

January 15, 2013

REQUEST FOR QUALIFICATIONS

Architectural & Engineering Services
RFQ#CML13-002

For Columbus Metropolitan
Library (the Library)

Issued by:

Purchasing Division
96 S. Grant Ave.
Columbus, OH 43215

Deadline for Submittal:

February 5, 2013
No later than 12:00 P.M. EST



REQUEST FOR QUALIFICATIONS

The Columbus Metropolitan Library is seeking sealed, signed, written qualifications for **Architectual & Engineering Services**, according to the requirements described in the Scope and other documents included with this RFQ. The Proposal Identification Number is **RFQ#CML13-002**.

Sealed Proposals will be received at the Security Desk, First Floor, Columbus Metropolitan Library, 96 South Grant Avenue, Columbus, Ohio 43215 no later than 12:00 Noon EST on Tuesday, **February 5, 2013**. Any Proposals arriving after 12:00 noon will be marked late and will not be considered for selection to provide the specified equipment, supplies and/or services.

The Offeror declares to have read and understood and agrees to be bound by all the instructions, terms, conditions and specifications of this Request for Qualifications and agrees to fulfill the requirements of any contract for which it is selected to provide the specified equipment, supplies and/or services at the prices proposed following negotiations with the firm determined most qualified to provide the required services. The Offeror certifies, by signature affixed to this Cover Sheet, that the information provided by it in response to the RFQ, including certified statements, is accurate and complete.

Federal Taxpayer Identification Number (TIN)		
Name of person signing bid proposal (Please print or type)	Title	
Offeror Name		
Mailing address		
City	State	ZIP
Telephone		Toll Free Telephone
Contact Person		Fax Number
E Mail address		
Authorized Signature (Original signature only) Please use Blue Ink..		

THIS FORM MUST BE SIGNED AND SUBMITTED WITH THE PROPOSAL.

Purpose

The Columbus Metropolitan Library (referred to as the Library) seeks to assemble the most qualified team(s) of realtors, architects and construction managers in order to complete the Library's Vision 2020 building program, a long-range plan that encompasses the Library's existing buildings, sites and potential space needs throughout the Library's total service district for the next two decades.

This request seeks qualifications and proposals from qualified professional design firms, as provided by Ohio Revised Code Section 153.68, capable of providing services for the Library's remaining Vision 2020 building program (excluding Main). Phase 1 plans include new buildings as well as renovations/expansions/lease improvements and is anticipated to be complete by 2016. Phase 1 may include the following locations: Northside, Northern Lights, Hilliard, Parsons, Martin Luther King, Shepard Marion Franklin, and Dublin. Phase 2 - 3 plans include new buildings as well as renovations/expansions/lease improvements and is anticipated to be complete by 2020. Phase 2-3 may include the following locations: Livingston, Reynoldsburg, Karl Road, South High, Franklinton, Gahanna, Hilltop, Linden, New Albany, Southeast, Whetstone, and potentially new facilities either built or leased in areas not currently served by the Library. The firms will be ranked for the projects included in Phase 1 in 2013. When each subsequent phase is ready to proceed, firms will be ranked and selected at that time.

The Library will assume that each firm submitting its qualifications in response to this RFQ is interested in all of the specific projects described, unless only one or specific other locations are identified in the qualifications submittal. Firms determined to be the most qualified to provide architectural and engineering services for each of the projects identified will also be included in the Library's file of prequalified professional design firms.

The goals of the new facilities to be designed and constructed through Vision 2020 are:

- To increase the space available to the public and to create safe, sustainable, vibrant places that support community oriented, user-centered programs, technologies and services, providing direct access to the Library's extensive resources, current technology and exceptional staff. Additionally, there will be emphasis on comfortable seating, quiet reading spaces, children's and teen spaces, public meeting spaces, conference rooms, and tutoring rooms; all integrated into facilities that can be easily configured or reconfigured to adapt to community needs.
- To integrate technology and automation thereby providing customers and staff opportunity to utilize the latest digital advancements. Our goal is to utilize technology to serve our customers needs in the most efficient ways possible, including self-service whenever possible. In addition, we will utilize technology to increase opportunities to deliver and participate in personalized customer service.
- To address the changing dynamics of the library service model, such as the growing influence of eBooks, social media and mobile devices as they pertain to customer behavior and expectations.

Background

The Library is a county district library established in accordance with §3375.20 of the Ohio Revised Code. The Library, which is a separate legal entity, is financially, managerially and operationally independent from both Franklin County and the City of Columbus. The Library is a fully funded political subdivision and receives the majority of its funding from the State of Ohio and locally voted property taxes.

Team Relationships

As noted, the Library seeks to assemble the most qualified firms in order to implement the Library's building program. This request will result in the selection of design firms that will create facilities that enhance customer experience and reflect the Library's purpose: ***"to inspire reading, share resources and connect people."***

Each design firm selected will work closely with the other professionals as a dedicated project team. It is the Library's intention to push the boundaries of the library as we know it today, while addressing and embracing the dynamic changes in the field of information, technology and social behaviors. The Library's customers are exposed to public and retail spaces that inspire them.

Presence in the State of Ohio is a requirement for all qualified firms. If a design firm does not have a presence in the State of Ohio, the firm must identify one (1) Ohio firm at a minimum with which it will contract to serve as the Architect of Record for a particular project and that will perform the following services:

- Provide experience in and knowledge of the local building code, including all applicable rules and regulations of the city of Columbus, Franklin County and the State of Ohio that will apply to the design and construction of the improvement.
- Prepare the construction documents for a project, including providing the professional seal required by Ohio law.
- Provide construction administration services.
- Provide post-construction support.
- Additional items that require a local presence, as needed.

A firm may submit up to two (2) Ohio firms with which it is willing to contract to provide local building code expertise and the services listed above. During the review and evaluation process, the Library reserves the right to reject the Ohio firm proposed and may provide an otherwise qualified design firm with an opportunity to propose an acceptable Ohio firm to serve as the Architect of Record for a project.

In addition to the architectural firm, each building project will also include the following team members:

- Realtor
- Interior Design Firm or Retail Space Design Firm. **Note:** this function may be performed by the selected architect. However the Library reserves the right to select a separate firm to provide this service.
- Construction Manager (CM - Agency Capacity) or other owner's representative
- Library Staff

- Enhanced Commissioning Agent

The Library views the ability to collaborate as a critical component of success. Qualified firms must demonstrate the ability to work with all members of the project team as a cohesive team.

Scope of Service

The scope of architectural design and engineering services may include, but is not necessarily limited to, the following:

- Evaluate, assist in the revision of, and interpret the library staff's Building Program/Space Analysis and provide initial square footage estimates.
- Site Planning
- Civil Engineering, including but not limited to topographic and boundary survey
- Traffic Study, if needed
- Utility Design and Coordination
- Architectural Design
- Structural Engineering
- Mechanical, Electrical and Plumbing (MEP) Design (the Library may consider a Commissioning Agent)
- Fire Sprinkler as required
- LEED™ Certification
- Interior Design or Retail Space Design, including furniture selection (unless performed by a separate firm chosen by the Library)
- Landscape Design
- Lighting Design
- Communication/Data Systems
- Zoning and Architectural Review Board
- Zoning Analysis and Approval, as required
- Building Code/ADA Consulting
- Security Systems Design
- Cost Estimates

It is the Library's desire to have all the above services, except commissioning agent and possibly Interior Design or Retail Space Design, to be provided by the architect either through its current staff or through consultants retained by the selected firm to provide the service.

The following roles and responsibilities are based on a preliminary assessment of the needs of the Library and are subject to change at the time of final negotiations for each project included in Vision 2020.

- Assist Library with site analysis and selection

- Assist Library with programming development
- Schematic design
- Design development
- Project cost estimates
- Construction documents
- Assist Library and CM with bidding
- Assist CM with construction administration
- Assist CM with FF&E planning and bidding
- Assist CM with post construction

Proposal Requirements

To facilitate comparison of proposals, each page of the proposal should state the name of the firm, the RFQ number (RFQ#CML13-002), and the page number and should be submitted in a format that corresponds to the order below.

ALL FIRMS INTERESTED MUST SUBMIT THE FOLLOWING INFORMATION:

- A. RFQ Cover Sheet – signed by an officer of your company.
- B. One (1) page description of your firm’s vision for the future of the public library industry.
- C. Statement as to the firm’s particular abilities and qualifications related to this project (and to the overall Vision 2020 building program), including the number of years the firm has been in business, the geographical area of operations and professional affiliations. Please also indicate the principals in the organization and the size and composition of the organization.
- D. Provide the name of all team members that would be assigned to the specific projects identified and the role that they will play. Include a brief description of certifications, skills and abilities of each team member. Please also indicate the individuals or positions within the firm that may be called upon for future projects, understanding that specific individuals may or may not be with the firm in the future.
- E. A statement, in clear terms, of your understanding of the proposed project and description of your approach to the project, including a proposed work plan. Describe what you consider visionary and innovative about your firm’s approach to library design.
- F. Provide information that demonstrates experience in and knowledge of local building code, including all applicable rules and regulations related to the City of Columbus, Franklin County and the State of Ohio. Include information about the firm’s experience with the USGBC and LEED certification of any buildings constructed based upon the firm’s design.
- G. Provide up to a maximum of five (5) past experiences working with a team, including a separate Interior Design/Retail Space Design Firm and/or a separate Construction Manager.

- H. Provide a portfolio (or a link to a portfolio) of your most innovative work, including any recent innovative experiences on projects with which your firm was involved that highlight energy efficient designs and any other pertinent design characteristics that may be relevant to the Library's Vision 2020 building program..
- I. Provide a minimum of three (3) projects which the firm has provided services of similar size and scope. For each project, include name and contact information for clients/owners, a construction manager (if any), and for major contractors that performed work on the project.
- J. Describe the firm's approach and methodology related to progress meetings and presentations to the Library's key stakeholders.
- K. Describe any special equipment, software or procedures available to the firm which will facilitate completion of the project.
- L. Include any other information documentation believed to be pertinent, but not specifically mentioned in this RFQ, that may be useful and applicable to the Library's Vision 2020 building program.
- M. Disclose all information concerning any suits filed, judgments entered or claims made against the firm during the last five years with respect to architectural services provided by the firm or any declaration of default or termination for cause against the firm with respect to such services. In addition, state whether during the past five years the firm has been suspended from submitting proposals for or entering into any government contract.

Evaluation of Proposal

The Library's evaluation team, consisting of selected members of various work units, will evaluate responses received to the RFQ. The final selection of one or more design firms to be included in the prequalified file maintained by the Library will be based on the overall RFQ response. In addition, information obtained through subsequent meetings with firms identified as qualified to provide the required design services that will result in the best design and construction for the Library will be included in the evaluation process. As it is conducting the evaluation process, the evaluation team will strive to identify the most qualified firm(s) for one project and for the prequalified file, as required by qualification-based selection process contained in Ohio Revised Code Section 153.65, et seq., for recommendation to the Library Board of Trustees for selection to provide the required services.

Specific criteria that will be considered during the evaluation include:

- Ability to work as a team
- Presentation skills
- Consistency with the goals and vision of the Library
- Team qualifications, references and demonstrated capacity to implement and complete
- Quality of the proposal, including adherence to instructions
- Evidence of design excellence/innovation that achieves the vision and goals intended
- Local building code expertise
- Design within the Library's established budget

The firm(s) selected for the projects will be the firm(s) determined most qualified to provide the required design services and will be design firms that possess the ability to perform successfully under the agreed to terms and requirements.

The Library reserves the right to waive irregularities in any proposal submission, to request additional information from any firm that submits its qualifications and a proposal for consideration, and to reject any or all submittals. The submission of a firm's qualifications and proposal does not result in any right to be included in the prequalified file of design professionals if the Library's selection team determines that the firm is not qualified to provide services for the Vision 2020 building program.

Selection Process

1. The complete RFQ will be e-mailed in Portable Document Format (PDF) to firms identified by the Library to be included on the distribution list and to anyone requesting a copy. In addition, the notice of the RFQ will be published in the *Columbus Dispatch*, and will be posted on the State of Ohio procurement website and the Library's website.
2. The selection team will review all proposals, identifying firms that meet the minimum qualifications. Of the qualified firms, the selection team will identify which firm(s) will be considered as a "finalist" for the projects. Each finalist will then be required to meet in person, in Columbus, Ohio, with the selection team for an oral interview. **Note:** If a finalist firm has identified a separate architectural firm to provide experience in, and knowledge of, local building code and to serve as the Architect of Record for a specific project, a representative of that separate architect firm must also be present at the time of oral interviews.
3. The selection team may perform site visits as part of the evaluation process before recommending the most qualified design firm(s) to the Library's Board of Trustees for selection as the architect for the projects. As noted previously, firms determined qualified but not recommended for selection as the architect for Phase 1 projects will be included in the file of prequalified firms maintained by the Library.
4. The selection team will then recommend the most qualified design professional firm(s) to the Library's Board of Trustees for final selection and authorization to enter into contract negotiations. The most qualified architect(s) may be requested to make a presentation to the Library's Board of Trustees.

Selection

All qualified firms, including both those selected and not selected for the projects, will remain on the prequalified list of architectural & engineering firms capable of providing services throughout the entire Vision 2020 building program. These firms may be considered for future projects without the need to respond to subsequent RFQs. Any firm selected to be included on the prequalified list must update its qualifications annually to remain on the list.

SCHEDULE

January 15, 2013	RFQ mailed to distribution list, published in the <i>Columbus Dispatch</i> , and posted on State of Ohio and Library websites
January 22, 2013	Deadline to submit questions
January 25, 2013	Responses to questions posted on Library's website
February 5, 2013	RFQ due by 12:00 Noon EST
February 19, 2013	Short-Listed firms notified
March 4 & 5, 2013	Finalists interviews
March 8, 2013	Finalists notified

Each firm must submit a proposal clearly marked:

**ARCHITECTURAL & ENGINEERING SERVICES
RFQ#CML13-002**

One (1) original, completed and signed in blue ink, and ten (10) copies are required.
Proposals are due no later than **Tuesday, February 5, 2013, at 12:00 Noon EST.**

Proposals submitted by e-mail or fax are not acceptable and will not be considered.

Proposals must be submitted to:

Columbus Metropolitan Library
Attn: Wanda Dixon
96 South Grant Avenue
Columbus, OH 43215

The Library will return unopened any proposals that are received after the deadline.

CONTACT INFORMATION:

Every effort has been made to include enough information within this RFQ to enable consultants to prepare a response that thoroughly and fairly represents their respective capabilities to meet the Library's requirements. If there are questions concerning the contents of this document, the Library is willing to provide responses in as timely a manner as possible.

Submit all questions and inquires via email to:

Wanda Dixon, Procurement Specialist
Email address: purchasing@columbuslibrary.org

To avoid future conflicts of interest or unfair competitive advantage over competing consultants/consultants on future projects, the Library will share the detailed results of any and all research along with conclusions and recommendations made by the selected consultant with anyone interested in working with the Library on future projects and as public records laws require.