

**REQUEST FOR PROPOSALS FOR
ARCHITECTURAL, ENGINEERING, AND RELATED SERVICES:
FORKS BRANCH LIBRARY ROOF REPLACEMENT AND INTERIOR RENOVATION**

**Released: Monday, February 14, 2011
Closes: Thursday, March 17, 2011**

**North Olympic Library System
2210 South Peabody Street
Port Angeles, WA 98362
360-417-8525 • Director@nols.org**





REQUEST FOR PROPOSALS
Architectural, Engineering and Related Services:
Forks Branch Library Roof Replacement
and Interior Renovation

I. INTRODUCTION AND GENERAL INSTRUCTIONS

A. In accordance with chapter 39.80 RCW, the North Olympic Library System (the “Library”), announces requirements for architectural, engineering, and related services required for the design and construction of a gabled roof replacing the flat roof on the Forks Branch of the North Olympic Library System, and for an interior renovation of the Forks Branch. The services required may include, but are not limited to, architectural; structural; mechanical; electrical and interior design.

B. All architectural firms that are interested in providing these services to the Library are invited to respond to this Request for Proposals.

C. The Library reserves the right, without penalty, to add, remove, modify or otherwise update the RFP, in any way the Library sees fit, provided that such modifications shall be submitted with due notice prior to the deadline for submission.

D. This invitation does not commit the Library to pay any costs incurred in the preparation of proposals nor commit the Library to select any proposer that responds.

E. The Library reserves the right to waive any irregularities or informalities in procedure, and to reject any or all proposals without penalty. Any and all submissions may be rejected for any cause. Further, the Library reserves the right to cancel the project with or without reason.

F. Consultants shall comply with all management and administrative requirements established by the Washington Administrative Code (WAC), and the Revised Code of the State of Washington (RCW), and any subsequent amendments or modifications, as applicable to providers licensed in the State of Washington.

2. HOW TO RESPOND TO THIS RFP.

A. Questions about this RFP. All questions should be directed to Paula Barnes, Library Director, at 360-417-8525 or PBarnes@nols.org. NOLS reserves the right to share answers to questions with other proposers if it is determined that the answer would give unfair advantage to one proposer. Questions may be submitted no later than Friday, March 4, 2011.

B. Proposal submission. To be considered for selection, proposers must submit a complete response to the RFP as defined in this section. Three copies of the entire proposal must be provided in a sealed envelope. Proposals should be marked “Forks Library Roof and Renovation Project”. Please avoid or limit bindings, glossy covers and other superfluous additions. Proposals must be received at the North Olympic Library System’s Administrative

Office, 2210 South Peabody Street, Port Angeles, WA 98362 on or before 4:00pm Pacific Standard Time on Thursday, March 17, 2011.

C. Signatures. A corporate official who has been authorized to make such commitments must sign the proposing firm's response to the RFP.

3. TIMELINE.

Fundraising will be undertaken by the Friends of the Library beginning in mid-2011, and is expected to take 9-12 months. Design development will occur during this same time. The Library desires that construction begin in Summer 2012, with completion in Spring 2013, however the progress of fundraising may require delays to this schedule. The Library also desires that the roof and renovation projects be coordinated as closely as possible in order to minimize disruption to Library operations.

4. SCOPE OF WORK

A. NOLS is seeking an architect to complete the design process for the construction of a gabled roof, replacing the flat roof on the Forks Branch of the North Olympic Library System, and an interior renovation of the Forks Branch.

B. The interior renovation would include, as the budget allows, the removal of some interior walls to improve the function and flexibility of the Library, the establishment of a staff work area, new paint, carpeting, and other finishes, upgrades to wiring and plumbing, replacement windows, doors and other features, and some new furnishings and equipment.

C. If the project proceeds, the consultant would prepare all bid and construction documents, assist the Library with the process of selecting a contractor, handle all permitting, and manage the construction phase of this project.

5. BUDGET.

The project will be financed by capital funds provided by the North Olympic Library System and by private funds to be raised by the Forks Friends of the Library. The total budget for the project is \$700,000.

6. PROPOSAL CONTENT.

A. Proposals should be brief, concise and responsive to the specific requests in this section. The proposal shall begin with a cover/transmittal letter and be followed by the responses to each of the following sections.

B. Include a statement about why the firm should be selected to provide the requested services.

C. Describe the qualifications and experience of the architectural firm and key personnel. Discuss any similar projects as well as any previous public library design experience.

D. Describe the firm's approach to this project, how your firm will complete the responsibilities and tasks outlined in the Scope of Work, your approach to this project and any special ideas, techniques or suggestions that you think might make the project proceed smoothly.

E. Describe comparable public facilities that the firm has designed. Note the name of the owner representative to contact and the telephone number and email address for each.

F. Describe any resources (other than personnel) that the firm has or its consultants have that could be applicable and beneficial to this project.

G. Describe what you think will be the consultant's work hours necessary to complete the design phase for this project, the time and resources required from the Library, and the schedule for completing the design work.

H. Include a list of the hourly rates for all of the individuals who would be assigned to this project.

7. INSURANCE.

The successful consultant shall maintain, at its own expense, during the entire term of the contract, sufficient professional liability insurance to cover any damages caused by errors, omissions or negligent acts.

8. SELECTION OF CONSULTANT.

A. Proposals will be evaluated by a committee including a member of the Library Board of Trustees, the Library Director and the Forks Branch Manager. Proposals will be evaluated on the basis of experience, qualifications, approach to the project, ability to meet schedules, process and methods, overall responsiveness to the RFP, the ability to comply with RFP requirements, and any other factors deemed relevant and in the best interests of the Library.

B. Final selection will be based on the evaluation of proposals unless it is deemed necessary by the committee to conduct interviews of closely scored consultants. The consultant determined best qualified to perform this project will be recommended for contract award to the Library Board of Trustees.

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