



Yakima Valley Libraries
102 N 3rd St • Yakima, WA 98901 • 509.452.8541
www.yvl.org

Request for Statement of Qualifications (SOQ)

For

Internal Projects at

Yakima Central Library, 102 North Third Street, Yakima, WA 98901
and West Valley Library, 223 S. 72nd Avenue, Yakima, WA 98908

Notice is hereby given that architect qualifications will be received by Yakima Valley Libraries, by filing with Yakima Valley Libraries' administration office 102 North 3rd Street, Yakima, WA 98901 until:

Date: 11/30/2018

Time: 4 pm

To: Terri Reeder

Qualifications submitted after the due date will not be considered. Architects accept all risks of late delivery of mailed submittals regardless of fault.

Yakima Valley Libraries reserves the right to reject any and all submittals and to waive irregularities and informalities in the submittal and evaluation process. The SOQ does not obligate Yakima Valley Libraries to pay any costs incurred by respondents in the preparation and submission of their statement of qualifications. Furthermore, the SOQ does not obligate Yakima Valley Libraries to accept or contract for any expressed or implied services.

It is Yakima Valley Libraries' policy to assure that no person shall, on the grounds of race, color national origin or sex, as provided by Title VI of the Civil Rights Act of 1964, be excluded from participation, be denied the benefits of, or be otherwise discriminated against under any of its federally funded programs and activities.

Yakima Valley Libraries is committed to a program of equal employment opportunity regardless of race, color, creed, sex, age, nationality, disability, or sexual orientation. The successful firm must comply with Federal equal opportunity requirements.

Dated this 7 day of November, 2018

Kim Hixson
Executive Director

Notice Published: Yakima Herald-Republic, Daily Sun News

YAKIMA VALLEY LIBRARIES

Request for Statement of Qualifications

<u>REQUEST FOR QUALIFICATION INFORMATION:</u> SOQ NAME: Internal Projects for Yakima Central and West Valley Libraries Date Issued: 11/09/2018 Contact Person: Susan Miller Phone #: 509-575-3411 Email Address: smiller@yvl.org Submittals Accepted Until:	<u>SUBMITTALS DELIVERED TO:</u> Yakima Valley Libraries (YVL) Administration Office/Attention: Terri Reeder 102 North Third Street Yakima, WA 98901
---	--

GENERAL INFORMATION

NOTICE: Notice is hereby given that letters of interest and Statement of Qualifications will be received by Yakima Valley Libraries (YVL), Yakima, WA for Internal Projects at Yakima Central Library (YCL) and West Valley Library (WV).

PURPOSE/BACKGROUND: Yakima Valley Libraries is soliciting Statements of Qualifications (SOQ) for the purpose of preparing plans, specifications, and cost estimates for the projects we would like to complete at our YCL & WV Libraries. Currently YVL owns the library buildings at **102 North Third Street, Yakima, WA 98901 and 223 S. 72nd Avenue, Yakima, WA 98908** and desires to modify their building spaces.

BRIEF SCOPE OF SERVICES (Details listed in Attachment “A”): architectural firms shall provide a scope of work and project proposal in accordance with the information provided in this request. YVL would like to create: **1.** a NW Reading Room; **2.** a private office for the Public Library Service Director at YCL; and **3.** a mobile sliding wall partition system to close off the meeting room at WV. Project 1, 2 and 3 may or may not be selected. Each project should be referenced separately on the SOQ.

1. NW Reading Room (YCL)

- Asbestos review (floor and ceiling)
- Replace floor covering in this space
- Address new interior wall for NW Reading Room
- Address block wall and removal of bookcases for new entrance into space
- Options for 2 doors with locks into this new space
- Options for light fixture in the path of new wall
- Options for reception and staff work spaces
- Address layouts for furnishing in this space
- Options for interior paint

2. Public Library Services Directors Office (YCL)

- Options for private office (modular or fixed wall)
- Asbestos review (floor and ceiling)
- Address electrical requirements for the space
- Address HVAC for office
- Address lighting for office

3. Installation of a mobile sliding wall partition system (WV)

- Options for wall systems
- Address structural elements for this project

The total estimated budget is not to exceed \$150,000 inclusive of site development, design, construction, professional services, and applicable permits and taxes. Programming and design will commence no later than 01/15/2019. Construction is expected to start 03/01/2019 and conclude no later than 06/30/2019 - timeframes are estimates.

QUALIFICATIONS: This project will require the firm to have the following qualifications:

- Five (5) or more years of related design experience,
- Successful completion of design and construction projects on schedule and budget;
- Experience in the design of public buildings and their specific planning needs and compliance issues.
- Demonstrated design experience in working with Eastern Washington climatic design considerations and local construction practices;
- Experience with public works projects in the State of Washington,
- Experience with public library buildings will be given strong consideration.

SOQ SCHEDULE:

EVENT	DATE
SOQ Release	11/9/2018
SOQ Questions (if any) due	11/16/2018
Responses to Vendor Questions posted to Web	11/25/2018
Proposal Responses Due	11/30/2018
Meet with Board of Trustees	TBD
New Contract in Place	TBD

SUBMITTAL REQUIREMENTS: Responses to this SOQ must include the following information:

- a. A cover letter/statement of interest indicating the firm’s interest in the project and introducing the firm strengths and experience.
- b. Description of firm design philosophy, approach to project management, and construction administration.
- c. A description of the firms experiences working with public building planning and design with up to three (3) examples of similar projects – library buildings preferred.

- d. Cost estimating: provide two (2) cost estimate exhibits from a recent project and a comparison between the cost estimate and the actual Schedule of Values from the bid project.
- e. Project Team: identify Project manager, Project Architect, all sub-consultant firms and their project team. Identify any small business, minority, or women owned firms that will be participating in this project.
- f. A minimum of three (3) references relating to completed projects for the services being requested with full name, title, address, phone and fax numbers, and email addresses.
- g. Scope of Work and Project Proposals for addition of the NW Reading Room and Public Library Services Directors Office @ YCL and installation of a mobile sliding wall partition system at WV.
 - o Proposed schedule with key milestones and deliverable dates.
 - o Describe your work plan to accomplish the design work.
 - o Describe how you will comply with the Revised Code of Washington for municipal public works projects including prevailing wage requirements.
 - o Describe how you will perform construction administration of this project and frequency of architectural and consulting engineering site visits throughout construction.

Responses must be limited to no more than ten (10) sheets excluding specific project examples, references, resumes, and covers.

- Provide six (6) written copies of your Submittal. Provide labeled tab separations (a-g) as listed above sections. Tab sheets do not count towards the sheet limit above.
- SOQ's shall be signed by one of the legally authorized officers of said corporation. If awarded the contract, the Contract shall also be so executed.

PROPRIETARY PROPOSAL MATERIAL: SOQ's will not be returned to the submitting firm. Any proprietary information revealed in the proposal should be clearly identified as such. Information from these proposals will not be utilized by YVL for any purpose other than the selection of a qualified architectural firm. Yakima Valley Libraries may be audited for the State of Washington and required to submit the SOQ for review. As a public entity, YVL is subject to public records request as outlined in RCW 42.56. In submitting an SOQ to Yakima Valley Libraries, the architectural firm agrees to these terms of confidentiality and disclosure.

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, date TBD

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 request for SOQs 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 firm(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.

SOQ QUESTIONS: Questions regarding this project may be directed to Susan Miller via email at smiller@yvl.org. Unauthorized contact regarding this request for SOQs with other YVL employees may result in disqualification. Any oral communications will be considered unofficial and non-binding on YVL. Questions submitted before the due date will be answered in writing and posted on YVL's website at www.yvl.org under "Latest News" SOQ for Architectural Services/SOQ Questions and Responses. It is the responsibility of individual firms to check the website for any amendments of Q & A's to this SOQ.

REJECTION OF SUBMITTALS: YVL reserves the right to reject any and all submittals and to waive irregularities and informalities in the submittals and evaluation process.

CONTRACT AWARD: YVL reserves the right to make an award without further discussion of the submittals. The firm selected as the apparent successful firm will be expected to enter into a contract with YVL. Yakima Valley Libraries will use AIA Document B101-2017 or other AIA appropriate form for contracting for professional services. Please review this contract prior to submitting a statement of qualifications. Following architect selection the successful architect shall prepare a proposal and scope of work for review by YVL. Once YVL and the architect have reached an agreement on the scope of services, a final contract will be prepared. The foregoing should not be interpreted to prohibit either party from proposing additional contract terms and conditions during the negotiations of the final Contract. If the selected firm fails to sign the contract within ten (10) business days of delivery of the final Contract, Yakima Valley Libraries may elect to negotiate a contract with the next-highest ranked firm. Yakima Valley Libraries shall not be

bound, or in any way obligated, until both parties have executed a Contract. No party may incur any chargeable costs prior to the execution of the final Contract.

CONTRACT NEGOTIATION: Yakima Valley Libraries reserves the right to negotiate all elements of the submittals, proposals, terms and conditions, and/or scope of work as part of the contract negotiation process prior to any formal authorization of the Contract by Yakima Valley Libraries.

EQUAL OPPORTUNITY EMPLOYEMENT: The successful architect must comply with Yakima Valley Libraries' equal opportunity requirements. Yakima Valley Libraries is committed to a program of equal employment opportunity regardless of race, color, creed, sex, age, nationality or disability.

TITLE VI: It is Yakima Valley Libraries' policy to assure that no person shall, on the grounds of race, color, national origin or sex, as provided by Title VI of the Civil Rights Act of 1964, be excluded from participation in, be denied the benefits of, or be otherwise discriminated against under any of its federally funded programs and activities.

INSURANCE REQUIREMENTS: The selection firm shall maintain insurance that is sufficient to protect the firm's business against all applicable risks, as set forth in Yakima Valley Libraries' Standard Insurance Requirements **Attachment "B"**. Please review insurance requirements prior to submitting a statement of qualifications. If selected firm is unable to meet these standard requirements, please note current or proposed insurance coverages in submittal. Standard requirements may be negotiated if it is in the best interest of Yakima Valley Libraries.

NON-COLLUSION: Submittal and signature of a statement of qualifications swears that the document is genuine and not a sham or collusive, and not made in the interest of any person not named, and that the architect has not induced or solicited others to submit a sham offer, or to refrain from proposing.

COMPLIANCE WITH LAWS AND REGULATIONS: In addition to nondiscrimination and affirmative action compliance requirements previously listed, the architect ultimately awarded a contract shall comply with federal, state, and local laws, statutes and ordinances relative to the execution of the work. This requirement includes, but is not limited to, protection of public and employee safety and health; environmental protection; waste reduction and recycling; the protection of natural resources; permits; fees, taxes and similar subjects.

- The grantee must design the project(s) in accordance with the mandatory requirement imposed public works projects including prevailing wage requirements as well as all applicable program standards, State codes, and local codes and ordinances. Accordingly, the A/E must certify (before construction bidding and contract award) that the final working drawings and final technical specifications were so developed.

YAKIMA VALLEY LIBRARIES
Internal Projects at Yakima Central Library
Attachment “A”
Scope of Services

PROJECT OBJECTIVE

Yakima Valley Libraries (YVL) is soliciting requests for the purpose of preparing plans, specifications, and cost estimates for the projects we would like to complete at Yakima Central Library (YCL) & West Valley Library (WV). Currently YVL owns these two library buildings located at **102 North Third Street, Yakima, WA 98901 and 223 S. 72nd Avenue, Yakima, WA 98908** and desires to upgrade their building functions.

BRIEF SCOPE OF SERVICES: architectural firms shall provide a scope of work and project proposal in accordance with the information provided in this request. YVL would like to create: **1.** a NW Reading Room; **2.** a private office for the Public Library Service Director at YCL; and **3.** a mobile sliding wall partition system to close off the meeting room at WV. Project 1, 2 and 3 may or may not be selected. Each project should be referenced separately on the SOQ.

PROJECT DESCRIPTION

1. NW Reading Room (YCL)

- Asbestos review (floor and ceiling)
- Replace floor covering in this space
- Address new interior wall for NW Reading Room
- Address block wall and removal of bookcases for new entrance into space
- Options for 2 doors with locks into this new space
- Options for light fixture in the path of new wall
- Options for reception and staff work spaces
- Address layouts for furnishing in this space
- Options for interior paint

2. Public Library Services Directors Office (YCL)

- Options for private office (modular or fixed wall)
- Asbestos review (floor and ceiling)
- Address electrical requirements for the space
- Address HVAC for office
- Address lighting for office

3. Installation of a mobile sliding wall partition system (WV)

- Options for wall systems
- Address structural elements for this project

Create and redesign spaces for better flow and usability at YCL. The total estimated budget is approximately \$150,000 inclusive of site development, design, construction, and applicable permits and taxes (hard and soft costs). Programming and design will commence no later than 01/15/2019 and conclude not later than 06/30/2019.

A formal scope of work will be developed after an architect is selection. The architect's contract for preliminary engineering is expected to include the following elements:

- Interior plan showing internal modifications.
- Cost estimates for entire project to include schematic, design development, and construction document phases of design and broken down by Project 1, 2, & 3.
- Utility design and coordination.
- Interior finish selection.
- Identify all local agency, State and Federal permits that will be required.
- Any additional hard and soft cost applicable.

Other work elements in the architect's contract will also include items such as developing a project work plan, providing project management, and sub-consultation coordination activities.

ITEMS FURNISHED BY YAKIMA VALLEY LIBRARIES

- All available "as built" drawings for site and buildings.
- Any draft drawings as submitted by staff.

YAKIMA VALLEY LIBRARIES
Internal Projects at Yakima Central Library
Attachment “B”
Insurance Requirements

The Contractor shall procure and maintain for the duration of this Agreement, insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the Contractor, his agents, representatives, employees, or subcontractors. The cost of such insurance shall be paid by the Contractor; insurance shall meet or exceed the following unless otherwise approved by the Yakima Valley Libraries.

1. Minimum Insurance

- a. Commercial General Liability coverage with limits not less than \$1,000,000 per occurrence/\$2,000,000 annual aggregate.
- b. Stop Gap/employers Liability Coverage with limits not less than \$1,000,000 per accident/disease.
- c. Business Automobile Liability coverage with limits no less than \$1,000,000 per accident for any auto.
- d. Workers’ Compensation coverage as required by Industrial Insurance Law of the State of Washington.
- e. Architect’s Errors & Omissions of Professional Liability with limits not less than \$3,000,000 per claim and as an annual aggregate. If the coverage is on a claim made form, evidence of this insurance shall be provided to Yakima Valley Libraries for three (3) years after completion of the project.

2. Self-Insured Retentions

- a. Self-insured intentions must be approved by Yakima Valley Libraries.

3. Other Provisions

- a. Commercial General Liability policies shall be endorsed to:
 - i. Include Yakima Valley Libraries, its Trustee, employees, and volunteers as additional insureds and attach the additional insured endorsement to the certificate of insurance provided.
 - ii. Provide that such insurance shall be primary as respects any insurance or self-insurance maintained by Yakima Valley Libraries.
 - iii. Each insurance policy shall provide that coverage shall not be cancelled except after thirty (30) days written notice has been given to Yakima Valley Libraries.

4. Acceptability of Insurers: Insurance shall be placed with insurers acceptable to Yakima Valley Libraries. Insurers shall have a minimum of A.M. Best rating of A; VII.

5. **Verification of Coverage:** Architect shall furnish Yakima Valley Libraries with certificates of insurance required by this clause. Yakima Valley Libraries reserves the right to require complete, certified copies of all required insurance policies at this time.
6. **Sub-consultants Coverage:** Contractor shall require subcontractors (sub-consultants) to provide coverage which complies with the requirements stated herein.