \$3M limit for professional liability insurance is very unusual for a project of this size (with \$1M being the standard). Only the top few largest firms in the State would normally have this coverage. The Washington State A/E Fee Schedule allows for reimbursement to the consultant of the cost of premiums for coverage required in excess of \$1M. Is it your intent to add the additional coverage to the cost of the contract, or is it possible to revise the

requirement to \$1M? Note that the issue could become quite expensive if all subconsultants are also required to carry \$3M in coverage.

**The limit will be adjusted to \$1,000,000 for professional liability insurance for this project.**

13. The RFQ mentions “control documents” that the design team would reference at the start of design work. Are these documents available for proposers to review?

**The documents are very basic, but available for review.**

14. Have consultants been working on this project previously, and if so, are you able to identify them?

**Xtreme Solutions, Inc. provided preliminary information on this project. Their work has been concluded.**

15. The RFQ states that the estimated overall project budget is \$1,800,000. Has a construction budget been developed? Is so, what is that budget?

**A construction budget has not yet been developed. The total budget as outlined in the SOQ document including hard and soft costs is limited to \$1,800,000.**

16. The RFQ is very specific regarding the scope of work required to be delivered by the design team for the facility. One additional area of budget concern that we have found working on many libraries over the years is the provision of the furniture and shelving systems (FF&E). Is this element separate, or is the cost to provide the FF&E package included in the \$1.8 million?

**Furniture, shelving, and computers are not included in the \$1,800,000 budget.**

17. The RFQ states that short-listed firms will have a 15 minute presentation before the YVL Board of Trustees. That time seems short relative to our experience. Is it anticipated that there will be additional time for board members to ask questions of the design teams?

**We will further negotiate interview time as needed after firm has been selected.**

18. We have questions about the budget for the Library and how those numbers were calculated.

**Budget costs for the West Valley Library building project are based on similar sized public buildings constructed locally within the past 24 months.**

19. We also have questions about the short schedule between design and commencement of construction. It normally takes much longer for design development and construction documents to be completed before construction can begin. Are those dates firm?

**We would like to adhere as closely to the schedule published as possible.**

20. Can we ask verbal questions to anyone in the planning department?

**Yakima Valley Libraries is a medium size library district which does not include a planning department. All questions must be presented in writing as outlined in the SOQ.**

21. The RFQ mentions 'Control Documents' under the Scope of Services. Are those documents available for viewing or could you describe how they are developed and by whom and what the documents include?

**Basic control documents are posted on the web at [www.yvl.org](http://www.yvl.org).**

22. Are you planning on purchasing new furniture and shelving or re-using existing? How will planning and specifications for shelving and furnishings be handled?

**The \$1.8 million budget does not include shelving, furnishings, or computer equipment. Existing shelving, furniture, and computers will be transferred from current Summitview Community Library.**

23. The E and O insurance requirements are excessive for this size of project, can it be changed to \$2 million?

**The limit will be adjusted to \$1,000,000 for professional liability insurance for this project.**

24. Can we get a copy of the control documents that are mentioned?

**Basic control documents are posted on the web at [www.yvl.org](http://www.yvl.org).**

25. Has any study been done on the size of the served population or amount of future growth?

**Internal use statistics are used and reviewed in conjunction with documents produced by City and County.**

26. 15 minutes for interviews is very short, can that be increased to at least 30 minutes?

**We will further negotiate interview time as needed after firm has been selected.**

27. Is there a reason the most recent version of contract form AIA B-141 is not used?

**No. The version of the contract may be negotiated.**

28. Are you requiring the firms to design and oversee the project with a maximum grantees price of \$1,800,000.

**Contingencies as well as hard and soft costs should be included in the \$1.8 million.**

29. How will the project be managed for unknowns during the construction process? Example: if soil conditions have a problem during construction and a large change order is requested, who will be responsible for this increase cost? Owner? Architect? Contract?

**This will be a discussion with architect firm selected.**

30. Do you have an idea of the specific services you are expecting? The AIA contract has a list of services to provide. Not knowing the limits of the contract services it is difficult to estimate the scope of service; can you provide more specifics of the scope of services you are expecting from the firms?

Yes. The purpose of the Summary of Qualifications is to select a firm to design and assist in the construction of a new library building in West Valley. Please refer to *Guidelines for Contracting for Architectural, Engineering, Land Surveying & Landscape Architect Services in Washington State* (2005), p. 1 for an outline of the process we are following. These guidelines are posted on our website at [www.yvl.org](http://www.yvl.org)

31. Will special inspections as required by IBC be paid by the owner or included in the proposed budget?

**Contingencies as well as hard and soft costs should be included in the \$1.8 million.**

32. How will the project be managed if the final bids for the facility comes in above the funds available, will you require the Design Team to redesign the project to meet the budget and will these fees be in addition to the proposed budget?

**The total budget for the project is \$1.8 million.**

33. Do you have a weighted point system? If so, can we get some idea on what they will be for each of the items listed in the RFQ?

Please refer to the Qualifications listed on page 2 of the Summary of Qualifications (SOQ) for West Valley Library Building as well as the Guidelines for Contracting for Architectural, Engineering, Land Surveying & Landscape Architect Services in Washington State, (2005). The purpose of the SOQ is to identify prospective firms that will provide Yakima Valley Libraries with the "most qualified firm" for the project.

**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.

34. Will the owner have a project manager available during the course of construction?

Yes.